



**KC International Academy**  
Many Different Countries,  
One Awesome School

# KC International Academy

Many Different Countries, One Awesome School

## Employee Handbook

### 2021-2022 School Year

Dear KC International Academy Employee:

Welcome back for another school year at KC International Academy (KCIA). I am looking forward to working with a group of professionals who put kids as their top priority and understand that developing a positive school culture is imperative. This handbook is an attempt to communicate about items that may occur in our school's day-to-day operation. Indeed, it is not all-inclusive.

The growth and achievement of each of us on this staff is important. At the conclusion of the school year, we should be able to say we grew professionally because of the work we accomplished together.

This Employee Handbook will provide you with an overview of KCIA employee benefits and corporate policies and procedures. If you have any questions about the Handbook, please contact me.

Again, welcome to KCIA. I look forward to working with you.

Sincerely,

Dr. David Leone  
Superintendent

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## **Introduction**

The KCIA Employee Handbook is designed to provide information for KCIA employees regarding our policies, procedures and practices, and your own privileges and responsibilities.

KCIA seeks to create a workplace that reflects the goals that we have for the students in our schools, goals that motivate and inspire each of us to achieve at the highest levels possible.

The contents of this Handbook supersedes any prior policy guidelines or personnel manuals provided to employees. However, where the law of a particular state or an individual written employment contract is inconsistent with this Handbook, the state law or contract shall govern.

Except for the policy of at-will employment, KCIA reserves the right to change, add to or discontinue any of the policies contained in this Handbook from time to time and to interpret and apply them as it deems appropriate. No oral statements or representations can change the provisions of this handbook.

Not all KCIA policies and procedures are set forth in this Handbook and its supplements. We have summarized only some of the more important dates.

Please read this Handbook carefully, including any applicable supplements, familiarize yourself with the contents and follow its provisions where they apply. If you have any questions, ask.

# 1. EQUAL EMPLOYMENT AND ANTI-HARASSMENT POLICY

## 1.1 Equal Employment Opportunity Policy

KCIA believes respect for the individual is the foundation for creating equal employment opportunity. All employment actions are made without regard for consideration for an individual's race color, creed, sex, sexual orientation, age, national origin, citizenship status, veteran status, mental or physical disability, marital status, genetic information or an individual's membership in any other class or category protected by applicable federal, state or local law.

**Disability Accommodation:** KCIA will not discriminate against any individual with a disability who is otherwise qualified for employment. Any qualified employee or applicant with a disability who requires reasonable accommodation in order to perform the essential functions of the job should notify his or her supervisor, contact the Human Resources Division and request such an accommodation. The individual is encouraging to fully cooperate with KCIA in seeking and evaluating alternatives and accommodations. KCIA may require medical verification of both the disability and the need for accommodation. For further information, please contact the Superintendent.

**Religious Accommodation:** KCIA will attempt to make reasonable accommodations for employee observance of religious holidays and sincerely hold religious beliefs unless doing so would cause an undue hardship on district operations. If you desire a religious accommodation, you are required to make the request in writing to your supervisor as far in advance as possible.

## 1.2 Anti-Harassment Policy

KCIA intends to provide a work environment that is free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort – verbal, physical or visual – on the basis of a protected characteristic will not be tolerated. These characteristics include, but are not necessarily limited to, race color, creed, religion, sex, sexual orientation, age, national origin, citizenship status, ancestry, veteran status, physical or mental disability, marital status or any other protected status defined by law. Harassment that violates this policy may take many different forms including, but not limited to:

- Verbal conduct, such as epithets, derogatory comments, slurs or unwelcome comments or jokes;
- Visual conduct, such as derogatory posters, photographs, pictures, emails, screensavers, cartoons, drawings or gestures;
- Physical conduct, touching or physical interference with work; and threats or demands to submit to certain non-work related actions in order to keep or get a job, to avoid some other loss or as a condition of receipt of job benefits, security or promotion.

Any employee who feels that he or she has been the subject of harassment, whether by a coworker, supervisor, officer, agent, contractor, guest, vendor or client of KCIA, must immediately report this action to his or her supervisor, the Principal, or Superintendent.

### **1.3 Policy Against Sexual Harassment**

Sexual harassment, like any other form of harassment, will not be tolerated at KCIA. Sexual harassment includes sexual overtures, either verbal or physical. In addition, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, as well as remarks or actions directed toward an individual on the basis of gender may also constitute sexual harassment.

Specific forms of behavior that are considered to be sexual harassment in violation of our policy include, but are not limited to the following:

#### **1. Verbal**

- Explicit or implicit threats of retribution, or promises of benefits in return for sexual favors.
- Abusive language related to an employee's sex, including, but not limited to, sexual innuendos, slurs, suggestive, derogatory, or insulting comments or sounds, whistling, jokes of sexual nature or concerning gender-specific traits, sexual propositions and threats.
- Use of demeaning or offensive words when referring to an individual's gender.
- Demands for sexual favors or sexually-orientated comments about an employee's body or appearance, sexual habits, sexual preference or sexuality desirability.

#### **2. Visual**

Abusive written language, including emails, showing or displaying pornographic or sexually explicit objects or pictures, graphic commentaries or obscene gestures in the workplace.

#### **3. Physical Contact**

Any sexual advance involving physical contact that is not welcome, including touching, petting, pinching, massaging, coerced sexual intercourse, assault or persistent brushing up against a person's body.

If you feel that you have been the victim of sexual harassment or have witnessed an incident that made you feel uncomfortable, you must immediately call your supervisor, the Principal, or Superintendent.

### **1.4 Harassment Complaint Procedure**

If you believe that you have been the subject of harassment or discrimination on any basis, or if you have observed or become aware of harassment or discrimination, you

are required and have a responsibility to report the matter immediately. Any complaints of perceived discrimination and/or harassment should be detailed as possible. Please submit a written complaint to the Principal or Asst. Superintendent. If for any reason you are uncomfortable reporting the incident to your supervisor, the Principal, or the Assistant Superintendent, you should submit the complaint anonymously to the Superintendent or Board President.

Once a complaint is made it will be investigated in a timely manner. If it is determined that prohibited discrimination or harassment has occurred, appropriate action will be taken. This may include counseling, training, transfer or disciplinary action, up to and including termination. Confidentiality will be maintained to the extent possible consistent with KCIA obligation to conduct a thorough investigation. All KCIA employees to become involved in an investigation of discrimination or harassment are to treat the matter confidentially.

KCIA requires and expects its employees to immediately report any incidents of perceived discrimination and/or harassment. All employees are required to cooperate in any investigation of discrimination, harassment or other alleged workplace wrongdoing. Any employee who makes a reasonable, good-faith complaint about a perceived discrimination and/or harassment or who participates in the investigation may do so without fear of retaliation. Retaliation against any employee for filing a complaint of discrimination or harassment or for participating in the investigation of such a complaint is strictly prohibited by this policy and is grounds for disciplinary action, up to and including termination of employment.

## **2. COMMENCEMENT AND SEPARATION OF EMPLOYMENT**

### **2.1 Employee Performance Evaluations**

KCIA certified and classified employees will be evaluated on a regular basis. Certified employees will be evaluated based on the Performance Based Teacher Evaluation Instrument. *Orientation will be held in August/September and each certified employee will be appraised of the process by the principal.*

Classified employees will have an orientation in August/September and each classified employee will be appraised of the process by the principal.

All summative evaluations will be completed by the end of May.

### **2.2 Employment Records/Personnel Files**

It is important that your personnel records are kept updated at all times. Employees are responsible for maintaining current, accurate information. The following information should be updated, if necessary:

- Legal name
- Home address
- Telephone numbers (cell, home, work)

- Email addresses
- Emergency contact person
- Dependents/beneficiaries
- Marital status
- Change of insurance beneficiary(s)
- Exemptions on your W-4 tax form
- Direct deposit
- Education level (transcripts) from all universities attended
- Certifications (current)
- Background checks (FBI & FCSR)

### **2.3 Separation of Employment**

KCIA employees are requested to provide notice of their resignation in writing to their supervisor, Principal, or Superintendent by the deadline for submitting the Intent to Return form (ITR).

All employees are required to return all keys, identification cards, credit cards, tools, security codes, computer equipment, computer passwords, telephones, other office equipment and/or any other property of KCIA to their supervisor, the Principal, or the Superintendent upon their separation from KCIA.

### **2.4 Verification of Employment Requests**

KCIA does not respond to oral requests for references or verification of past employment. For verification of information or completion of a specific form, please contact the Superintendent.

As an employee or supervisor of KCIA, do not under any circumstances respond to any request for information regarding another employee. Refer all such inquiries to the KCIA Principal or Superintendent.

## **3.CONDUCT AND OTHER WORKPLACE RULES**

### **3.1 Appearance**

Employees should wear clothing that is professional and practical for work, but not distracting or offensive to others. Any clothing that has words, terms or pictures that may be offensive to other employees is unacceptable. Clothing that has the KCIA logo is encouraged. Revealing clothing is not appropriate for a place of business. Staff should dress like professional educators.

No dress code can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable casual work attire, please ask your supervisor, the Principal, or Superintendent.

### **3.2 Attendance and Punctuality**

If you expect to be absent or delayed, you must notify the Principal by telephone and advise him or her of your absence or tardiness. You are expected to call and either speak with that person or leave a voicemail or text message no later than one hour prior to your expected reporting time. Your supervisor or Principal may designate someone to receive such calls in his or her absence. Failure to inform this person of your absence or delay will result in the absence being considered unexcused and may subject you to disciplinary action, up to and including termination.

Communicating your absence or tardiness to a co-worker other than your supervisor, Principal, Superintendent, or designee will not be considered adequate notice.

Employees are expected to call their Principal, Superintendent, or designee each day that they are absent unless the employee is on an approved leave of absence.

Employees with excessive absenteeism or tardiness cannot perform their jobs effectively and potentially create disruptions to the operation of KCIA. Therefore, excessive absenteeism or tardiness may be cause for disciplinary action, up to and including termination.

### **3.3 Drug-Free Workplace**

KCIA seeks to maintain a safe workplace and learning environment by eliminating the hazards to health and safety created by alcohol and other drug abuse. All employees and contractors are prohibited from the use, manufacture, distribution, sale and/or possession of any legal drug, controlled substance or alcoholic beverage during work hours (including lunch and break time) on school property or in a school vehicle.

Employees are prohibited from being under the influence of, selling, offering to sell, trading, purchasing, using or possessing any illegal drug or alcohol while performing school business or job-related duties, while on school property or while operating school property (including vehicles).

**[Note:** School-sponsored activities that may include the service of alcoholic beverages are not included in this provision.]

Employees who engage in the above prohibited activities in violation of this policy are subject to disciplinary action, up to and including termination of employment.

### **3.4 Inclement Weather and Emergency Conditions**

All KCIA employees are expected to make a reasonable effort to report to work on inclement weather days. In the event of severe weather conditions or other emergencies, the Superintendent or his designee may decide to close school for the remainder of the day or prior to the beginning of a workday. No loss of pay will occur as a result of early dismissal or closure for this reason. Likewise, if you report to work and find that school is unexpectedly closed due to an emergency, no loss of pay will occur. However, if the school is open and you are unable to report to work, you must use your accrued PDO in order to be paid.

### **3.5 Personal Relationships**

KCIA recognizes that employees may develop personal relationships in the course of their employment. However, in an effort to prevent favoritism, morale problems, disputes or misunderstandings and potential sexual harassment claims, supervisory employees are discouraged from dating or engaging in sexual relationships with subordinate employees. In the event a dating or sexual relationship does develop between a supervisor and a subordinate, then the supervisor must promptly report the relationship to KCIA Principal or Superintendent. Violation of this policy may result in disciplinary action, up to and including termination. Furthermore, co-workers are strongly discouraged from dating or pursuing romantic or sexual relationships with each other.

### **3.6 No Smoking/Chewing Policy**

Employees, guests and vendors are not permitted to smoke/chew in KCIA facilities at any given time or on school grounds. Smoking/Chewing is prohibited in all KCIA facilities and vehicles.

### **3.7 No Solicitation/Distribution of Literature**

KCIA has established rules applicable to all employees to govern solicitation and distribution of written material during working time and entry onto the premises and work areas. All employees are expected to comply strictly with these rules.

1. No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom the solicitation is directed; and
2. No employee shall distribute or circulate any written or printed material in work areas at any time during his or her working time during the working time of the employee or employees at whom the distribution is directed.

As used in this policy, "working time" includes all time for which an employee is paid and/or is scheduled to be performing services for KCIA. This excludes meals or other breaks, rest periods, or other times during a shift when an employee is not engaged in performing services for KCIA.

