

kairos

COMMUNITY HANDBOOK

2021-2022



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Dear Kairos Academies students & families,

Welcome! We are so glad you're here and look forward to working with you and your family. At Kairos Academies, we strive to provide a safe, challenging learning environment for all children.

This Community Handbook is an overview of Kairos's goals, services, and rules for all students- fifth through twelfth grade. It is an essential reference book describing what we expect of our students and families, what you can expect from us, and how we will achieve our mission together. The Community Handbook works in tandem with more specific rules and regulations for each of our buildings- Kraken Guides- that you will receive from your School Principal. Please note that herein the term "parent" refers to the adult who has assumed school-related responsibility for a student.

The Student Code of Conduct is an essential component of our Community Handbook, as it outlines how we will keep our broad community safe. Both students and families need to be familiar with the Student Code of Conduct. A copy is also available in your School Principal's office and on our website.

The Community Handbook works in harmony with Kairos Academies Board Policy. Please be aware that the Community Handbook and Student Code of Conduct may be amended or revised throughout the year. Changes in policy and procedure will be made available to families and students online, through newsletters, or other communications. In case of conflict between Board Policy and any provision of this Handbook, the provision that the Board most recently adopted will be followed.

Questions about the material in this Community Handbook can be directed to your School Principal. On behalf of the entire Kairos staff and community, welcome and best wishes for a great 2023-24 school year!

Sincerely,
Dr. Khalil Graham
Chief Executive Officer, Kairos Academies



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Kairos Academies Mission, Vision, and Values

Mission

Kairos empowers students to direct their own lives and learning.

Vision

By offering a 21st-century school model, Kairos will empower parents with a meaningful alternative to the traditional structures that have subjugated children and segregated families in our city for over a century. If Kairos achieves its mission, our graduates will develop the academic function to unlock post-secondary opportunities and the executive function to thrive in whichever opportunity they choose. Wherever they go, graduates will exercise meaningful agency among their peers, leading themselves and the institutions that structure their communities.

Values



Love

Our commitment to discovering, caring for, and supporting each other is essential for creating a positive and productive team environment where people *want* to work. We build a foundation for deep and lasting relationships by expressing gratitude/appreciation and welcoming each other’s authentic selves. We build trust in those relationships by following through on commitments, behaving ethically, supporting each other, and communicating clearly, kindly, and with strong rationale. Those trusting relationships reduce friction in communication, enable us to receive feedback/improve, and bring joy and connection to our work. As a result we have confidence in our collective ability to overcome challenges.

Kairos Behaviors

- We intentionally spend time building connection.
- We follow through on our commitments.



- We express empathy and understanding toward each other.
- We're respectful of each other and communicate honestly/openly.

Kairos Outcome

All Kairos community members feel trusted, supported, and known.

Excellence

Excellence is not an obsession with perfection, it is a commitment to seek challenge, to expand our impact, and to grow each and every day. We believe that mistakes, failures, and shortcomings are the stuff of excellence. Through active reflection and course correction we learn, grow, improve—and ultimately we ensure that our staff, our students, and our organization can sustain excellence in the face of challenges and change. To maintain the integrity of this learning loop, we must set clear targets and reflect honestly about the reality of the outcome, however brutal it may be. Only then can we identify the specific nature of an outcome, the true cause of our success or failure, and the key learning from the experience. To ensure our assessment is objective, and that we are solving the right problems, we must maintain data systems to monitor progress—from students to the faculty to the board. Test scores, check-ins, parent satisfaction, performance reviews, all are indispensable as formative assessment—as information to help us grow. That said, we expect our leaders to do more than just demand results. Excellence requires support. Kairos Leaders provide clarity around objectives, invest staff in a common purpose, communicate to ensure alignment, and structure reflection and growth.

Kairos Behaviors

- We give 100% of what we have to give every day.
- We apply a growth mindset and embrace feedback.
- We regularly define and redefine our best practices in order to improve performance and satisfaction.
- We recognize that success is *not always* measured by a number.

Kairos Outcome

All community members are better today than yesterday and better tomorrow than today.

Agency

We're educating students to thrive in a world that requires them to make their own decisions and solve their own problems—so our approach to our team must also embrace that kind of agency and self-direction. Instead of relying solely on a central authority, we empower those closest to the experience/data to take action. A manager/leaders' job is to set the destination, to support their team



when they struggle with the journey, and to negotiate impacts between teams. This approach not only fosters a sense that we are all responsible for Kairos' success, it enables the kind of feedback loop that helps each team member grow (if we never make a decision, we don't have a decision to reflect on and grow from). When an important decision *is* ours to make, we seek input to pressure-test our ideas and generate new ones. We don't reject an idea just because it's been done before—there is such a thing as tried-and-true—but we also don't let “the way we do things” stand in the face of a better way. We celebrate inquiry, ingenuity, and collaboration.

Kairos Behaviors

- We initiate change when we see something isn't working.
- We own the decisions we make and their related outcomes.
- We encourage each other to take our own path and learn from mistakes.
- We seek input from others when making decisions.

Kairos Outcome

All community members have a voice in and ownership over our outcomes.

Diversity

We invest our time, resources, and attention to build a truly diverse student body and staff. Our goal is to create a model of the world as it should be, one that is enriched by all of the ways that we are different. To achieve that goal, we must both (1) create a more equitable environment by using our collective power to intentionally disrupt systems and structures that marginalize specific identity groups and (2) create a more inclusive environment by showing students how to embrace the complexity of individual identity in all its intersecting forms (including differences in ideology, perspective, and personality). We do not take the easy way out: we reflect on our biases and engage in courageous conversations across lines of difference. Different people bring different ideas, different strengths, and different customs—but all can support our mission, our vision, and these values. By embracing this fact we create a more just, harmonious, vibrant, and productive working environment.