In addition, KCIA electronic resources (including but not limited to computer systems, email, phone systems, voicemail, cell phones, etc.) shall not be used for personal gain or advancement of individual views. Utilization of email or other KCIA electronic resources for purposes of non-business solicitation or for personal gain of the promotion of events and causes is likewise prohibited.

### **3.8 Open-Door Policy/Problem Solving Process**

KCIA promotes a quality work environment for all employees, one that encourages a high level of individual and team contribution in support of business goals. KCIA believes that open communication and feedback are essential to a successful work

environment and that all employees should feel free to seek answers to work-related questions and raise any matter of importance and/or issues of concern without fear of reprisal.

The underlying philosophy of KCIA Open-Door Policy is to provide an effective and timely process for employees to seek solutions to work-related questions, concerns or problems.

If for any reason, you do not feel comfortable discussing a work related concern with your immediate supervisor, you should bring the issue to the attention of the Superintendent. If after taking repeated steps, you continue to feel that your issues have not been resolved, you are encouraged to bring your work-related concern to the attention of the Superintendent. You should attempt to resolve your concerns as soon as possible. Ideally, you should make every attempt to bring your concerns to the attention of your supervisor, Principal or the Superintendent within ten working days of the event.

### **3.9 Compliance Hotline**

We take potential violations of the law and our standards and policies as well as any potentially unethical conduct very seriously and want you to know that you have multiple avenues for reporting concerns. Any violations and concerns should be immediately shared with the Principal and Superintendent. If you are not comfortable bringing a concern forward, an anonymous letter can be given to either of these staff members or the Board President.

You do not need to identify yourself by name when reporting your concerns. If you choose to give your name, we will keep that information confidential to the extent possible consistent with KCIA obligation to conduct a thorough investigation or unless we are otherwise required by law to disclose it. All reports will be investigated and appropriate actions taken. We will not allow retaliation against an employee who makes a reasonable, good faith report.

### **3.10 Public Relations/Statements to the Media**

KCIA and its programs, activities and plans are sometimes of special interest to the general public. In order to ensure a professional relationship with the media, due diligence must be taken to ensure that information originating from KCIA is accurate, complete and reflects the official position of the organization.

In the interest of orderly, consistent management of information released to the media, all inquiries from or statements to the media and other interested parties must be referred to the Principal or Superintendent. Only the Superintendent, the Principal or his or her designee is authorized to make or approve public statements pertaining to KCIA or its operations. No employees, unless specifically designated by the Superintendent or the Principal, are authorized to make those statements. Any employee wishing to write and/or publish an article, paper or other publication on behalf of KCIA must first obtain approval from the Superintendent or Principal before publication.

### 3.11 Rules of Conduct

As a KCIA employee, you are expected to:

- Conduct yourself in accordance with the established policies and practices of KCIA
- Strive to observe the highest standards of school or business behavior and ethics.
- Comply strictly with all applicable laws, rules, and regulations.

The foregoing list is not comprehensive. It is not possible to list all of the types of behavior that are desirable or that are considered unacceptable in the workplace.

Noted below is a partial list of the acts of misconduct that may require disciplinary action, up to and including termination. This list is not intended to limit KCIA rights to discipline or discharge employees for other reasons not listed here, nor does it alter or limit the policy of employment at will, whereby you or KCIA may terminate the employment relationship at any time for any reason, with or without cause, and with or without notice.

- Abuse or mistreatment of students.
- Theft of unauthorized use, possession or removal of company records or property or the property of any employee, client (school or district) or visitor.
- Falsification of or omissions from employment records or other company or school records, including timekeeping records (e.g. time sheets).
- Unauthorized distribution, dispensation, possession or use of intoxicating beverages or controlled substances on school premises or reporting to work or operating school owned vehicles or equipment while under the influence of such substances. Failure to submit to reasonable suspicion testing or conduct that violates KCIA's Drug-Free Workplace Policy.
- Fighting or otherwise engaging in disorderly, threatening or intimidating conduct in the workplace, including horseplay or other actions that endanger others.
- Using abusive or offensive language, making disparaging remarks, being discourteous or otherwise harassing, threatening, coercing or interfering with employees, students or visitors.
- Insubordination and/or failure or refusal to follow the instructions of a department head, manager or supervisor, including refusal to accept a job assignment, direction or reasonable overtime, or behaving in a disrespectful manner toward a department head, manager or supervisor or in a manner which would undermine his or her authority.
- Creating or contributing to unsafe conditions by an act or by a failure to act.
- Excessive personal phone calls, emailing or web browsing or other violations of KCIA Electronic Resources policies.
- Unauthorized possession, use or copying of school records or disclosure of proprietary or confidential information to unauthorized persons.
- Illegal conduct of any kind.
- Dishonesty, including, but not limited to, any fraudulent act or a breach of trust.
- Excessive tardiness or absenteeism or failure to call in as required.
- Refusal to fully cooperate with KCIA in any investigation related to the workplace.

- Improper or illegal discrimination, harassment or retaliation, as set forth in KCIA Equal Employment Opportunity Policy, Anti-Harassment Policy and Policy Against Sexual Harassment.
- Failure to report a workplace injury as soon as possible.
- Inducing or assisting another employee in committing any breach of the foregoing rules and regulations.
- Violation of any KCIA rule, policy or standard, including, for example, but not limited to, policies regarding confidentiality of proprietary information, policies relating to travel and expenses and policies concerning the use of KCIA's electronic resources. For purposes of these standards of conduct or any other policies and procedures in this Handbook, "school premises" includes any location where school related functions or activities are taking place, other than an employee's private home.

### **3.12 Corporal Punishment**

Corporal punishment (as well as threats of corporal punishment) is prohibited at KCIA at all times. Corporal punishment is forced pain intended to change a person's behavior to punish them. Parent permission never exempts KCIA staff from following the no corporal punishment policy. Corporal punishment is never to be used or threatened at any time or with any affiliation to KCIA.

### **3.13 Second Jobs**

The high standards of quality service held by KCIA are only possible when all employees give their very best performance. This level of performance may be difficult to maintain when an employee is working more than one job. Taking a second job, including self-employment, is not permitted if such work may reduce your performance while on the job for KCIA or if such work may create a potential conflict of interest.

### **3.14 Staffing- Immigration Law Compliance**

KCIA is required to comply fully with federal immigration laws. As a condition of employment, we will verify an employee's identity and legal authorization to work in the United States. The employee is required to present the documents necessary for the verification process no later than three business days after employment commences. Employees who do not produce the required documents will be terminated in accordance with the Federal Immigration Reform and Control Act. Where an employee has provided documentation that in any way limits the time that the employee is permitted to work, the employee will be required by KCIA to re-verify his or her work authorization at the appropriate time and interval. If at any time during employment, an employee's immigration status changes so that he or she is no longer authorized to work in the United States, that employee must notify the Superintendent immediately. Although an applicant or employee need not provide a Social Security number to verify his or her legal authorization to work in the United States, in conformity with federal tax laws, KCIA requires all employees to provide a valid Social Security number. In

conformity with its policies regarding falsification of applications or records, KCIA reserves the right to discipline or terminate any employee who provides false or misleading documentation of work authorization or who provides a false Social Security number.

### **3.15 Work Hours Policy**

It is the policy of KCIA to establish the time and duration of working hours as required by workload, school needs, the efficient management of human resources and all applicable laws.

- All staff members are expected to arrive no later than **7:30 AM** daily, unless due to the scope of your job responsibilities, you have been given different work hours. Classroom teachers should be outside their classrooms ready to greet students by **7:55 AM**. If you have other tasks to complete you should arrive early enough to complete them and be ready to greet students at **7:55 AM**. All staff members are expected to remain at work until **3:30 PM** daily, unless due to the scope of your job responsibilities you have been given different hours. All teachers are expected to escort their students to the buses at the end of the day. If you have an emergency or situation requiring a change to these times, prior approval from the Principal or Superintendent is needed.
- Personnel employed in executive, administrative, professional, outside sales or certain computer-related capacities generally are exempt from the provisions of the Fair Labor Standards Act. These employees are not required to fill out hourly time records, but must account for daily attendance. KCIA policy regarding salary payments to exempt employees is set forth below.
- Superintendent will assign overtime (if any) to employees as needed. Employees are not permitted to work overtime without the prior approval of their supervisor or department head. If KCIA finds that an employee has worked overtime hours that were not approved in advance, appropriate disciplinary action will be taken.

### **3.16 Visitors**

To minimize interruptions to the instructional environment and ensure safety, no parents/guardians will be allowed to come to classrooms after morning arrival or during the day. If a parent/visitor needs to give something to a staff member or student, they will be required to leave the item in the front office. You will be notified of the item by the front office or the item will be delivered to the classroom. If parents are scheduled to volunteer or for some other purpose, they must sign in at the office and obtain a visitor's badge. School Staff who observe parents/visitors without proper identification are to report that information immediately to the school office and/or security. KCIA employees are not allowed to have their children at work with them during contracted work hours. If an emergency arises, please contact the Principal for approval.

Staff must have administrative pre-approval of family, friends, or work related visitors during school/office hours.

## **4. POLICY ON USE OF SCHOOL PROPERTY**

### **4.1 Electronic Resources Policy**

KCIA relies on its computer network, phone system and related software and hardware to conduct business. To ensure that its Electronic Resources are used properly by its employees, independent contractors, agents and other users, KCIA has created this Electronic Resources Policy (the "Policy"). "Electronic Resources" refers to KCIA's computer network, telephone network and related software and hardware. Specifically, Electronic Resources, whether owned or leased, including, but not limited to: host computers, file servers, application servers, communication servers, mail servers, fax servers, web servers, workstations, stand-alone computers, laptops, software, hand-held devices, data files and all internal and external computer and communications networks (i.e., internet commercial online services, value-added networks, email systems and smartphones) that may be accessed directly or indirectly from KCIA's computer network. It also includes all phone systems, telephone units, servers, voicemail systems and cell phones, whether owned or leased.

The Electronic Resources are the property of KCIA. Employees are permitted access to the Electronic Resource to assist them in the performance of their jobs, subject to their compliance with their Policy. At all times, Users have the responsibility to use KCIA's Electronic Resources in a professional, ethical, and lawful manner. Use of KCIA's Electronic Resources is a privilege that may be revoked at any time. In addition, violations of this policy will be taken very seriously and may result in disciplinary action, up to and including termination of employment as well as civil and criminal liability.

### **4.2 No Expectation of Privacy**

The Electronic Resources made available to employees are to assist them in the performance of their jobs. Users should not and do not have an expectation of privacy in anything they create, store end or receive on or with KCIA's Electronic Resources. By using KCIA's Electronic Resources, Users expressly waive any right of privacy. Users consent to allowing personnel of KCIA to access and review, for legitimate work-related purposes, all files, attachments, websites, emails, voicemails or any other transmissions or materials that they or others create, store, send or receive on the computer, hand-held device or over the Internet or any other computer network or Company phone network or equipment. Users understand and agree that KCIA may use human or automated means to monitor the use of its Electronic Resources.

### **4.3 Prohibited Activities**

**Prohibited Uses:** Electronic Resources must be used in a manner that does not violate the Family Education Rights and Privacy Act that KCIA is bound to follow. KCIA Electronic Resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, gambling, internet shopping, video or music

streaming, online dating, promotions, destructive programs (i.e. viruses or self-replicating code), political material or any other unauthorized use.

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate may not be sent by email or other forms of electronic communication (such as IM, Skype, Web 2.0 sites, chat groups, web browsers or blogs) or accessed, displayed or stored on KCIA computers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisor, Principal or to the Superintendent.

**Misuse of Software:** All software must be loaded by the KCIA and must be for business purposes only. Without prior written authorization from the Director of Operations and Finance, Users may not do any of the following; (1) copy KCIA or third-party software; (2) modify, revise, transform, recast or adapt any software; or (3) download from the Internet or otherwise install software on their KCIA workstation, desktop or laptop computer, school provided cell phone or other device. Employees who become aware of any misuse of software or violation of copyright law should immediately report the incident to their supervisor.

#### **4.4 Passwords**

Users are responsible for safeguarding their passwords for access to any Electronic Resources. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No user is permitted to access any Electronic Resources using another User's password or account. Use of passwords to gain access to Electronic Resources or to encode particular files or messages does not imply that Users have an expectation of privacy.

#### **4.5 Security**

**Portable Storage Devices:** Portable storage devices (i.e., flash drives, zip drives, iPods, smart phones, handhelds or other storage devices) can be used for business purposes only and under the following conditions. Documents stored on a portable storage device should be copies of documents that exist in other locations on the network. Nothing should be stored solely on a portable storage device. Social Security numbers, pay data or other confidential personnel information, health records (or anything that would violate HIPPA), student records, product specifications, pricing documentation and trade secrets or other confidential corporate information must never be transported or saved on a portable storage device.

Vendors and visitors cannot use a flash drive or other portable storage device on a KCIA network computer.

If you lose a portable storage device containing KCIA information you should notify your supervisor immediately.

## 4.6 Viruses

**Virus Detection:** Each user is responsible for taking reasonable precautions to ensure that he or she does not introduce viruses to the KCIA network. To that end, all material received on flash drives or other magnetic or optical medium and all materials downloaded from the Internet or from computers or networks that do not belong to KCIA must be scanned for viruses and other destructive programs before being placed onto the computer system.

## 4.7 Email

E-mail Usage: KCIA considers email to be any technology used to transfer business messages. Thus for purposes of this policy email may include text messages, instant messages and email transmitted from computers, laptops, BlackBerries or similar devices. Users are responsible for conducting themselves in an ethical and lawful manner when using email. When creating email messages KCIA expects you to follow the same standards required in all written business communications for this company.

KCIA retains the right to access, monitor, intercept, review and copy, for legitimate work related purposes, any and all email messages composed, transmitted, received or stored with or on its Electronic Resources and a User's use of KCIA Electronic Resources constitutes consent to such.

KCIA expects everyone to use email accounts primarily for business related purposes i.e., to communicate with coworkers, clients and vendors, to research relevant topics and to obtain useful business information.

**Prohibited Uses:** Below are a few examples of uses that are prohibited under the email usage policy. This is not intended to be an exhaustive list and employees are asked to use their best judgement when using KCIAs' email.

- Users may not, under any circumstances, use "spoofing" or other means to disguise their web identities in sending email or other electronic communication via bulletin boards, Web 2.0 sites or chat groups. Without express permission of their supervisors, Users may not send unsolicited ("spamming") emails to persons with whom they do not have a prior relationship or bona fide business purpose.
- Altering a message from another User without their permission.
- Improperly using someone else's email account as your own.
- Forwarding your KCIA email to your personal internet account (e.g., Yahoo, Hotmail, or Gmail) for usage out of the office. Email can be accessed via the KCIA webmail account and can be forwarded to authorized Users.

## 4.8 Use of Equipment

**No Right to Privacy:** All KCIA property – including desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephones, cellular telephones, modems, facsimile machines, duplicating machines and vehicles – are

provided by KCIA for business use. KCIA reserves the right, at all times and without prior notice, to inspect and search any and all of its property. By using KCIA's property, Users expressly waive any right of privacy in anything they create, store, send, receive or maintain in KCIA property.

Employees are expected to properly use and maintain in good working order all KCIA School property and equipment made available to them to perform their jobs.

Employees who lose, steal or misuse KCIA property may be personally liable for replacing or fixing the item and may be subject to discipline, up to and including termination of employment.

Employees must strictly limit the use of KCIA equipment for non-work purposes and such use may not interfere with an employee's duties and responsibilities or violate KCIA policies.

Employees may access only files or documents that they have permission to access. Unauthorized review, duplication, dissemination, removal, damage or alteration of files or other property of KCIA or improper use of information obtained by unauthorized means may be grounds for disciplinary action, up to and including termination.

## **5. SAFETY, SECURITY AND COMPLIANCE ISSUES**

### **5.1 Health and Safety**

The health and safety of employees in others on KCIA property are of critical concern to KCIA. We strive to attain the highest possible level of safety in all activities and operations. KCIA intends to comply with all health and safety laws applicable to our business.

To this end, KCIA must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees should be conscientious about workplace safety, including proper operating methods in known dangerous conditions or hazards. You should report any unsafe conditions or potential hazards to your supervisor immediately even if you believe you have corrected the problem. If you suspect a concealed danger is present at KCIA premises or in a product, facility, piece of equipment, process or business practice for which KCIA is responsible, you should immediately bring it to the attention of your Principal or Superintendent.

Periodically, KCIA may issue rules and guidelines governing workplace safety and health. Failure to comply strictly with the rules and guidelines regarding health and safety or negligent work performance that endangers the health and safety will not be tolerated and may result in disciplinary action, up to and including termination.

Any workplace injury, accident or illness *must* be reported to your supervisor as soon as possible regardless of the severity of the injury or accident. If medical attention is required immediately, supervisors will assist employees in obtaining medical care, after which the details of the injury or accident must be reported.

## **5.2 Policy Against Workplace Violence**

### **1. Statement of Policy**

Acts of threats of physical violence, including intimidation, harassment and/or coercion that involve or affect KCIA or that occur on KCIA's property or in the conduct of KCIA's business off KCIA's property will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in KCIA's operations, including, but not limited to, KCIA personnel, contract workers, temporary employees, clients, vendors and anyone else on KCIA property or conducting KCIA business off KCIA. Violations of this policy by any individual will lead to disciplinary action, up to and including termination of employment, and or legal action as appropriate.

This policy is intended to bring KCIA into compliance with existing legal provisions requiring employers to provide a safe workplace. It is not intended to create any obligations beyond those required by existing law.

### **2. Definitions**

Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:

- Threats or acts of physical or aggressive contact directed toward another individual;
- Threats or acts of physical harm directed toward an individual or his/her family, friends, associates, or property;
- The intentional destruction or threat of destruction of KCIA property or an employee's property;
- Harassing or threatening phone calls;
- Surveillance;
- Stalking;
- Veiled threats of physical harm or similar intimidation; and
- Any conduct resulting in the conviction under any criminal code relating to violence or threats of violence that adversely affect the legitimate business interests of KCIA.

### **3. Enforcement**

Any person who engages or is accused of engaging in a threat or violent action on KCIA property may be removed from the premises as quickly as safety permits it may be required, at KCIA's discretion, to remain off KCIA's premises pending the outcome of an investigation of the incident.

Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing. No existing policy or procedure of KCIA should be interpreted in a manner that prevents the making of these necessary decisions.

Important note. KCIA will make the sole determination of whether and to what extent threats or acts of violence will be acted upon by KCIA. In making this determination,

KCIA may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of employment at KCIA.

### **5.3 Mandatory Abuse Incident Reporting Policy**

This Mandatory Abuse Incident Reporting Policy is designed to ensure that all members of the KCIA community report any allegations or reasonable suspicion of any incidents of sexual or physical abuse against students or neglect of students, including abuse and neglect that may take place within students' homes. Most members of the KCIA community who come in direct contact with the children to whom KCIA provide services are legally mandated reporters for child abuse and neglect. *Mandated reporters are not required to be certain that abuse or neglect has occurred in order to make a report.*

Responsibilities of all employees that come in direct contact with the children to whom KCIA provides services.

All KCIA employees who come in direct contact with the children to whom KCIA provide services are required to immediately report directly to the Principal or Superintendent any reasonable suspicion of sexual or physical abuse or neglect of students.

#### **Non-retaliation**

KCIA prohibits any manager or other employee from retaliating or taking any adverse action against any employee for reporting reasonable suspicion of sexual and physical abuse or neglect.

#### **Penalties for Violations**

In addition to applicable criminal or civil penalties, any employee of KCIA who fails to comply with this policy shall be subject to disciplinary action, up to and including termination of employment. Such discipline may also apply to such actions as requesting others to violate this policy, failing to cooperate with any child abuse investigation or retaliating against an employee for making a report of child abuse.

### **5.4 Security**

You should be alert at all times and should report the presence of any suspicious persons to your supervisor, the Superintendent immediately. You should also maintain in your possession at all times your keys, security passes and identification badge. Do not lend these items to anyone who is not authorized to possess them. Similarly, computer passwords, electronic door codes and other security access information must not be disclosed to anyone who is not authorized to have that information.

## **5.5 Weapons**

KCIA prohibits all persons who enter school property from carrying a handgun, fire arm, knife, chemical, explosive or detonating device or other weapon of any kind regardless of whether the person is licensed to carry the weapon.

The only exception to this policy will be police officers, security guards or other persons who have been given written consent by KCIA to carry a weapon on the property. Any employee who violates this policy will be subject to discipline up to and including termination.

## **6. EMPLOYEE BENEFITS**

### **6.1 Benefits**

All full-time regular employees will receive insurance and other benefits offered by KCIA. Eligibility, coverage, deductibles and carriers of such benefits are subject to modification or termination at any time at the sole discretion of KCIA or respective insurance carriers. Benefits are only available to active full-time regular employees who are regularly scheduled to work a minimum of thirty hours per week.

### **6.2 Compensation**

#### **Payroll Checks**

KCIA pays employees semi-monthly. Employees will receive paychecks on the 15<sup>th</sup> and the last day of the month. If payday falls on a weekend or holiday, you will be paid the work day prior. Direct deposit is required. Your pay will be deposited into an account at your financial institution using the account information you have provided. You must provide banking information showing you are on the account.

#### **Error in Pay**

Every effort is made to avoid errors in your paycheck. If you believe an error has been made for any reason, including, but not limited to, an over or underpayment, please contact KCIA immediately. KCIA will take the necessary steps to research the problem and to assure that any necessary corrections are made promptly.

### **6.3 Holidays**

KCIA observes various holidays each calendar year. A listing of the holidays for a given year will be distributed to employees prior to the start of the new calendar year.

Typically, KCIA observes the following holidays each year:

Labor Day  
Thanksgiving Day  
Winter Recess  
New Year's Day  
Dr. Martin Luther King Day  
President's Day

Spring Break  
Memorial Day  
4<sup>th</sup> of July

## **6.4 Planned Absences**

### Planned Absence

When an employee anticipates an absence, leave should be entered in Purely. Detailed plans should be left for the substitute including:

- Up-to-date class roster;
- Instruction on how to report attendance – all attendance must be taken in Lumen this year so be sure the sub knows who to contact if a problem arises;
- Clear and concise information regarding what the students are expected to do in the teacher's absence;
- A class schedule;
- Classroom discipline procedures

Each teacher is expected to maintain an emergency sub file with generic work suitable for the class. Your team's team leader is expected to know where your sub file is stored.

For all planned absences: Approval must be obtained from the Principal at least one week in advance. No planned leave will be approved the day before and/or after a holiday, the first and last two weeks of the regular school year, or during summer school.

## **6.5 Paid Days Off**

Paid Days Off – Paid Days Off (PDO) are available to full-time regular employees to provide greater flexibility in the use of their time off. PDO's will be earned according to the number of days worked, as outlined.

### Support Staff-

- 10 days

### Certified Staff-

- 1<sup>st</sup> Year- 11 Days
- 2<sup>nd</sup> Year- 12 Days
- 3<sup>rd</sup> Year- 14 Days
- 4<sup>th</sup> Year- 15 Days

Employees must exhaust PDO before unpaid leave can be taken. Employees working their calendar year may carry over a maximum of five (5) PDO's. For employees who complete their calendar year, any days accrued beyond five (5) may be sold back to the

district (at the district's discretion) at the end of each school year at a rate of \$100 per day (pro-rated for employees working less than 8 hours/day). Buy-backs will occur after June 30 each year. If school is closed for more than five (5) the scheduled work days and salary/wages are paid for the unscheduled closed days, unused PDO in excess of five (5) days will be forfeited at the rate of one day forfeited PDO for each day closed in excess of five (5) days. Forfeited PDO will not be paid or carried over.

Absences may be charged against PDO for the following reasons:

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a physician's certification attesting to the illness of incapacity of the claimant and/or inclusive dates of the employee's incapacitation.
- b. Illness, injury or incapacity of a member of the immediate family. The Board defines "immediate family" to include: the employee's spouse and the following relatives of the employee or the employee's spouse: parents, stepparents, children, stepchildren, children/step children spouses, grandparents, grandchildren, siblings, step siblings and any other family member residing with the employee. Any other person whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver. (Note: "Family" for FMLA purposes is more limited)
- c. Pregnancy, childbirth, and adoption leave in accordance with this policy.
- d. Tax investigation.
- e. Court appearances, unless applicable by law, require no leave be charged to the employee.
- f. Wedding or graduation.
- g. Observance of a religious holiday.
- h. Conducting personal business of such a nature that it cannot be performed on a Saturday, Sunday or before/after school hours, including parent-teacher conferences. This also includes medical or dental appointments.
- i. Leave under FMLA
- j. Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

**Staff members cannot use pre-planned PDO for the first and last two weeks of the regular school year, the days preceding and following a Holiday Break (refer to section 6.3), during summer school, on teacher pre-service days and all scheduled full day in-service days.**

Vacation - The Board of Education shall grant vacation days in addition to PDO to all district employees regularly scheduled to work twelve (12) months (this does not apply to teachers). Vacation days for management personnel shall be based on the recommendation of the Superintendent and approved by the Board. Full-time and non-management employees are eligible for vacation days as follows:

Years of Service

1-5 years (20 work days per year)

Greater than 5 years (20 work days per year)

Vacations are to be scheduled with his/her supervisor to the convenience of the school's staffing needs. In all possible cases, employees with longer continuous service shall be given an opportunity to select vacation time first.