Kairos Behaviors

- We proactively disrupt inequity.
- We celebrate differences as they bring value to our community and ourselves.
- We recognize unconscious bias and build cultural competence.
- We commit to diverse learning across our organization and embrace discomfort.

Kairos Outcome

All community members feel a sense of belonging and acceptance.



Statement of Nondiscrimination

Kairos Academies does not discriminate in its educational programs and services on the basis of sex or gender, race, religion, color, national origin, age, or disability. Kairos Academies complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 (“ADA”), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law.

Migrancy and Homelessness

Kairos guarantees educational access to migrant and homeless students (including students in transition). We offer all students breakfast, lunch, longer school hours, and personalized attention through our individualized mentoring model.

According to [DESE](#), migrant education is a Title I.C federal entitlement program designed to provide supplementary education and human resources services to highly mobile children who are aged three (3) through twenty-one (21). Eligibility for the program is determined by the lifestyle of the parents/guardian, i.e moving across school district, county, or state boundaries for the purpose of seeking or obtaining temporary or seasonal work in agriculture or commercial fishing activities.

Kairos will also enact school policies and procedures to assure full compliance with Title VII-B of the McKinney-Vento Homeless Assistance Act made applicable under RSMo 167.020.1 and the Missouri State Plan for Homeless Children and Youth. A “homeless child” or “homeless youth” is one who:

- lacks a fixed, regular, and adequate nighttime residence; and includes children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
- are migratory qualify as homeless because they are living in circumstances described in subdivisions above.



Children who are experiencing homeless will be provided flexibility regarding certain policies and procedures, including proof of residency requirements; immunization requirements; educational program placement; award of credit; graduation requirements; continuing enrollment in the “school of origin” or enrollment in a new school in the attendance area where the student is currently residing; and other related matters.

Contact the School Principal for more information about the services explained above.

Special Programs

English Language Learners (ELL)

Kairos offers Bilingual/English as a Second Language (“ESL”) services for English language learners who are limited to their English proficiency. The program assists students identified as having Limited English Proficiency with development of listening, speaking, reading, and writing skills. The program goal is to provide additional English language assistance to students, enabling them to become academically successful in all classes. Students are assessed with state-approved tests to qualify for placement in the program. If the test results indicate either limited oral or limited cognitive academic English ability, the student (with parent approval) is provided additional English language support.

Contact the Director of Student Support Services for more information.

Diverse Learning Services

Kairos provides a free appropriate public education to each qualified student with diverse learning needs, regardless of the nature or severity. A student with diverse learning needs is one who, because of certain atypical characteristics, has been identified by professionally qualified personnel as requiring special educational planning and services. A student with diverse learning needs is a student who has a physical or mental impairment that substantially limits one or more of their major life activities, has a record of having such impairment, or is regarded as having such impairment.

An appropriate education is the provision of regular or special education and related services that are (1) designed to meet the student’s individual educational needs as adequately as the needs of students who do not have disabilities are met; and (2) based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards. Kairos shall comply with all of the requirements under the Individuals with Disabilities Education Act (IDEA), The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, the [Missouri State Plan for Special Education](#), and other applicable laws. The identification of students with disabilities and the services provided by Kairos shall be in accordance



with the regulations and guidelines of DESE's Current Plan for Part B of The Education of the Handicapped Act, as amended.

Diverse learning services are specifically designed to meet the unique needs of students with disabilities. Each student who receives special education services has an Individual Education Plan (IEP), which is developed by a team that includes but is not limited to the Director of Student Support Services or a Kairos designee, a teacher of record, a school counselor, the student, the child's parent/guardian, and an outside transition service (if applicable for the specific student). The team considers the student's disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum.

All diverse learning services are provided in the least restrictive environment, which may be special education settings, general education settings, or a combination of both. All students receiving special education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities on the same basis as students who are not disabled. Should an alternate educational environment be necessary, Kairos will comply with all legal requirements regarding least restrictive environment and comparable facilities for students with disabilities. In providing or arranging for extracurricular services and activities, Kairos will ensure that a qualified student with a disability participates with students who do not have disabilities to the maximum extent appropriate.

Kairos has the responsibility of identifying, locating, and evaluating individuals with diverse needs who are in fifth grade, up to 21 years of age and who fall within the school's jurisdiction. Parents of new students should advise the school of any previous IEPs or special services their child received in the past. Kairos Academies complies with Missouri laws and the policies of our charter authorizer.

Section 504 Services

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a student must be determined by an evaluation to have a "physical or mental impairment" that substantially limits one or more major life activities. If a student has or is suspected of having a disability, or requires special services, families or teachers should contact the Director of Student Support Services for information concerning available programs, assessments, and services.

Assistance to Students In Need of Diverse Learning Services

If a student is experiencing learning difficulties, the parent may contact the Director of Student Support Services to learn about Kairos' overall general education referral or screening system for



support services. This system links students to a variety of support options, including referral for a formal evaluation. Students having difficulty in the classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (“RtI”). The implementation of RtI has the potential to have a positive impact on Kairos’ ability to meet the needs of all students.

Parents/guardians are entitled to request an evaluation for diverse learning services by presenting a written request to the Director of Student Support Services. Kairos must, within 15 school days of receiving the request, either (1) give the parent an opportunity to give written consent for the evaluation or (2) refuse to provide the evaluation and provide the parent with written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the families of their rights if they disagree with Kairos. If consent for evaluation is obtained, Kairos must complete the evaluation and report within 45 school days of the date Kairos receives the written consent. Kairos must give a copy of the evaluation report to the parent.

Parents/Guardians have the right to:

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

Braille Instruction

Each blind or visually impaired student shall receive instruction in Braille reading and writing as part of such student's individualized education program (IEP) or individualized family support plan (IFSP) unless the IEP or IFSP team determines, after an evaluation of the student's reading and writing skills, needs, and appropriate reading and writing media including, but not limited to, an evaluation of the student's needs for instruction in Braille or the use of Braille, that instruction in Braille or the use of Braille is not appropriate. No blind or visually impaired student shall be denied instruction in Braille reading and writing solely because the student has some vision. During the evaluation and IEP process, consideration shall be given regarding appropriate Braille instruction based on a potential vision loss due to a degenerative medical diagnosis. Contact the Director of Student Support Services for more information.



Grading with IEPs and 504 Plans

In some cases, student neurodiversity and learning patterns (e.g., special educational needs) may require changes to the grading policy. Any modifications to programming, instruction, or grading will be determined in accordance with applicable law and as determined by the appropriate team and formally documented in an IEP or 504 Plan.

Contact the Director of Student Support Services or School Principal for more information about the services explained above. Kraken Guides contain additional, school-specific information.

Admissions and Enrollment

General Admissions and Enrollment Information

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the Kairos Academies charter, and who are eligible for admission based on lawful criteria identified in the charter and in state law. The total number of students enrolled in Kairos Academies shall not exceed the number of students approved in the charter or subsequent amendments. Total enrollment may further be limited by Kairos Academies based on occupancy limitations, code compliance and staffing availability and requirements as deemed necessary.

In accordance with state law, Kairos Academies does not discriminate in its admissions policy on the basis of sex, national origin, ethnicity, religion, disability, academic or artistic or athletic ability, or the district the child would otherwise attend.

Admissions Application

Students wanting to attend Kairos Academies must submit a free application by approved deadlines subject to Kairos approval. Applicants placed on the waitlist must re-submit an admissions application each school year within the timeline set by Kairos. Deadlines are kept up to date on the [school website](#).

Acceptance Procedures

If fewer applications than spots available are received, students will be admitted on a first-come, first-served basis. If Kairos receives more applications than it has spots available, it will conduct one or more random lotteries as established in its charter. Once all enrollment spots have been filled by the lottery, the lottery will continue, and applicants will be placed on a waiting list in the order in which they were drawn. If a vacancy arises before the commencement of the school year, the



individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

If an application is received after the application period has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely applied.

Families offered enrollment will be provided a registration packet with instructions for registering. Families must complete and return the registration packet by the published deadline in order to secure enrollment. If an enrollment offer is declined or if you do not complete the registration packet by the established deadline, your child's seat will be offered to the next potential applicant or student on the waiting list. For more information, visit the [Kairos Families Portal](#).

Exceptions to Lottery Process

Lottery priorities or weights may be included in the approved charter for a given school as is subject to board policy. Though our lottery is random, we do give priority to kids already affiliated with our community including:

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

Student Information to Verify Enrollment Eligibility

Kairos ensures that appropriate measures are taken to verify, on enrollment, that a student is entitled to enroll. If the student was previously enrolled at any school, a student admitted to Kairos must have records such as a report card and/or transcript from the previous school attended to verify their academic standing. Verification of residency and current immunization records are also required. Every student enrolling in Kairos for the first time must present documentation of immunizations or exemption from such a requirement.

No later than 30 days after enrolling in Kairos, the parent and school in which the student was previously enrolled will provide records that verify the identity of the student. These records may include the student's birth certificate or a copy of the student's school records from the most recently attended school. Children will not be denied enrollment because they failed to meet this requirement.

Kairos will forward a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the families' consent.



Establishing Identification & Residency Verification

To register a student, Missouri mandates that we collect evidence (i) of each student's identity and (ii) current residence within St. Louis City. Families will apply to enroll on the [Kairos Families Portal](#) and provide documentation acceptable for proof of identification and age according to DESE requirements. As part of the registration process, schools must obtain evidence that a person is eligible to attend public schools in the area. To be eligible for continued enrollment in Kairos, each student's parent must show proof of residency at the time of enrollment. Residency may be verified through observation, documentation, and other means, according to DESE requirements.

Change of Address or Telephone Number

Parents are responsible for notifying Kairos when a student's address or telephone number changes. Proof of residency at the new address may also be required.

School Exit Procedures

Expulsions

If a student commits an expellable offense, as outlined in the Kairos Student Code of Conduct, the Board may expel the student only after due process has been afforded the student, as otherwise provided by State law, and a committee or responsible administrator has determined that expulsion is the appropriate consequence.

Withdrawals

Involuntary Withdrawal

Kairos may initiate withdrawal of any student for non-attendance if the student has been absent for ten unexcused absences.

Voluntary Withdrawal

A student under 18 years of age may be withdrawn from school only by a parent. Kairos requests notice from the parent at least three days in advance so that records may be prepared. Parents may obtain withdrawal information from the campus main office. The parent will also provide the name of the new school in which the student will be enrolled and must sign the withdrawal request to document that the student will continue to be enrolled in a school, as required by compulsory attendance laws.

A student who is 18 years of age or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.



The parent will be asked to return all school materials, and the withdrawing student's spot will be offered to the next student on the waitlist. In all cases, withdrawal forms must be appropriately completed and signed before withdrawal is complete. Students who withdraw for any reason may be prohibited from re-enrolling in future years.

Tuition & Attendance

Tuition

Kairos may not charge tuition to an eligible student.

The Kairos Academies School Calendar

At Kairos school runs year-round, in seven cycles. In each cycle, students work hard for 4-6 weeks, then recharge for 1-2 weeks. Those breaks give teachers a chance to step back and reflect before planning instruction for the upcoming cycle. We do our best to align our breaks to those of other schools in St. Louis. Because we offer consistent breaks throughout the year, Cycle 7 (our summer session) is mandatory for all families.

The Kairos school calendar is adopted annually by the Kairos Board of Directors. Holidays may be used as school make-up days for days lost due to bad weather. The latest changes to the calendar will be available on the school website. For more information, visit the [Kairos Families Portal](#); Kraken Guides contain additional, school-specific information.