Vacation pay cannot be given in lieu of time off: i.e., an employee cannot receive double pay by working during vacation.

A district employee may not use PDO or vacation days during the period the employee receives Workers' Compensation for the time lost to work related incidents.

Unless otherwise provided, the following leaves will be provided to full-time and part-time professional employees.

### **Other types of Leave**

#### **6.6 Bereavement Leave**

Employees shall be granted paid leave not to exceed five working days in the event of a death in the immediate family. The district may require verification of the need for the leave. The Board defines "immediate family" to include:

- The employee's spouse.
- The following relatives of the employee or the employee's spouse: parents, stepparents, children, stepchildren, siblings, step siblings, employee's grandparents, grandchildren or other family members who reside in the same household as the employee.
- Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

Employees shall be granted paid leave not to exceed two working days in the event of a death in the extended family. Extended family shall include grandparents of the employee's spouse, children's spouse, sibling's spouse.

#### **6.7 Military Leave**

The board shall grant military leave as required by law. Members of the National Guard or any reserve component of the US Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year October 1 through September 30 without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits. Employees should provide the district an official order verifying that they are required to report to duty.

## **6.8 Jury Duty Leave**

The employee will be paid regular pay after submitting receipts showing proof of service, days served, parking, meals and mileage. Any employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.

## **6.9 Crime Victim Leave**

Anyone who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation or PDO in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding. Paperwork showing the need to use leave is required.

## **6.10 Pregnancy, Childbirth, Adoption Leave**

This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA eligible employees. An employee must notify the district of a need for anticipated duration of the leave at least 30 days before the leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she's able to do so and as long as her ability to perform her duties is not impaired, based upon medical opinion.

Employees eligible for FMLA leave for the birth, first year care, adoption or foster care of a child will have such a leave applied in accordance with the FMLA.

Employees who are not eligible for FMLA leave may take up to six weeks of leave for the birth, first year care, adoption or foster care of a child and may use any combination of accrued PDO or vacation leave or unpaid leave.

Pregnant employees who need more than six weeks of paid or unpaid leave for a pregnancy related incapacity must provide certification of the medical necessity for such leave.

# **7 MISCELLANEOUS**

## **7.1 STUDENTS LEAVING DURING THE DAY**

- Any note from home indicating a change in how a child is to be sent home must be sent to the office as soon as the note is discovered.
- Students leaving early from school must be signed out in the main office by their parents or guardian. Teachers will be notified from the office when a child has been signed out.

- Teachers should not release a child to a parent or any other adult who comes to the classroom. The adult should be directed to the office where they will sign out their child. Their identity will be verified, and the office will call the room for the child.
- Transportation changes will be delivered to you from the office in writing or verbal message and should be given to students before dismissal.

## **7.2 ASSEMBLIES**

All classroom teachers are to attend school assemblies with their students when programs are held during the school day. Teachers should sit in close proximity to their class maintaining supervision and responsibility for all students. Students are not to miss assemblies for disciplinary reasons unless the Principal has been consulted.

## **7.3 ATTENDANCE**

All absences and tardiness should be recorded by the teacher in Lumen Touch. Students arriving at the classroom door shortly after 8:20 AM should have a tardy slip from the office. The office will enter ALL attendance after 8:15 AM. It is imperative that a teacher send a student to the office if they arrive late without a pass and if they have been marked as absent. This action will keep parents from worrying when a phone call is placed by the office and the child is actually at school. **Please enter your final attendance by 8:30 AM.**

Students who must leave the building due to illness or appointment prior to the end of the school day must be signed out in the office by an adult. Students should not be released from the classroom until called for from the office. Teachers will be notified if students are sent home from the nurse's office. The Principal will monitor students' absence and tardiness.

If a student leaves for an appointment during the day, the office will call the student out of the classroom only after the parent or guardian has signed the student out. The office will record these absences.

## **7.4 BUILDING SECURITY**

All exterior doors at KCIA will be locked at all times. Visitors will be required to come directly to the office upon entering the building. Please discourage parents or visitors from coming to your classroom without first signing in at the office. It is advisable to teach students that any individual without a visitor's badge should be reported to the nearest staff member. (This includes PARENTS!)

Students need to be reminded that they should not arrive at school prior to 7:00 AM. There will be no supervision for students arriving prior to 7:00 AM. **This may need to be communicated to parents via classroom in letters on a regular basis throughout the year.**

All staff are required to wear a KCIA identification badge while on site. Staff members who misplace or damage the badge will need to contact the Principal to secure a replacement.

## **7.5 DRESS CODE**

Staff members are expected to dress professionally. The following are examples of dress NOT considered professional: flip-flops, shorts, tank tops, spaghetti strap tops, clothing with aged or worn appearance, t-shirts with logos other than school or district spirit wear, items that do not adequately cover the wearer. Jeans may be worn on every Friday.

There are occasions during the school year when it may be necessary to dress appropriately for a certain activity or event. Let the principal know what special events ahead of time and how the dress code might be modified to suit the event. Remember: We are role models for our students and everything we as educators do, even our appearance, relates to our patrons how we feel about the job of educating others.

## **7.6 EMAIL COMMUNICATION/CELL PHONE**

Email should be checked on a daily basis. Staff Members are expected to respond to emails in a timely manner. Emails containing sensitive information or troubling tone should be replied to by phone or with a face-to-face follow up.

Please pick appropriate times to check your EMAIL/texts so this does not interfere with your direct instruction and your monitoring of student learning. This should never be while students are under your supervision. You should never put anything in an email/text that you wouldn't want someone else to read. Do NOT bring your cell phone to meetings.

Cell phones/texting will not be used while students are in the room or while you are supervising students in other locations. Let your families know to call the office if there is an emergency.

## **7.7 FIELD TRIPS**

Field trip and bus transportation request forms for field trips are available in the office. All requests for field trips must be directly related to specific instructional objectives. The forms must be submitted at least five days prior to the date a bus will be needed. If payment is needed, please get with the secretary at least three weeks in advance of the trip. Permission slips must be sent home with students four days before the scheduled field trip. Make sure all permission slips are returned before the field trip. Permission slips can be found in the office.

Remember to communicate with the special teachers, literacy coach, special services teachers, and the nurse the dates and times your grade plans to be gone so that they can plan around it. Teams must borrow a first aid kit from the nurse for any trip away from school. A cell phone and class roster should accompany any field trip. Be sure to leave cell phone numbers with the office staff.

## **7.8 PROFESSIONAL DEVELOPMENT MEETINGS**

Grade-level and content-team meetings will occur as scheduled by the Principal and Curriculum & Instruction Team during staff planning periods. Grade-level teams should

expect to meet at least weekly. Staff will receive an agenda in advance of the meeting, and meetings may last between 30 and 50 minutes.

In addition, staff will participate in weekly Wednesday PD from 2:00-3:30pm.

Staff should adhere to these expectations during meetings:

1. Each teacher's attention and participation is expected.
2. Punctuality is a must.
3. Meetings will be positive and action-oriented.
4. Always be considerate of your teammates.

### **7.9 PUNCTUALITY**

Staff members are expected to be on time for all meetings/appointments. Staff members have many important responsibilities associated with their work assignments and being on time to meetings/appointments shows respect to the others involved in the appointment. If an emergency arises, please call ahead to alert others that you are on your way.

### **7.10 RECESS**

There should be at least three adults on the playground at all times. Do not leave your kids until you have confirmed a supervisor is in place. Recess supervisors should spread out so that all areas of the playground can be seen.

Staff members on recess duty are to have radio communication with the office.

Students are expected to go outside unless they have been ill and have a note from home. If the temperature reaches 90 degrees F, recess and physical education should be held inside.

During the winter, students are expected to play outside and have physical education unless the temperature is 25 degrees F. If the wind chill is between 10-20 degrees, outdoor recess and physical education should be limited. Teachers should monitor student's dress before sending them out in extreme cold. Students are not allowed to play in the rain or snow.

Indoor recess is conducted in the classrooms. Grade level teams will determine how to manage indoor recess. Teams may choose to utilize one classroom for each supervisor on duty.

### **7.11 SUPERVISION OF STUDENTS**

Students should be supervised at all times. Do not leave students unattended in the classroom. Individual or small groups of students may be sent to a destination approved by the teacher.

Teachers provide supervision during group student restroom breaks. Personal emergencies may warrant an individual being allowed to use the restroom without teacher supervision. If individual students are not responsible enough to use the restroom pass, this privilege should be denied and they should only use the restroom when supervised.

- Non-classroom teachers will be assigned supervision duties to enhance student management throughout the building.
  - The classroom teacher should accompany all students as classes move throughout the halls for special classes.
  - The classroom teacher is to walk students to and from the appropriate recess entrance/exit.
  - The classroom teacher will need to walk his/her class to the cafeteria.
- Notify the office when you and your students are leaving the room for any reason that would be a change from your regular schedule.

### **7.12 TOYS**

Students are not to bring toys, trinkets, video games, trading cards, etc. to school. If they do, collect toys and return them to the student at the end of the day with instructions not to bring them back again, or return them to parents in person.

### **7.13 FUNDRAISING**

KCIA understands the importance of resources in the classroom. We are committed to helping teachers obtain needed resources. If a staff member would like resources beyond the realm that KCIA can provide, staff members must get pre-approval for fundraising platforms including Donors Choice, Amazon Wish lists, etc. Please email your principal/supervisor the platform and fundraising goal/items you would like. All gifts accepted become property of KCIA.

### **7.14 SUICIDE PREVENTION**

Youth Suicide Prevention and Awareness Dear Missouri School District: Pursuant to Section 170.048, RSMo, the Missouri Department of Elementary and Secondary Education (DESE) developed a model policy regarding youth suicide awareness and prevention. This model policy may be adopted by Missouri school districts to meet the requirements of Section 170.048, RSMo which provides as follows:

1. By July 1, 2018, each district shall adopt a policy for youth suicide awareness and prevention, including plans for how the district will provide for the training and education of its district employees.
2. Each district's policy shall address, but not be limited to, the following:
  - (1) Strategies that can help identify students who are at possible risk of suicide;
  - (2) Strategies and protocols for helping students at possible risk of suicide; and
  - (3) Protocols for responding to a suicide death. This model policy is intended to serve as a template for districts in developing suicide prevention policy.

Districts are encouraged to adapt and customize the model policy to best address and meet the needs of their school community.

#### **Purpose Statement:**

Suicide is a leading cause of death in youth ages 10-24 in Missouri 1 and is a public health concern impacting all Missouri citizens. This school district is committed to

maintaining a safe environment to protect the health, safety and welfare of students. This policy will outline key protocol and procedures for this district in educating employees and students on the actions and resources necessary to prevent suicide and to promote student well-being. This policy is being adopted pursuant to Section 170.048, RSMo.

### **7.15 Bullying**

Staff members are required to report:

- \*All firsthand knowledge of bullying
- \*Any reasonable cause to suspect that a student has been subject to bullying
- \*Reports of bullying from students

Staff members who witness bullying or receive reliable information that an incident of bullying has occurred must report the incident to the school administration within two days of witnessing the incident or receiving the report of the incident.

School administration will begin an investigation of all incidents reported within one day of receiving information, and will be concluded within ten days. All incidents or reports of incidents and their resolution will be documented and maintained by the school administration. If investigation finds evidence of bullying, school administration will respond in accordance with the Student Code of Conduct which may include, but not be limited to counseling, school-based restorative justice, in-school suspensions, or expulsion, as deemed appropriate by the school administration.

Any incidents of reprisal or retaliation against any person who reports an act of bullying will not be tolerated and will result in appropriate remedial action in accordance with the Student Code of Conduct.

KCIA's Anti-Bullying Policy is available for all students, families, and staff members in the KCIA student handbook.

## ACKNOWLEDGEMENT

I have received a copy of the KCIA Employee Handbook ("Handbook"), which is provided by KCIA online and amended from time to time. I understand that, although the KCIA may provide notice to me of amendments or modifications to the handbook, it is my responsibility to review it from time to time during my employment.