School Closure Protocol

If it becomes necessary to start school late, dismiss school early, or not have school at all due to weather conditions or other emergency situations, Kairos will notify families no later than 5:00 am the morning of school. The primary method of communication to families will be through the Remind text messaging app and Kairos social media pages. Kairos will aspire to align closure decisions with St Louis Public Schools.

In most school closure instances, Kairos students will still engage in virtual learning, and attendance will be taken for distance learning coursework. Families will be notified if Kairos is required by the Missouri DESE to make up the instructional time missed.



Attendance

Daily attendance is critical to student success. Kairos Academies' student attendance accounting system is in compliance with all laws, regulations, and Missouri Department of Education rules governing attendance. Section 167.031, RSMo, states that any parent, guardian or other person having custody or control of a child must ensure that the child is enrolled in and regularly attends school. Kairos abides by the compulsory attendance laws of the state, with the exception of those students who may be excused from full-time attendance by the School Principal. Individual petitions for any deviation from full-time attendance shall be considered by the School Principal on the merits of the individual student's application and in compliance with applicable state law and regulations. Students may attend the School on a part-time basis as provided by applicable state law and regulations of the Kairos Academies Board.

Absenteeism affects the quality of a student's work, interferes with normal instructional procedures in the classroom, and places additional demands on the teacher to provide remedial assistance. After every absence, a Kairos team member will message parents to let them know that their student has been marked as absent, so they can plan to make up for lost instructional time. Kairos will ensure that campus-specific attendance policies are distributed to staff, students, and families.

Attendance and Extracurricular Activities

To participate in an extracurricular or after school activity, a student must be in attendance on the school day of the activity.

Excused Absences

Kairos allows exemptions to the state's compulsory attendance requirements for several types of absences. Excused absences include, but are not limited to:

- Personal illness or attendance in school endangers a student's health or the health of others;
- A serious illness or death in a student's immediate family necessitating absence from school;
- A court order or an order by a governmental agency mandating absence from school;
- Observance of religious holidays;
- Conditions rendering attendance impossible or hazardous to student health or safety;
- A student whose parent/guardian is in military service in the armed forces or the National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with their parent prior to such parent's deployment or during such parent's leave.



Required Documentation of Absences

A student absent from school, upon their return, must provide a written note that explains the absence. The note must either be signed by a parent/guardian or the student if the student is over the age of 17 or emancipated. To be excused for illness, families **must** provide a doctor's note to the campus main office.

Unexcused Absences

Any absence not listed in the "Excused Absences" section above or approved in advance by the School Principal due to extenuating circumstances will be considered an unexcused absence.

- Vacations are not an acceptable cause for an excused absence from school.
- For each absence beyond ten (10), students must bring an excuse from a doctor, dentist, health center, etcetera, or court for the absence(s) to be excused.

Dismissal During School Hours

A student younger than 18 years old must have prior parent approval, either written or by a school documented phone call, before that student may leave the school campus during school hours. If you need to pick your child up early, notify your campus main office when you are on your way. Barring emergencies, Kairos does not dismiss students during the last 45 minutes of the school day to ensure our campuses are safe and secure. Repeated early pick-ups will trigger a family meeting. For more information, visit the [Kairos Families Portal](#).

Tardiness

Warning letters will be given for excessive tardies and absences. Repeated tardiness will result in disciplinary consequences as allowed by the Student Code of Conduct. During the school day, students will receive a warning at the beginning of each academic cycle, followed by automatic resets for being more than 10 minutes tardy to class. A student who is greater than 10 minutes tardy may receive a referral.

Contact the School Principal for more information about the services explained above. Kraken Guides also contain additional, school-specific information.

Truancy

We aim to prevent truancy at all costs. Additional absences, excused and/or unexcused, will be addressed in the following manner:

- After a student is absent for three consecutive days (unexcused or unexplained) or has 3-5 total absences, the school will send a letter to the parent.



- After a student’s 8th absence, the Kairos School Principal or designee will send a letter home detailing the number of absences and next steps that we will take to improve attendance.
- After a student’s 10th absence, truancy will be reported. Pursuant to law (201.115 RSMo), Kairos will report suspected truancy to the Missouri Children’s division and/or the St. Louis City Truancy Court.
- Partial unexcused absences (i.e., tardies and early pick-ups) are summed to accurately reflect the total amount of time a student was absent from school. That means that if a student is frequently late or often leaves early, we may need to report truancy *even if* they show up every day. The missed instructional time adds up and hurts student learning.

Required Instruction

Kairos maintains compliance with all state laws and regulations governing curriculum and graduation requirements. Please refer to the Course Catalog, and/or school-specific Kraken Guides for detailed information about course offerings and requirements.

Required Curriculum

Kairos offers instruction in the essential knowledge and skills of the appropriate grade levels in the following required curriculum.

1. A foundation curriculum including English Language Arts, Math, Science, and Social Studies.
2. An enrichment curriculum that includes but is not limited to: Foreign Language, Health, Physical Education (“PE”), Fine Arts, and Practical Arts.

Self-Guided Platforms

To support students based on their needs, Kairos uses a balance of teacher-led instruction and student-driven learning at their own pace, often leveraging [The Summit Learning Platform](#). Students access the Platform on their own Chromebook (provided by Kairos) and move through courses on the Platform as they master material, working with peers and teachers to complete a range of real-world projects. More information is provided in the Kraken Guides and the Course Catalog.

Standardized Testing

In addition to routine tests and other measures of progress and achievement, students starting in third grade will take state-mandated assessments in subjects including English Language Arts, Math, Science, and Government. The Missouri Assessment Program (MAP) also includes assessments that address students receiving special education services and for English language learners who meet



particular participation requirements set by the State. Refer to school-specific Kraken Guides and the Course Catalog for detailed information about testing requirements and timing.

Attendance Needed for Credit

To receive credit or a final grade in a class, a student must attend a certain number of school days within the academic year, as described in the Promotion and Graduation Requirements. Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time, according to school-specific policies.