I acknowledge my obligation to read and understand its contents.

I understand that this Handbook is not a contract of employment for any purpose or for any specified duration in that my appointment is "at will," meaning that either KCIA or I may terminate my employment at any time, with or without notice, and with or without reason, unless I have a written contract from KCIA specifying otherwise. I understand, as well, that no other communication from KCIA shall constitute a contract of employment for any specified duration or alter the "at will" nature of my employment. I hereby agree to abide by the rules, regulations and policies of KCIA.

This handbook supersedes any previous employee manual that may have been issued by KCIA.

I agree to comply with all KCIA policies contained within this handbook.

I understand and acknowledge that I have read and agree to comply with the anti-harassment policy, the policy against sexual harassment and the harassment complaint procedure.

I understand and acknowledge that I have read the electronic resources policy and agreed to comply with it.

I understand and acknowledge that if I have any questions concerning this handbook or do you not understand its contents I should contact the KCIA Superintendent.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*You are required to sign this form and return it to KCIA Superintendent.*

*Thank you!*

*Dave Leone - Superintendent*

# **KC International Academy Strategic Plan**

## **Mission Statement**

Kansas City International Academy is committed to excellence in education, inspiring and empowering children from all nationalities and diverse backgrounds, giving them the foundation they need to achieve the highest level of success in life.

## **Vision Statement**

Our school is a shining example of educating diverse cultures and is a model for others to emulate. Teachers aspire to teach here. Our English Learner and literacy programs are exemplary. In our school every student is challenged to excel academically, no matter their background.

## **Strategic Plan Goals: Revised June 2021**

1. Strengthen literacy and language acquisition in all content areas.
  - a. Develop a vision and plan for rigor and academic language development in all content areas.
  
2. Improve instructional support systems for teachers (e.g., observation and feedback, use of data, classroom management).
  - a. Develop tools and protocols that enable teachers to use student work and data to improve instruction (e.g., data reports, data and student work meeting protocols, menu of supports).
  - b. Set clear and consistent behavioral expectations and provide teachers with a clear set of strategies and supports to help students meet those expectations.
  
3. Build a positive school culture that engages families and community partners and encompasses many cultures, languages, and diverse perspectives.
  - a. Ensure staff are equipped to create culturally responsive teaching environments.
  - b. Develop a family liaison team with systems to support the physical, emotional, and academic needs of KCIA families, with the goal of increasing family and student access to education.
  
4. Hire and retain a diverse, high-quality staff.
  - a. Recruit and hire staff members who are certified to teach ELL and otherwise reflect the linguistic and cultural diversity of our students and families.
  - b. Identify strengths through observations and teacher evaluation data to provide individualized growth and leadership development opportunities for staff members.
  
5. Ensure KCIA is financially and operationally sustainable and has the facilities it needs to thrive.
  - a. Develop adequate classroom space, learning environments, and support spaces.
  - b. Provide a collaborative, transparent budget process that produces positive school growth and reserves of at least 15% at the end of each school year.

## EMERGENCY PROCEDURES

### Emergency Contacts

Police (Emergency): **9-1-1**

Police (Non-Emergency): **816-234-5000**

Poison Control: **1-800-222-1222**

First Student (Bus): **816-254-5262**

Suicide Prevention: **800-273-8255**

Trevor Crisis Line (LGBT Youth): **1-866-488-7386**

United Way (Community Referral Resources): **816-474-5112**

KCIA Main Office- **816-242-4206**

KCIA Security officer: extension # **107**

KCIA Nurse: extension # **143**

### Medical Emergency

Delegate an individual to notify the building office and/or administration/school health professional.

Call 911 if warranted.

Provide for immediate medical attention (CPR, FA, AED, etc.) until trained Emergency Medical Services arrives.

Assign a point person to wait for medical providers and guide to victim location.

Do not move the victim unless they are in immediate danger of further injury.

Comfort the victim.

After immediate needs have been cared for, remain to assist emergency medical personnel with pertinent information about the incident.

Minor events- have students taken to the office or school clinic for assistance.

Complete appropriate documentation.

Identify a person to contact parents, guardian as appropriate to seek appropriate follow up services if needed

### THREAT/ACTIVE SHOOTER/INTRUDER

Notify Security – extension # 107

Contact 911

Contact Building Administrator

Administrator or designee will Initiate ALICE procedures

\*ALICE (Alert/Lockdown/Inform/Counter/Evacuate)

Notify all students outside their classrooms (including those outside the building) to report to the nearest safe area.

Assess the decision to evacuate students from the building based on the safest option.

Lock/Secures all entry points.

If the hostage taker or armed person can be contained in one section of the building, students should be moved from an exposed area or classrooms to a safer part of the building.

As soon as possible, and only if it can be accomplished safely, a staff member should be directed outside the building to warn approaching visitors of the danger.

### UTILITY FAILURE

Notify building administration.

If there is an element of danger, move students away from the immediate vicinity of danger.

Assess the situation.

Contact Main Office: 816-242-4206

Office will notify the appropriate utility company.

Determine whether to move to an alternate building location.

If extended stay outdoors in inclement weather, contact transportation to provide buses to transport students to partner school or shelter students on buses.

### FIRE/EXPLOSION

If possible, take cover from the immediate explosion under a desk.

If not caused by an explosion, contain the fire as best as possible.

Pull the alarm.

If a fire extinguisher can be utilized to put out a small fire, utilize this option.

The Building Administrator will contact 911 while fire procedures are initiated.

When safe, immediately leave the building quickly and orderly.

Use a safe route to exit the building.

Take a safety kit and a student roster.

If safe and warranted, move to the designated relocation site.

The Building Administrator will notify District staff.

### MENTAL HEALTH

There are a variety of events that may cause trauma to an individual.

If you notice a change in a student's behavior (shutting down or acting out) , communicate this information to a school Social worker or Counselor.

In the event of a threat to harm self or others contact:

-School Counselor/School Social Worker

-Building Administrator

If one of the above is unavailable contact security.

In the event of a suicide attempt or death:

The mental health crisis and bereavement plan will be utilized.

Administrators will communicate with the PR director to disseminate appropriate facts to the school community. Staff should discourage information from spreading that has not been validated by administrators.

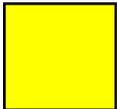
## RELOCATION PLAN

Take the nearest and safest building exit.

Walk east on the sidewalk along Wilson Ave to the Morgan Haus 308 Blue Ridge Blvd.



Everyone is accounted for & safe.



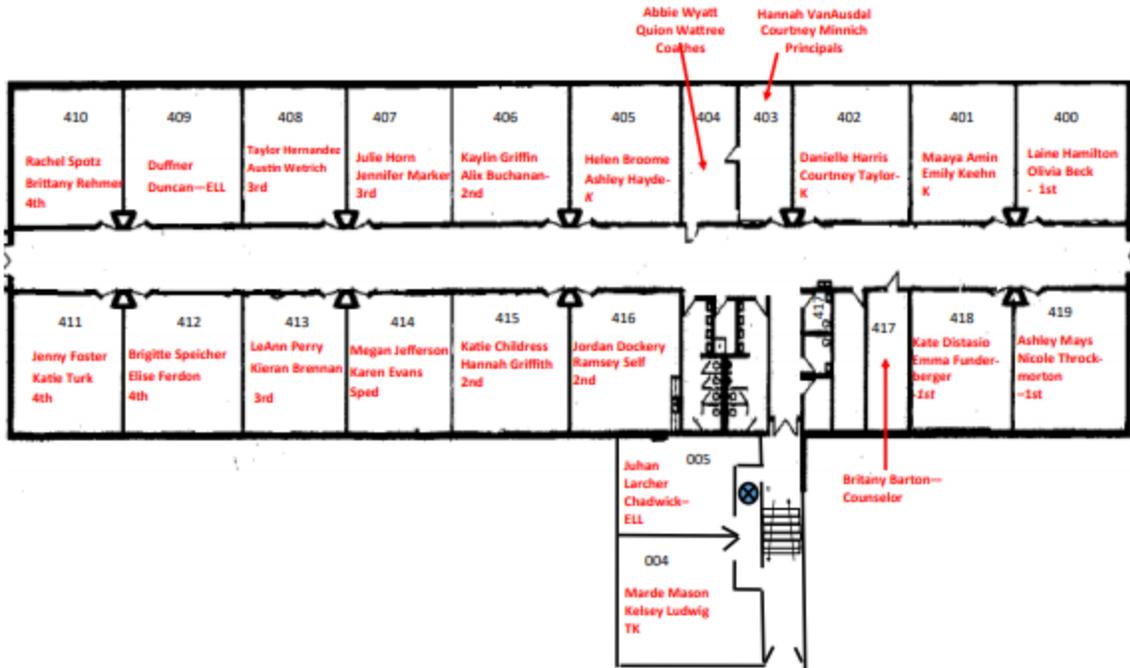
All students are with me & an extra student.



Missing a student

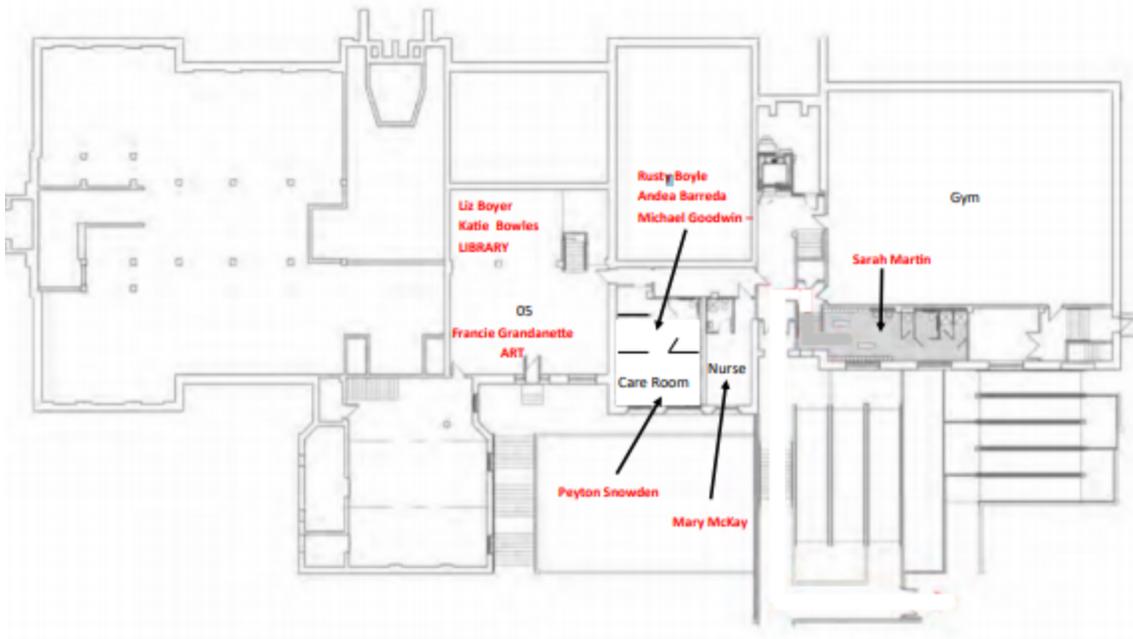
# Building Map

## Kansas City International Academy K-4 grades—North Wing



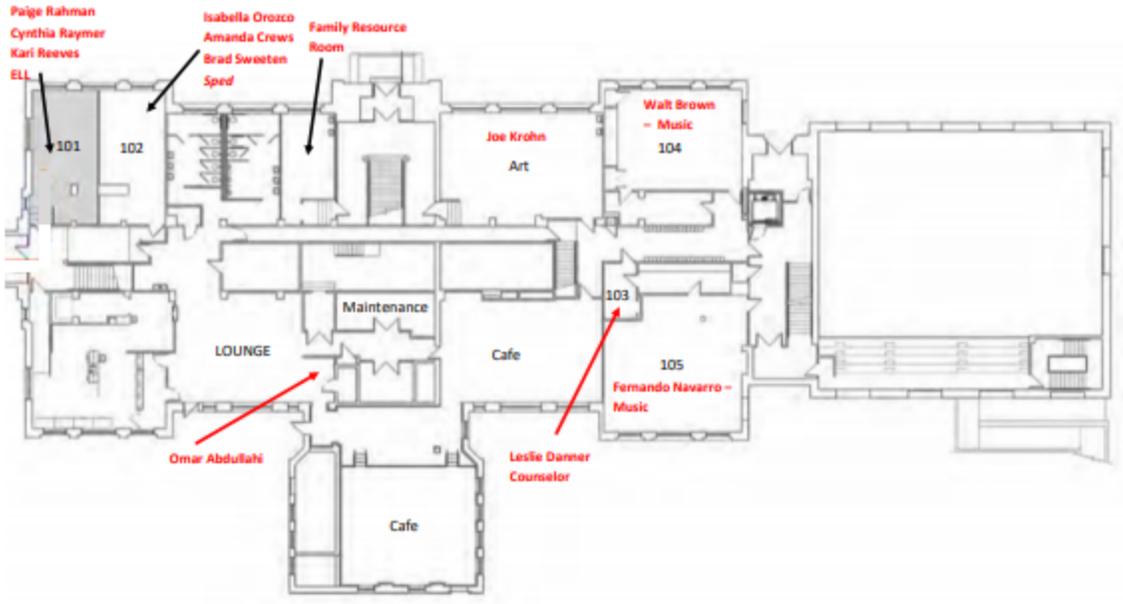


Kansas City International Academy  
Lower Level (East Wing)