If credit is lost because of excessive absences, an attendance committee convened by the School Principal will decide how the student may regain credit or earn a final grade. If the attendance committee determines there are no extenuating circumstances and that credit or a final grade may not be earned, the student or parent may appeal the committee's decision by filing a written request with the Chief Executive Officer. The request must be filed within seven days of the decision or the response deadline if no decision is made.

The CEO or designee will hold a conference within seven days of receiving the appeal, and issue a written decision within seven days following the conference.

Promotion Policy and Retention Requirements

As a school designed around progress and mastery, students will be given multiple opportunities to demonstrate mastery of key skills before they are assigned a final grade. Students who do not pass the majority of their core content coursework (i.e., average at least 60% for the year in English, Social Studies, Math, and Science) by the end of the school year will not be eligible for promotion. Refer to the Promotion and Graduation Requirements and Kraken Guides for details.

Neuro Diverse Learners

Upon the recommendation of the Individualized Education Program (IEP) Team, a student who is receiving special education services may be promoted and/or permitted to graduate under the provisions of their Individualized Education Program (IEP). Refer to the Promotion and Graduation Requirements and Kraken Guides for details.

Curriculum Materials

Curriculum materials (including textbooks, where applicable) are provided free of charge for each subject or class, except for dual credit courses (if applicable). Materials must be used by the students



as directed by the teacher and treated with care. A student who is issued damaged materials should report the damage to the teacher. Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school.

Transcripts

Kairos maintains an academic achievement record (transcript) for each student enrolled. Please refer to Promotion and Graduation Requirements and Kraken Guides for additional, school-specific information.

Miscellaneous Provisions Pertaining to Students

Religious Expression

Kairos prohibits discrimination, harassment, or retaliation on the basis of religion. A student enrolled has the right to silently pray or meditate at Kairos, so long as it does not disrupt the instructional day or other activities of the school. Kairos will not require, encourage, or coerce any student to engage in or to refrain from prayer or meditation during any school activity.

Extracurricular Activities, Clubs, and Organizations

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships. Pursuant to the Equal Access Act of 1984, Kairos will provide an opportunity for student-initiated non-curricular groups to conduct meetings on school premises, during non-instructional time, and will not discriminate against students on the basis of the religious, political, or philosophical content of the speech at such meetings.

If a student is involved in an after-school activity, they must remain in the area where their activity is scheduled to take place. The student may not go to another area of the school without permission from the teacher or sponsor overseeing the activity.

Participation in these activities may result in events that occur off-campus. When Kairos arranges transportation for these events, students are required to use the transportation provided by Kairos to and from the event. Exceptions may only be made with approval from the activity's coach or sponsor.

Please note: Sponsors of student clubs, performing groups, and athletic teams may establish standards of behavior that are stricter than those for students in general. If a violation of organization rules is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.



Missouri Course Access and Virtual School Program

As required by Missouri law, any student in fifth through twelfth grade and under the age of 21 that are enrolled in Kairos shall be allowed to enroll in Missouri course access and virtual school program courses of their choice as part of their annual course load. Kairos will pay the associated costs. Contact the School Principal for more information.

Distribution of Materials or Documents

Publications prepared by and for Kairos may be posted or distributed with prior approval by the School Principal and/or teacher. Such items may include school posters, brochures, murals, etc.

Non-School Materials

Students must obtain express prior approval of the School Principal or designee before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus. Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. Students are expected to provide their own consumable items, such as pencils, paper, erasers, notebooks, calculators, headphones, etc. Students may be required to pay certain fees or deposits, but not if the item is for credit (e.g., a grade). Kraken Guides contain additional, school-specific information.

Kairos may waive any fee or deposit if the student and parent are unable to pay. A request for such a waiver must be made in writing to the School Principal or designee.



Health

Health-Related Resources, Policies, and Procedures

Mental and Physical Health Resources

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources: the school nurse, the school counselor, the local public health authority, and the local mental health authority.

Student Medical Records

Except as otherwise required by the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), records containing student health information will be stored separately from other student records in a locked file cabinet or in a secure computer file. Only the School Principal or their designee (the School Nurse) shall have access to the locked file cabinet or secure computer file.

Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, Kairos staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. Parents should keep emergency contact information current (e.g., name of doctor, emergency phone numbers, allergies, etc.).

Immunizations

- R.S.Mo. §167.181 requires that every child learning in a general environment be immunized against vaccine-preventable diseases caused by infectious agents in accordance with an established immunization schedule. Parent(s) must provide “documentation of up-to-date immunization status, including month, day, and year of each immunization.” Vaccinations may be available for free (more information in [English](#) and [Spanish](#)).
- **Form to Submit Proof of Immunization** (linked in Appendix)
 - Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation. Kairos will ensure compliance with immunization laws and regulations and comply with laws and regulations regarding reportable diseases.

Provisional Enrollment

- [Children in Progress](#): According to Missouri regulation, children who have not received immunizations required for school attendance cannot attend until their immunizations are



up-to-date. However, a child is allowed to attend if the required immunization series has begun and an appointment for the next dose is scheduled. This immunization appointment must be documented on an in progress card and filed with the school.

- To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. Kairos will review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination.
- If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, then the student is not in compliance, and Kairos will exclude the student from school attendance until the required dose is administered.
- A student who is homeless, as defined by the McKinney Act (42 U.S.C. § 11302), will be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. Kairos will promptly refer the student to appropriate public health programs to obtain the required vaccinations.

Exclusions from Immunization Requirements

Exclusions from immunization requirements are allowable on an individual basis for medical reasons, reasons of conscience (including a religious belief), and active duty with the armed forces of the United States. If a student claims an exclusion, Missouri law may require that the student be excluded from Kairos' mainstream educational program (i.e., it can prohibit non-vaccinated students from interacting with vaccinated students).

- **To claim exclusion for [medical reasons](#)**, the student must present a statement signed by the student's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the student, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.
- **To claim an exclusion for reasons of conscience, including a [religious belief](#)**, written notice must be presented by the student's parent/guardian, stating the student's name, date of birth, and decision to exempt their child from the school vaccination requirements. This must be provided at the beginning of each school year in which an exemption is sought. If the parent/guardian is seeking an exemption for more than one student in the family, a separate notice must be provided for each student. Students who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.



- **To claim exclusion for armed forces**, the student must prove that they are serving on active duty with the armed forces of the United States. Students who have not received the required immunizations for reasons of military service may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

Immunization Records Reporting

Kairos' record of a student's immunization history, while private in most instances, may be inspected by the Missouri DESE, and/or School Board, local health departments, and Missouri Department of Health and Senior Services, and transferred to other schools associated with the transfer of the student to those schools.

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

Food Allergy Information

If a student has food allergies, the parent of each student enrolled in Kairos must disclose in writing:

1. whether the child has a food allergy or a severe food allergy that should be disclosed to Kairos to enable it to take any necessary precautions regarding the child's safety and
2. the food(s) to which the child is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term "severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention. Kairos may also require information from a child's physician if the child has food allergies.

Food allergy information will be maintained in the child's student records and will remain confidential. Information provided about food allergies may be disclosed to teachers, school counselors, school nurses, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA").

Communicable Disease Prevention

If a student feels sick or is experiencing a medical issue at school, the protocol is:

1. For the student to notify their teacher about the issue; then
2. the teacher will notify the school nurse.



3. The nurse will then evaluate the issue to determine if the student should return to class or be sent home regarding their illness.

To protect the school community, students infected with certain illnesses and/or diseases should not come to school while contagious.

- **Fever.** Students can return to school after 24 hours without the use of fever reducing medications (Tylenol, Ibuprofen, Advil, etc).
- **Vomiting/Diarrhea.** Students can return to school after 24 hours without vomiting/diarrhea and following two solid meals.
- **Rash.** Students can return to school when free from rash, itching, and fever or if they have been evaluated by a physician with a return to school note.
- **Lice.** Students can return to school following treatment at home.
- **Pink eye.** Students can return to school after being evaluated by a physician and 24 hours following antibiotics.
- **Strep Throat.** Students can return to school after being evaluated by a physician and 24 hours following antibiotics.
- **COVID-19.** Kairos adheres to current Center for Disease Control (CDC) COVID-19 recommendations. As of the writing of this manual:
 - If a student tests positive for COVID, they must stay home for five days starting the day of the positive test. They may return to school on the 6th day WITH a mask on until day 10.
 - If individuals have been exposed to COVID but are not experiencing COVID symptoms, by law, they are no longer required to quarantine. Individuals should wear a mask for 10 days or until they receive two negative COVID tests, 72 hours apart.

Parents of students with a contagious disease should notify the teacher, School Nurse, or School Principal, so other students who might have been exposed to the disease can be alerted.

Epilepsy or Seizure Disorder Care

If any Kairos parent seeks epilepsy or seizure disorder care for their student, the Kairos nurse will develop an individualized healthcare plan and individualized emergency healthcare plan. Developed in consultation with the family and other appropriate medical professionals, the plan describes the procedural guidelines to follow in case of an emergency.

Medical Treatment

Medication should be administered at home whenever possible. If necessary, medication can be administered at school under the circumstances below.



Assistance with Prescription Medication

The school nurse or other employee(s) designated by the CEO may provide assistance with prescription medication only if all of the following requirements are met:

1. Prescription drugs must be brought to school by a parent in the original container, with the label including the name of the student, the name of the physician and the name of the pharmacy filling the prescription. The label and/or Authorization to Administer Medicine form (linked in the appendix) must include the name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication.
2. The appropriate approval form must have been completed and signed by the parent or guardian for each medication.
3. The school nurse or other designated employee(s) will keep a written report of medication taken by the student.

Over-the-Counter (OTC) Medication

Children require an Over-the-Counter consent form signed by a parent, prior to administration of OTC medications. Parents indicate on the OTC form which medications the school staff may administer when providing care to the child. **Verbal consent will not be accepted.**

Changes to Medication

Changes to daily medication require written instruction from the physician or dentist, and written permission from the parent. Parents are responsible for advising Kairos that a medication has been discontinued.

Refusal to Administer Medication

Kairos Academies reserves the right to refuse to administer certain types of medication (at the discretion of the school nurse or other employee authorized by the CEO or their medical designee) when such administration could prove harmful to staff or students without proper training or direction of a doctor.

Self-Administration of Medicine for Life-Threatening, Respiratory Illnesses

Kairos Academies may permit students with asthma or other potentially life-threatening respiratory illnesses to self-administer medicine in alignment with the Safe Schools Act and Missouri Medication Administration procedures.



Before a student may be allowed to self-administer asthma or anaphylaxis medication, the parent must complete both of these forms:

1. Authorization for Self Carry & Self Administration of Medication & Waiver & Indemnification from Liability AND
2. Physician Authorization for Rescue Medications in the School Setting

Written authorizations to self-administer asthma or anaphylaxis medication should be updated annually, unless otherwise indicated by the student's physician.

General Safety and Wellness

Screening: Dyslexia and Related Disorders

Kairos will screen students for dyslexia, pursuant to 633.420 and consistent with DESE guidelines. Kairos will provide reasonable classroom support consistent with the DESE guidelines, but a student with dyslexic tendencies will not receive an IEP unless otherwise qualified.

Eye Protection

Every student, teacher and visitor is required to wear industrial quality eye protective gear when participating in or observing a lab or shop in order to prevent exposure to dangerous materials.

Lead-Free Water

Beginning in the 2023-2024 school year and every subsequent school year, Kairos will provide drinking water with a lead concentration level below five parts per billion in sufficient amounts to meet the drinking water needs of all students and staff.