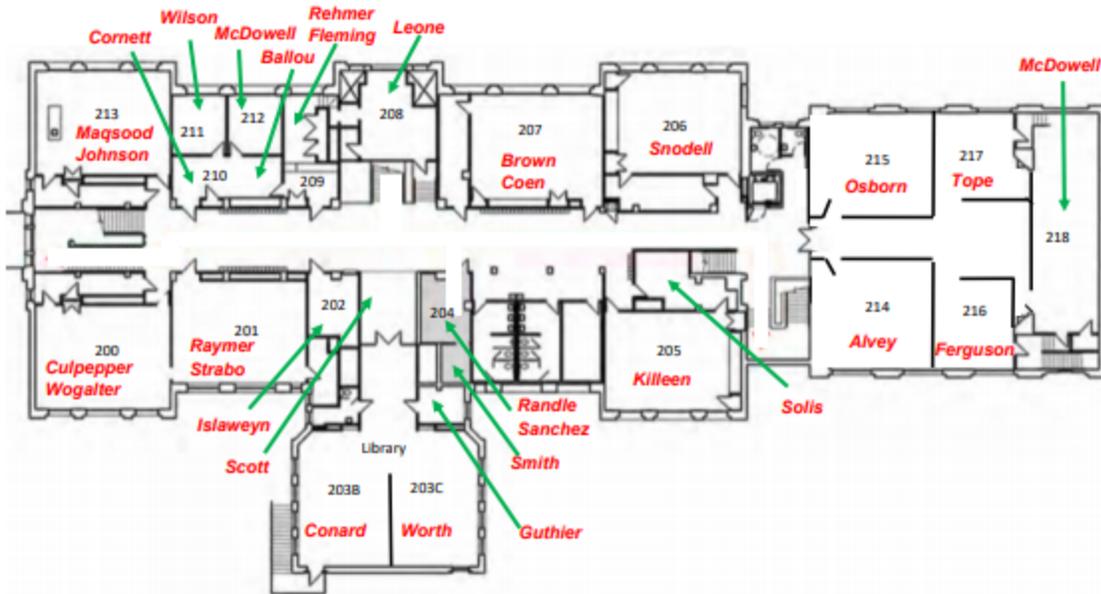


# Kansas City International Academy First Floor (East Wing)



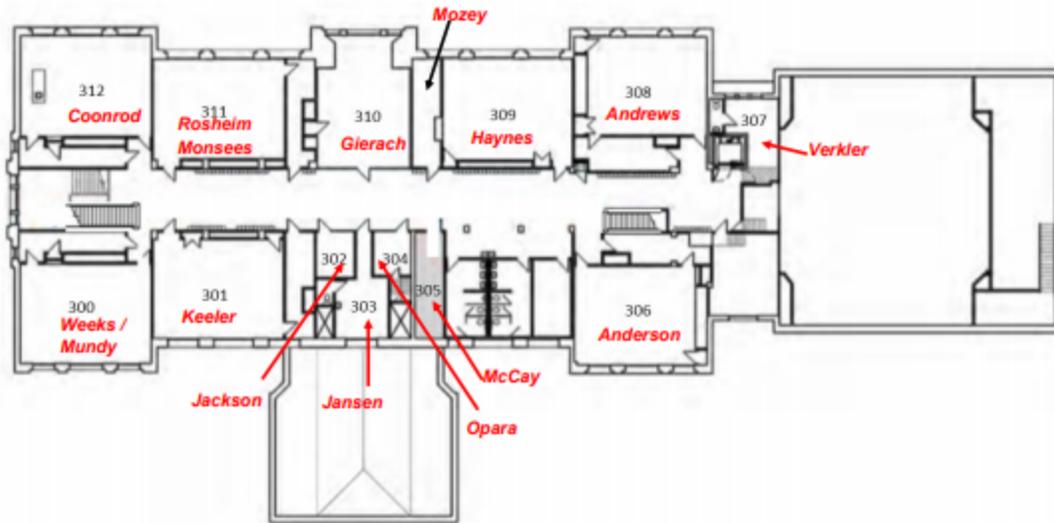


Kansas City International Academy  
Second Floor (East Wing)





Kansas City International Academy  
Third Floor (East Wing)



## **KCIA Compliance With Dyslexia Law**

Requirements in Effect for 2021-2022

Section 167.950, RSMo

Missouri's dyslexia law governs the general education curriculum and Tier 1 interventions. Nothing changes the IDEA or Section 504 eligibility determination process should a disability be suspected.

Schools have autonomy to choose screening and diagnostic tools, as well as interventions. This is what is required:

**1. Universal Screener:** Must administer a screener to all students to determine whether a student has dyslexic tendencies or a related disorder and could be at risk of reading failure. The test should not result in a medical diagnosis but would indicate the student would benefit from additional supports (i.e. interventions, small group instruction, test read alouds, etc.).

- Screen 1st, 2nd, and 3rd graders within the first 30 days of the school year. Must follow up in the middle of the school year to check progress.
- Kindergarten screenings to occur by Jan. 31.
- Transfer students should be screened.
- Students in grade 4 or old that are showing areas of weakness in reading, as determined by a classroom teacher or parent/guardian.
- Exemptions:
  - Existing diagnosis of dyslexia
  - Students with a sensory impairment (visual/auditory)
  - Severe intellectual disabilities
  - **English Learners** where tools or staffing related to administration and/or interpretation in native language is unavailable. At KCIA, we will screen all ELL students once they have achieved a 3.0 language proficiency on the WIDA ACCESS test. Students may be screened earlier based on teacher judgment.
  - DESE provides sample letters to let parents know students have been screened.
- KCIA will need to report to DESE whether or not each student was screened and what tools were used to screen.

**2. Classroom Support for students identified as having dyslexic tendencies:** Provide reasonable classroom support that is low-cost and based in effective best practice, such as oral exams or extended test-taking periods. (List of possible supports provided by DESE is copied at the end of this document).

**3. Schools must provide two hours of in-service training for all teachers regarding dyslexia and related disorders.** This should include an introduction to

dyslexia, key areas of literacy intervention, screening requirements and other related content. Training can occur in increments.

## **Dyslexia Screener**

DESE provides guidance and a list of possible resources a district should use when developing a dyslexia screener. Recommend components include:

### Kindergarten

- Phonological awareness (words, syllables, rhyming, onset-rime, blending, and syllable and word segmentation)
- Sound/symbol recognition
- Alphabet knowledge (letter naming fluency)
- Rapid automatic naming (processing/ often uses shapes or colors)
- Reading comprehension

### First Grade

- Phonological awareness (segmentation, blending, isolation, manipulation)
- Sound/symbol recognition
- Alphabet knowledge (letter naming fluency)
- Word recognition fluency
- Orthography
- Reading comprehension
- Rapid automatic naming (processing/ often uses shapes or colors)

### Second & Third Grades

- Oral reading fluency
- Word recognition
- Reading comprehension
- Orthography

**Universal Screening:** All KCIA students will be screened using the NWEA Measures of Academic Progress reading assessment. Students scoring in the bottom 25% based on NWEA will then be assessed using more specific measures that screen skills related to phonemic and phonological awareness, phonics and alphabet knowledge, fluency, comprehension, and Rapid Automatic Naming.

**Supports for Students With Dyslexic Tendencies  
(From DESE Guidance Document)**

***“In the 2018-19 school year and subsequent years, the school board of each district and the governing board of each charter school shall provide reasonable classroom support consistent with the findings and recommendations of the task force created under section 633.420. “Support” is low-cost and effective best practices, such as oral examinations and extended test-taking periods.”***

The following is a list of example accommodations that benefit students with dyslexia. Note that not all students at risk for dyslexia will require all the possible supports. It is important to match and scaffold the support with the student’s individual needs in mind.

**General**

- Establish repeated exposure & review
- Check often for understanding
- Balance individual, small group and large group activities
- Provide extended time for oral responses
- Provide extended time for written responses
- Make available teacher-provided study guides
- Offer teacher-provided lecture or movie notes
- Provide taped or recorded lecture
- Reduce copying by providing information on worksheets or handouts avoid copying notes or outlines from boards or overheads, allowing students to focus on processing information instead of laboring to write it and losing the intent and meaning.
- Avoid far and near-point copying
- Avoid use of worksheets that require “page flipping,” e.g. map on one side of page, questions on other side. Provide students with two sheets of paper so that questions and source material can be in the same field of vision.
- Provide chapter/subject outline of curriculum for each semester/course syllabus
- Provide list of relevant curriculum-specific vocabulary in advance
- Present new information in small sequential steps
- Present curriculum using a “top-down” approach -- provide meaning first, then fill in facts
- Present curriculum through a variety of modalities
- Use manipulatives when possible in math & science
- Provide models or examples
- Use graphic organizers
- Use visual aids
- Provide two sets of textbooks -- one for home and one for school
- Use a marker to highlight important textbook sections
- Use peer readers

- Provide interesting reading material at or slightly above the student's comfortable reading level
- Maintain daily routines
- Encourage use of planners & calendars
- Provide accommodations for directions
- Use both oral and printed directions
- Chunk directions into small steps using as few words as possible
- Outline number and sequence steps in a task
- Have students repeat the directions for a task
- Show a model of the end product of directions (e.g., a completed math problem or finished quiz)
- Stand near the student when giving directions or presenting a lesson to provide proximity.
- Provide visual aids
- Consider page layout and font usage when creating classroom material; avoid script, irregular columns, break information into smaller chunks on page. Use 12 to 14-point font in evenly spaced sans serif fonts such as Ariel and Comic Sans; avoid underlining, italics, and text in bold caps. Provide ample space for written responses. Arrange work from easiest to hardest.

### **Environment**

- Provide structured time for organization of materials (set up laptop at beginning of class; allow additional time to update planner)
- Offer preferential seating, e.g. close to positive role model, close to board, close to teacher
- Guide opportunities for student responses in a manner that supports memorization challenges
- Post charts, graphs, number line, etc. in class, including alphabet charts and number charts (assists with letter & number formation & working memory issues)
- Do not use round-robin reading or read out loud unless student volunteers
- Evaluate the classroom structure against the student's needs (flexible structure, firm limits, etc.)
- Keep the classroom quiet during intense learning times
- Provide noise buffers such as headphones, earphones or ear plugs
- Reduce visual distractions in the classroom
- Keep workspaces clear of unrelated materials

### **Technology**

- Consult with Technologist Specialist
- Provide technology tools- laptop, tablet, headphone, microphone, printer, scanner for teachers & students
- Provide training for use of technology for teachers & students

- Provide a computer for written work
- Allow students to type written work
- Provide access to digital text & materials (textbooks, workbooks, chapter books)
- Provide access to audiobooks through services like Learning Ally and Bookshare memberships
- Permit the student to record class lectures/use a Livescribe Smartpen
- Provide access to word prediction software, text-to-speech software, extensions, typewriter to edit fillable forms; PDF worksheets (teacher scans worksheet & worksheet can then be edited by students using tools; document conversion)
- Provide access to word prediction software, text-to-speech & speech-to-text software or extensions for written assignments
- Have an integrated, consistent technology "package" in place when the student begins the school year
- Provide access to assisted listening device

### **Social / Emotional**

- Gauge frustration levels
- Provide a variety of activities in which the student can demonstrate mastery and success
- Allow for frequent breaks and vary activity (when frustrated)
- Provide frequent positive feedback and reinforcement
- Praise effort and process, not just final output
- Allow access to school counselor if needed
- Be sensitive about pull-out services; Does the child always miss gym? Is gym class that helps the child "get through the day?"