Safety Training and Drills

All Kairos employees participate in simulated active shooter and intruder response drills conducted and led by law enforcement professionals. The training is led with student safety in mind and requires participants to understand how to respond in the event of an actual emergency on school property or at a school event.

Child Nutrition Program (CNP)

Kairos participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced lunches are available to students who qualify. Breakfast is served in the classroom and is free to all students. For more information, visit the [Kairos Families Portal](#).



Contact the Kairos Nurse for more information about the services explained above. Kraken Guides contain additional, school-specific information.

Student Safety

Student safety is of the utmost importance at Kairos Academies to ensure the creation of a trusting community where learners can thrive.

Student Code of Conduct

Kairos has adopted a Student Code of Conduct in accordance with Federal, State, and Local laws. The Student Code of Conduct is in the next section of this Handbook. The School Principal will ensure that the Student Code of Conduct is distributed to each student at the beginning of the year. Transfer students will receive a Student Code of Conduct upon enrollment.

Any change in placement and/or any disciplinary action regarding a student with a disability, who needs or is believed to need special education and related services under IDEA, will be in compliance with applicable federal and state laws and regulations.

Child Abuse Reporting and Programs

Kairos school staff cooperate with law enforcement investigations of child abuse, including investigations by the [Missouri Department of Social Services](#) (DSS). School officials may not refuse to permit an investigator to interview at school a student who is alleged to be a victim of abuse or neglect. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school. Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student's family.

Reporting Suspected Child Abuse

Any Kairos employee, teacher, principal, other school official, or volunteer that has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report to the division in accordance with the provisions of RSMo 210.109 to 210.183. No internal investigation shall be initiated until such a report has been made to the [Missouri DSS](#) at 1-800-392-3738 or <https://apps.dss.mo.gov/OnlineCanReporting/default.aspx>.

If appropriate, a report may also be made to the police by calling 911. If the child is not in immediate danger, the report should first be made to DSS, then to the police.



Freedom From Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

Kairos prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, ancestry, disability, age, sexual orientation, or any other basis prohibited by law. Kairos also prohibits dating violence, as defined by this Community Handbook. Retaliation against anyone involved in the complaint process is a violation of school policy.

Discrimination

For purposes of this Handbook, discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, ancestry, disability, age, sexual orientation, or any other basis prohibited by law and that adversely affects the student.

Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Sexual Harassment

Kairos does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited at Kairos, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of Kairos. However, Kairos will respond promptly to investigate and address any report or complaint of sexual harassment. Please see the Appendix for details about Kairos' Sexual Harassment policies.

Freedom From Hazing

Kairos prohibits hazing, which means any intentional, knowing, or reckless act occurring on or off-campus directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act negatively impacts the



mental or physical health or safety of a student or puts the student in a ridiculous, humiliating, stressful or disconcerting position. See the glossary for more detail.

Kairos will not tolerate hazing, and will impose disciplinary consequences for hazing conduct as allowed by the Student Code of Conduct. Additionally, it is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report to the School Principal or their designee.

Freedom From Bullying and Cyberbullying

Kairos prohibits bullying and cyberbullying, as well as retaliation against anyone who reports or is involved in an investigation of bullying. The Glossary of the Student Code of Conduct includes the definition of Bullying, including Cyberbullying, as defined in R.S.Mo. §160.775.

Kairos's anti-bullying policy applies to:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately-owned vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
 - Interferes with a student's educational opportunities; or
 - Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Reporting Procedures

Any student who believes that they have experienced any form of bullying or believes that another student has experienced bullying should immediately report the alleged acts to the School Principal or designee, a teacher, counselor, or other Kairos employee. A report may be made verbally or in writing and may be submitted anonymously. Any Kairos employee who receives notice that a student has or may have experienced bullying will immediately notify the School Principal or designee. The School Principal or designee will notify the victim, the student who engaged in bullying, and any student witnesses of available counseling options.

The School Principal or designee will also provide notice of the incident of alleged bullying to:

- A parent of the alleged victim on or before the third business day after the date the incident is reported; and



- A parent of the alleged bully within a reasonable amount of time after the incident.

Investigation of Report

The School Principal or designee will determine whether the allegations in the report, if proven, would constitute prohibited discrimination or harassment and, if so, will proceed under that policy instead.

The School Principal or designee will conduct an appropriate investigation based on the allegations in the report, and will take prompt interim action to prevent bullying during the course of an investigation, if appropriate, including contacting law enforcement, if necessary.

- Within two school days of a report of an incident of bullying being received, the School Principal or designee will initiate an investigation of the incident;
- The School Principal may appoint other school staff to assist with the investigation;
- The investigation will be completed within 10 school days from the date of the written report unless good cause exists to extend the investigation;
- The School Principal or designee will prepare a written report of the investigation, including a determination of whether bullying occurred.
 - If the results of an investigation indicate that bullying occurred, the school will promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. Kairos may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of bullying under this policy.
- A student who receives special education services will be disciplined for conduct meeting the definition of bullying or cyberbullying within applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.).
- The School Principal or designee may make a report to local law enforcement authorities if, after an investigation is completed, the School Principal or designee has reasonable grounds to believe that a student engaged in conduct that constitutes an offense.

Confidentiality

To the greatest extent possible, Kairos will respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through Kairos's Student or Parent Complaint and Concerns procedure outlined in this Handbook.



Interrogations and Searches

In the interest of promoting student and community safety, school officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

- Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.
- Students will be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. No Kairos employee or volunteer shall perform a strip search of any student.
- A search is reasonable if (1) the school official has a reasonable suspicion that the search will uncover evidence of a rule or criminal violation and (2) the scope of the search is reasonably related to the circumstances justifying the search, such as the extent of the search, the objectives of the search, the age and sex of the student, and the nature of the infraction.

Desk and Locker Searches

Students should have no expectation of privacy in the contents of their lockers, desks, or other school property. Lockers and desks assigned to students remain at all times under the control and jurisdiction of Kairos. Kairos will make periodic inspections of lockers and desks at any time, with or without notice or student consent. School officials will remove any item that violates school policy or that may potentially be dangerous.