### **Assignments**

- Give directions in a variety of ways
- Give oral prompts or cues
- Avoid penalizing for penmanship or spelling errors
- Allow students to record or type assignments
- Offer use of scribe
- Provide extended time for completion
- Reduce pen-to-paper assignments
- Give option to give oral presentations instead of written reports
- Shorten assignments or break large assignments into chunks
- Give advance notice of assignments
- Provide clear expectations for assignments; provide rubrics
- Model or give examples of expected finished output
- Provide opportunities for interest-based projects
- Avoid word searches, crossword puzzles, letter jumbles or "fill in the letter" riddle math sheets

## **Tests / Exams**

- Consider performance-based measures
- Use alternative test formats
  - Fewer selections for multiple choice
  - Chunk matching questions into smaller sections
  - Give word bank for fill in the blank, and short answer
  - Provide word banks for “labeling tests,” such as states & capitals, parts of a microscope, etc.
  - Avoid essay questions
- Allow extended time for completion
- Read test to student
- Provide alternative seating for testing (so test can be read to student away from peers)
- Allow tests to be taken in a room with few distractions (e.g., the library)
- Conduct testing over multiple days
- Avoid penalizing for spelling, punctuation or grammar
- Allow oral responses or scribe
- Allow the student to complete an independent project as an alternative test
- Give advance notice of test and exams, allowing additional time for studying

## **Math Assignments & Tests / Exams**

- Read and explain word problems, or break problems into smaller steps.
- Allow use of times tables chart or math charts / calculator on assignments & exams
- Allow use of graph paper for working math problems or allow students to turn lined paper vertically creating columns for numbers

## **KC International Academy Good Morning!**

**Early Release Today.** The Early Release schedule is fine how it is and doesn't need any changes.

Tierra/Erin/Jamie--C/I meeting 9:30-11:00

SST-7th Grade--11:30

### **Wednesday Early Release PD:**

All teachers new to KCIA should participate in an Introduction to Working With ELLs training at 2 p.m. during our early-release PD time. We will review language proficiency levels, support structures, and KCIA resources. Any other KCIA staff member that would like a refresher on ELL systems at KCIA is welcome to attend. Meet in Bailey Conard's classroom (former library, behind the main office) at 2 p.m.

Staff who are not new to KCIA will have team collaboration time. Work with your instructional coach and/or supervisor to select a focus for this time.

### **Reminders:**

If you are interested in joining the Justice Committee Planning meeting today, shoot Tierra an email.

Thank you Mr. McKay for keeping our kids in check and [tracking our tardies](#). We have had less than 10 students a day tardy for classes!

**Cross Country/Volleyball** will practice today right after school so remind students in 8th hour.

Welcome our new volunteer coordinator Becky Croker. She will be working with our school and her office is on the second floor in the reading closet. She will be here Tuesday, Wednesday, and Thursday. Go introduce yourself and please let her know if there is anything you need for our kids!

Have a great day!

## **Teacher/Staff Evaluations**

The primary purpose of the performance based teacher evaluation (PBTE) of Kansas City International Academy is to facilitate and improve instruction which will enhance

student learning. The PBTE system provides each professional with the opportunity to develop his or her potential through an atmosphere of mutual trust and respect.

The performance based teacher evaluation is implemented through an ongoing, criterion-based, cooperative, supervisory process. This consistent, constructive process includes assessment of teacher performance. The process provides direction and opportunity for professional growth.

An effective PBTE system requires an ongoing commitment by district staff, administrators and the Board to provide the essential time, training and resources necessary for successful implementation.

The system is designed to meet Missouri statutory requirements as described in Senate Bill 291 (2010) and the NCLB Flexibility Waiver (2012).

## **Terminology**

### ***Performance Improvement Plan (PIP)***

Performance Improvement Plans (PIP) are used to improve professional skills as defined by the criteria. The Performance Improvement Plan includes identifiable, precise objective(s) and appropriate means for achieving the objective(s). A PIP may be developed with a teacher at any time. The plan may be “ongoing” and transitioned through more than one phase of the evaluation process. The plan will represent a need to address a deficiency in performance.

If a supervisor or teacher recognizes a need for growth on a criterion, the criterion will be identified and the two will work together to develop and implement a Performance Improvement Plan. Supervisors are responsible for coordinating all Performance Improvement Plans. The supervisor serves as a resource person to assist the teacher with the PIP, including efforts to facilitate participation in activities that may occur outside of, and/or during the school day.

### ***Formative Observations***

The Formative Phase is the ongoing analysis of performance prior to the final summative assessment. The process is designed to promote communication and personal growth.

### ***Summative Observation***

The Summative Phase is the review and synthesis of formative data pertaining to the performance of the teacher.

### ***Walk-Through Feedback Form***

The form is completed by supervisors based on short walk-through observations. The form may be developed cooperatively or by the supervisor.

### ***Professional Growth Plan***

In order to promote and support the continuous professional growth of the staff at Kansas City International Academy, each professional staff member will develop a professional growth plan with the cooperation of the administration. The Professional Growth Plan will address specific sources of new learning, the practice of skills related to new learning and timelines for completion. Strategies and activities chosen to drive professional growth will be research-proven practices. The plan will be evaluated annually.

## **KC International Academy Performance Based Teacher Evaluation Process**

The following is an explanation of the procedures for performance based teacher evaluation. The process begins with orientation for administrators and professional staff; continues with the formative phase; and, culminates in the summative evaluation

### **1. ORIENTATION**

Staff shall receive orientation about the evaluation process.

### **2. FORMATIVE PHASE**

The formative phase is the ongoing analysis of performance prior to the final summative assessment. This phase includes ongoing data collection and conversation between teachers and supervisors. This phase includes scheduled and unscheduled observations, walk-through data, non-observed data, artifact data, and conferencing.

### **3. SUMMATIVE PHASE**

The summative phase is the review and synthesis of formative data pertaining to the performance of the teacher.

#### **Summative Form**

The summative form is the document used to summarize the evaluator's rating of performance for each criterion. Ratings for the summative evaluation will include:

- Area of Concern
- Opportunity for Growth
- Meets Expectations

A comment space is provided to note excellence or concerns for any criterion.

#### **Summative Conference**

A conference between the teacher and evaluator will be conducted to review the information on the summative form. The form and the conference will be completed prior to May 15.

The teacher and evaluator will sign the summative form, indicating the document has been read and discussed. Either party will have the opportunity to make written comments on the form at that time. Additional written comments by either party must be shared within five working days and appended to the original copy of the summative form. Copies of the summative form will be retained by the teacher, evaluator, and maintained in the teacher's personnel file.

## **KC International Academy Performance Based Teacher Evaluation Evaluation Cycle**

Teachers are on a 1-year cycle for evaluation unless determined to be exempt by the administration.

The cycle includes a formative phase and summative phase. The formative phase for beginning teachers shall comprise a minimum of one formal scheduled observation, one formal unscheduled observation and walk-through observations. The first formal observation should be completed prior to November 15. For experienced teachers, the administrator **may** choose to do one formal scheduled observation and walk through observations. This process should be completed prior to February 15. A Summative Form shall be completed and discussed prior to May 15.

Other documentation may be included in the evaluation cycle. Examples of this documentation may include a memo to file, artifact data, walkthrough documentation and other observable data. If considered as part of the evaluation process, the documentation will be discussed with the teacher. Copies of such data will be made available to the teacher as appropriate. The evaluation cycle may also include the development of a Performance Improvement Plan if deemed necessary.

**Suggested Timeline**

- August Annual orientation for teachers regarding the evaluation expectations and process
- Growth Plan due September 15
- Prior to Nov 15, completion of one formal observation for each beginning teacher on formal evaluation
- Walk-through observations
- Prior to Feb 15, completion of one formal observation for remaining staff on evaluation
- Prior to March 15, completion of all formal observations for each teacher on formal evaluation
- Continue Walk-through observations
- Prior to May 15 completion of summative phase of evaluation cycle
- Ongoing possible development and monitoring of Performance Improvement Plans

**KCIA Formal Observation Form**

<b>Professional Employee:</b>
-------------------------------

<b>School:</b>
<b>Grade/Subject:</b>
<b>Date of Observation:</b>
<b>Appraiser:</b>
<b>Time/Date of Post Conference:</b>

**The focus of this observation:**

**Reinforcement:**

- 

**Refinement:**

- 

**Additional Items discussed during conference:**

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Kansas City International Academy  Summative Evaluation Form  2021-2022 School Year</b>
<b>Teacher Name:</b>

<b>Subject/Grade Level/Position:</b>	<b>Date:</b>
--------------------------------------	--------------

<b>Evaluator's Name:</b>
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**PLANNING AND INSTRUCTIONAL PROCESS:**

<b>PBTE Criteria</b>	<b>Area of Concern</b>	<b>Opportunity for Growth</b>	<b>Meets Expectations</b>	<b>Comments</b>
1. <b>Content knowledge aligned with appropriate instruction:</b> Teacher effectively plans for the delivery of the essential content of the discipline.				
2. <b>Curriculum Implementation:</b> Teacher maintains the rigorous bar set in the curriculum and provides language supports to make the content comprehensible.				
3. <b>Heavy Lifting:</b> Teacher provides opportunities for students to productively struggle with rigorous work and speak and write about academic content.				
4. <b>Student Assessment and Data Analysis:</b> Maintains accurate data on each student's progress based on multiple data points. Teacher effectively collects and uses student data to inform and improve instruction. Students are knowledgeable of their own progress.				

**CLASSROOM ENVIRONMENT:**

5. <b>Positive Classroom Environment:</b> Teacher has implemented Conscious Discipline strategies. The teacher has positive relationships with students.				
6. <b>Behavior Management:</b> The teacher manages student behavior in a constructive manner. Teacher responds to what motivates and frustrates students.				

**PROFESSIONAL RESPONSIBILITIES:**

<p><b>7. Effective Communication:</b> Verbal and non-verbal communication (written/electronic) is effective, correct and appropriate. Teacher reads emails and is aware of deadlines and other important information shared via email.</p>				
<p><b>8. Professional Collaboration:</b> Teacher works collaboratively with colleagues.</p>				

**EMPLOYMENT RECOMMENDATION:**

Recommended for re-employment  
 Not recommended for re-employment

**Evaluator Comments:**

<b>Name:</b>		
<b>Subject/Grade Level/Position:</b>		
<b>Date:</b>		
<b>Evaluator's Name:</b>		
<b>Criterion/Criteria Identified for Improvement:</b>		
List the specific criterion/criteria from the summative form that needs improvement.		
<b>Improvement Objective(s):</b>		
List specific objectives for improved performance.		
<b>Activities/Steps for Achieving the Improvement Objectives:</b>		
List steps to improve skills including what the teacher is expected to do as well as support offered from the evaluator and district to assist with the necessary improvement. Note any resources needed and the person responsible for accessing them.		
<b>Assessment Methods:</b>		
Include specific measurable objectives if possible as well as timelines where appropriate. Identify data to be collected where applicable.		
<b>Comments:</b>		

\_\_\_\_\_  
Teacher's Signature/Date

\_\_\_\_\_  
Evaluator's Signature/Date

<b>Date (s) Plan Objectives are Met:</b>
--

\_\_\_\_\_  
Teacher's Signature/Date

\_\_\_\_\_  
Evaluator's Signature/Date

Signatures indicate information has been discussed

COPY DISTRIBUTION:

Original to evaluator

Copy to personnel file

Copy to teacher

**KCIA 2021- 2022 End of Year Review      Translators/Student Support Position**

**Employee Name:**

## 1. Job Performance:

### a. Communication:

- Always keeps supervisor well informed
- Usually keeps supervisor well informed
- Communication not always clear/ consistent
- Unacceptable performance

### b. Technology:

- Knowledgeable and able to help students using technology
- Able to use most technology available
- Able to perform routine work using technology
- Needs more training and experience
- Unacceptable performance

### c. Classroom Support & Interaction

- Excellent support, example and interaction in the classroom
- Interaction, example, and support in the classroom is usually good
- Needs more training and experience
- Unacceptable performance

### d. Responsibility for Duties

- Interaction with students is always effective with the duties carried out as requested
- Interaction with students is usually effective with the duties carried out as requested
- Needs more training and experience
- Unacceptable performance

### e. Student and Self Discipline

- Always maintains effective control of self and students
- Usually maintains effective control of self and students
- Needs more training and experience
- Unacceptable performance

## 2. Quantity of Work

- Self- starter, makes above excellent use of

work time

- Makes average use of work time and achieves average quantity of work
- Has difficulty in organizing time in order to produce acceptable quantity of work. Has to be told what to do most of the time.
- Does not use work time productively

## 3. Quality of Work

- Work is outstanding, rarely find items that need improvement
- Work is above average, rarely find examples that have been skipped or neglected
- Quality of daily and periodic work is average
- Weekly/Daily checks are necessary

## 4. Attitude of Work

- Respects the school and their position
- Appreciates help and criticism
- Sometimes has a negative attitude
- Negative towards the school & employees

## 5. Initiative

- Develops workable solutions to most problems on his/her own, but keeps supervision informed
- Develops solutions to problems
- Relies on others but follows suggestions
- Little evidence of initiative noticed

## 6. Confidentiality

- All seen or overheard school matters are held confidential
- Has repeated and shared confidential information.
- Repeatedly shares confidential matters

## 7. Interpersonal Skills

- Works well with others, builds positive team community
- Generally gets along well with others
- No conflict, lack of interpersonal connection may impede work
- Frequent conflict/participates in toxic work

## 8. Cooperation

- Always does a little more than is asked
- Always does what is asked
- Does most of what is asked
- Seldom voices objections
- Is argumentative

**9. Attendance**

- Near perfect/perfect attendance
- Average attendance
- Poor attendance/frequently late
- Significant illness/family or personal issues impacted attendance this year

**10. Professional Appearance**

- Always dresses appropriately and is well groomed
- Usually dresses appropriately and grooming is acceptable
- Dress and grooming have required the attention of a supervisor
- Dress and grooming are inappropriate for the position

**11. Accident Prevention and Security**

- Sets a good example in safe work habits and encourages others to do the same
- Works safely most of the time
- Takes unnecessary risks

- Computers, files, and student information are always secured properly
- Computers, files, and student information, are secured properly most of the time
- Security of computers, files, and student information is a problem

**General Comments:**

**Overall Rating:**

- Exceeds
- Satisfactory
- Unsatisfactory

\_\_\_\_\_  
Signature of Supervisor (Date)

This work appraisal has been discussed with me by my supervisor:

\_\_\_\_\_  
(Signature of Employee) (Date)

**KANSAS CITY INTERNATIONAL ACADEMY  
NON-CERTIFICATED EMPLOYEE EVALUATION**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

PLEASE PLACE AN "X" OR A CHECKMARK IN THE BOX WHICH BEST DESCRIBES THE EMPLOYEE'S PERFORMANCE LEVEL ON THE COMPETENCIES LISTED BELOW USING THE FOLLOWING KEY:

M.E.= MEETS EXPECTATIONS- employee's performance meets all requirements of position.

B.E. = BELOW EXPECTATION, BUT STILL ACCEPTABLE- employee's performance requires improvement

U.E. = UNACCEPTABLY BELOW EXPECTATION- employee's performance requires immediate improvement

PERFORMANCE COMPETENCY	M.E.	B.E.	U.E.	COMMENTS
QUANTITY OF WORK-how well does the employee's promptness of work and amount of work performed match the "normal" expectation for production in that position				
QUANTITY OF WORK- how well does the employee perform the job(s) assigned in terms of accuracy, neatness, and completeness?				
JOB KNOWLEDGE OR SKILLS(S)-to what extent does the employee have the necessary knowledge or skill(s) required by the position?				
COOPERATION- how well does the employee get along with others; how willing is the employee to accept assignments; how well does the employee react to constructive criticism from supervisors?				

<p>INITIATIVE- to what degree does the employee seek new and better methods to do the job; contribute new ideas to the operation; keep the supervisor informed about appropriate problem areas; act in a resourceful manner with a minimum supervision.</p>				
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<p><b>PERFORMANCE COMPETENCY</b></p>	<p><b>M.E.</b></p>	<p><b>B.E.</b></p>	<p><b>U.E.</b></p>	<p><b>COMMENTS</b></p>
<p>INDEPENDENT JUDGEMENT- how well does the employee demonstrate an ability to tackle and solve new problems and situations and to develop proper solutions with a minimum of guidance?</p>				
<p>ATTENDANCE AND PUNCTUALITY – how well does the employee follow procedures governing absence, tardiness, lunch, and break time procedures?</p>				
<p>APPEARANCE AND GROOMING- how appropriate is the employee’s appearance and grooming for his/her position</p>				
<p>FOLLOWS LAWS, POLICIES, RULES, REGULATIONS, AND PROCEDURES- how well does the employee comply with federal and state laws and district policies, rules, regulations, and procedures?</p>				

<p><b>AREAS OF STRENGTH:</b></p>
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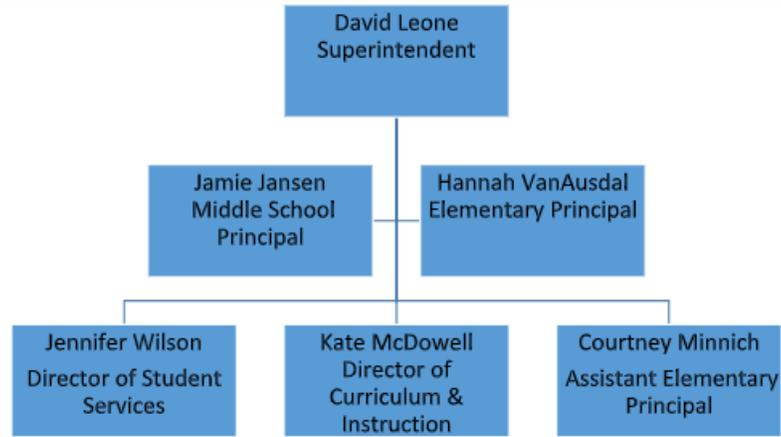
**AREAS OF GROWTH**

SUPERVISOR'S SIGNATURE AND DATE \_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE'S\*\*\* SIGNATURE AND DATE \_\_\_\_\_  
\_\_\_\_\_

\*\*\* the employee's signature indicates that the evaluation form has been discussed with him/her and does not necessarily imply agreement with the rating(s) given.

# Organizational Chart 2021-2022



<u>Mr Leone</u>	<u>Jamie Jansen</u>	<u>Hannah VanAusdal</u>	<u>Kate McDowell</u>	<u>Courtney Minnich</u>	<u>Mrs. Wilson</u>
Board Relations	MS Translators	Elem Asst Principal	Instructional Coaches	Care Room	Student Recruitment
Business	MS Staff	Elem Counselor	Reading/Math Interventionist	Vision Team	Student Attendance
Safety	MS Counselor	Elem Staff	Curriculum & Staff Development	KCTR	Data
SPED/504	Athletic Director	Librarians	ELL Staff	Climate Committee	Before & After School Prog
Food Service	MS Behavior Interventionist	Elem Translators	Technology	Student Teachers	Federal Programs
Maintenance					Enrollment
Nurse					Bus Misconduct
Volunteer Coordinator					Substitutes
Administrative Staff					Social Worker
School Therapist					FACE Team
Security					

## **Staff List**

### **Administration**

David Leone - Superintendent  
Jamie Jansen - MS Principal  
Hannah VanAusdal - Elem  
Principal  
Courtney Minnich-Elem Asst  
Principal  
Kate McDowell - Director of  
Curriculum and Instruction  
Jennifer Wilson - Director of  
Student Services  
Bane Ballou - Director of  
Finance  
Bruce Rehmer- Director of  
Technology

### **Office**

Jennifer Cornett - Administrative  
Assistant to the Superintendent  
Amal Islaweyn - Building  
Administrative Assistant  
Mary McKay - Nurse  
Harold Scott - Chief Security  
Officer  
Ron Inman - Director of  
Maintenance  
Omar Abdullahi - Cafeteria  
Manager

### **Transitional Kindergarten**

Marde Mason  
Kelsey Ludwig - KCTR

### **Kindergarten**

Maaya Amin  
Emily Keehn  
Danielle Harris  
Courtney Taylor  
Helen Broome  
Ashley Hayde

### **First**

Olivia Beck

Laine Hamilton  
Emma Fundenberger  
Katie Distasio  
Ashley Mays  
Nicole Throckmorton

### **Second**

Hannah Griffith  
Katie Childress  
Ramsey Self  
Jordan Dockery  
Alix Buchanan  
Kaylin Griffin

### **Third**

Taylor Hernandez  
Austin Wetrich  
Jennifer Marker  
Julie Horn  
LeAnn Perry  
Kieran Brennan

### **Fourth**

Rachel Spotz  
Jenny Foster  
Katie Turk  
Brigitte Speicher  
Elise Ferdon  
Brittany Rehmer

### **Fifth**

Morgan Strabo  
Cynthia Raymer  
Michelle Culpepper  
Miriam Maqsood  
Kenyatta Johnson  
Corey Wogalter - KCTR

### **Middle School - 6th Grade**

Lauren Weeks - ELA  
Emily Brown - Math  
Kelsey Heuer - Science  
Stephen McDowell - Math

Maya Coen - Math KCTR  
Sarah Mundy - ELA KCTR

### **Middle School - 7th Grade**

Maddison Coonrod - ELA  
Catherine Haynes - Math  
Briana Alvey - Science  
Stephaney Ferguson - ELA  
Traci Keeler - Math

### **Middle School - 8th Grade**

Ellen Andrews - ELA  
Katherine Anderson - Math  
Katie Killeen - Science  
Bailey Conard - ELA

### **Middle School - Mixed Grades**

Angela Rosheim - Guided  
Reading  
Aurora Snodell - Social Studies  
Mary Worth -  
Algebra/Pre-Algebra  
Brooke Monsees - Guided  
Reading

### **ELL/Student Support**

Megan Juhan - Elementary ELL  
Specialist  
Gracie Larcher - Elementary  
ELL Specialist  
Lauren Chadwick - Elementary  
ELL Specialist  
Renda Duncan - Elementary  
ELL Specialist  
Karen Duffner - Elementary ELL  
Specialist  
Paige Rahman - Elementary ELL  
Specialist  
Kari Reeves - ELL Specialist  
Canda Gierach - Middle School  
Sheltered ELD/ELA  
Noelle Tope - Middle School ELL  
Specialist

Heather Mozey - Middle School  
Guided Reading Support  
Ronnie Gray - Middle School  
ELL

#### **Instructional Coaches**

Abbie Wyatt - K-2  
Quion Wattree - 3-5  
Tierra Jackson - 6-8  
Erin Opara - 6-8  
Tierney Solis - K-8 ELL

#### **Specials**

Francie Grandanette - Art  
Joe Krohn - Art  
Andrea Barreda - PE  
Rusty Boyle - PE  
Fernando Navarro - Music  
Walt Brown - Music  
Michael Goodwin - Health  
Mikael Spears-STEM

#### **Student/Special Services**

Peyton Snowden - Elem.  
Behavior Interventionist (CARE  
Room)  
Leslie Danner - Elementary  
Counselor  
Britany Barton - Elementary  
Counselor  
Shelle Verkler - Mid School  
Counselor

LaTeasha Randle - Family  
Resource Coordinator  
Alison Smith - Family Resource  
Coordinator  
Nohemi Sanchez - Family  
Resource Specialist  
[REDACTED] - Therapist  
Linda Guthier - SPED Director  
Megan Jefferson - SPED  
Teacher  
Sarah Martin - SPED Teacher  
Amanda Crews - SPED Teacher  
Isabella Orozco- SPED Teacher  
Brad Sweeten - SPED Para  
Hannah Daily - SPED Para  
Karen Evans - Speech  
Pathologist  
Liz Dyer - Library Media  
Specialist  
Kate Bowles - Library Media  
Specialist  
James McCay - MS Behavior  
Interventionist  
Susan Bosse - Building Sub

#### **Translators**

Fatma Abdi - Arabic, Somali, Mai  
Mai  
Marian Jama - Somali, Swahili,  
and Mai Mai  
Dinh Tran - Vietnamese  
Ayan Ali - Arabic and Somali

Balkisa Sharif - Somali, Swahili,  
and Mai Mai  
Karina Howell - Spanish  
Knyaw Paw - Karen and  
Burmese  
Vanessa Perez - Spanish

#### **Custodial/Maintenance**

Suraji Omar  
Hector Torres  
Omar Mohamed

#### **Student Teachers**

Danielle Rope w/ Broome  
Amanda Brunette-Walus w/  
Distasio  
Loren Kloiber w/ Krohn  
Ka Baw Say w/ Keeler

#### **KCTR**

Corey Wogalter w/ Culpepper  
Maya Coen w/ E. Brown  
Kelsey Ludwig w/ Mason  
Sarah Mundy w/ Weeks

#### **Education Interns**

#### **Literacy Lab**