Students have full responsibility for the security of their lockers and desks and will be held responsible for any prohibited items found therein. A student's parent will be notified if any prohibited articles or materials are found in a student's locker or desk, or on the student's person.

Vehicles on Campus

Vehicles parked on school property and property under school control are under the jurisdiction of Kairos and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that school rules or other laws have been violated. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle and consent to a search of the vehicle. If the student refuses to permit the vehicle to be searched, Kairos may contact the student's families and/or law enforcement officials. A student may be held responsible for and in possession of prohibited items found in their vehicle parked on school property or at a school-related event.



Law Enforcement Agencies

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the School Principal or designee will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The School Principal or designee will verify and record the identity of the official and request an explanation of the need to question or interview the student at school.
- The School Principal or designee will make reasonable efforts to notify the student's parent, unless the interviewer raises what the School Principal or designee considers a valid objection.
- The School Principal or designee ordinarily will be present during the questioning, unless the interviewer raises what the School Principal or designee considers to be a valid objection.
- When the investigation involves allegations of child abuse, special rules apply.

Students Taken Into Custody

State law requires Kairos to permit a student to be taken into legal custody:

1. Pursuant to an order of the juvenile court;
2. Pursuant to the laws of arrest;
3. By a law enforcement officer if there is probable cause to believe the student has engaged in conduct that violates a penal law, delinquent conduct or conduct in need of supervision, or conduct that violates a condition of probation imposed by the juvenile and/or circuit court;
4. By a probation officer if there is a probable cause to believe the student has violated a condition of probation imposed by the juvenile and/or circuit court;
5. Pursuant to a properly issued directive to apprehend;
6. By an authorized representative of the Missouri Department of Social Services (DSS), a law enforcement officer, or a juvenile probation officer, as required by law; or
7. To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the School Principal or designee will verify the officer's identity and, to the best of their ability, verify the official's authority to take custody of the student.

The School Principal or designee will immediately notify the CEO and will ordinarily attempt to notify the parent, unless the officer or other authorized person raises what the School Principal or designee considers to be a valid objection to notifying the families. Because the School Principal or designee



does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Staff Notification

- School administrators are required to report acts of school violence to all teachers and, in addition, to other school district employees with a need to know. **"Need to know"** is defined as school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. As used in this section, the phrase **"act of school violence"** or **"violent behavior"** means the exertion of physical force by a student with the intent to do serious physical injury as defined in RSMo [556.061](#) to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities.

Student Safety

In addition and pursuant to the Every Student Succeeds Act of 2015, student victims of a violent criminal offense that was committed on school premises may transfer to another school. To ensure awareness of this policy, the parents of student victims will be notified in writing of the right to a school transfer. For purposes of this policy, a victim is a student who has suffered personal injury or injuries to their property as a direct result of a violent criminal offense. This definition does not include bystanders or witnesses to the act unless they suffered personal or property injury as a direct result of a violent criminal offense while on school premises. The School will notify the Department of Elementary and Secondary Education (DESE) of all violent criminal offenses committed on school premises when the victim is a student or employee.

School Visitors

School Visitors and Volunteers

Kairos encourages participation of parents and citizens of the community to volunteer in our schools to serve as additional resources. Anyone seeking to volunteer at Kairos must complete an application for the position and complete a satisfactory background check.

To ensure our school grounds are kept safe, all Kairos visitors must sign-in at the school campus administrative office. A sign at the entrance to the campus will direct visitors to the appropriate location. All visitors must present a form of identification that shares their name and date of birth. Kairos personnel will process each visitor through the RAPTOR system, and/or other database system which checks for sex offender status. All approved visitors will be issued a badge that is to be



worn at all times while visiting the school campus. Upon their departure, visitors must sign-out at the central office and return the visitor's badge.

To drop something off mid-day or to pick-up your child in case of an emergency, please come to or contact the main office of your child's school building.

Chaperones

On field trips, chaperones retain responsibility for general supervision and safety of all Kairos students. Chaperones may not leave the group or venue at any time during the course of a field trip from departure from the school to arrival at the school after the trip.

Observations

When visitors are coming into the school to observe classrooms as part of our continual improvement process, we will make every effort possible to let you know in advance.

Registered Sex Offenders

- Registered sex offenders are generally prohibited from entering school grounds.
- Visitors who do not submit a form of identification or their name and date of birth for the purpose of checking sex offender status will not be allowed on school grounds. A parent of a student enrolled at Kairos who does not provide identification or name and date of birth will follow the same policy.

Contact the School Principal for more information about the services explained above. Kraken Guides contain additional, school-specific information.

Procedures for Use of Restraint and Time-Outs

School employees, volunteers, or independent contractors' use of restraint is limited to situations of conditions in which there is imminent danger of physical harm to students or others, and subject to the following limitations:

- Only reasonable force, necessary to address the emergency, may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the student and others.
- The student may not be deprived of basic human necessities.



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

Seclusion & Restraint

Seclusion is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving. Restraint is the restriction of a student's freedom of movement. Any student placed in seclusion or restraint shall be removed from seclusion or restraint as soon as the student is no longer in imminent danger of physical harm to self or others.

Kairos staff who are trained to use these techniques will complete annual, mandatory training. Following any emergency situation involving the use of seclusion or restraint, parent(s) will be notified about the incident as soon as possible but no later than one hour after the end of the school day of the incident, and will receive a written report of the emergency situation within five school days of the incident.

Reports on use of Seclusion or Restraint

Kairos shall create and maintain records documenting the use of seclusion and restraint, per their personnel policies. The report shall be included as an education record of the student. A copy will be provided to the parent within five school days and an incident report will be filed within 30 days with Missouri DESE.

Corporal Punishment

Kairos will NOT administer corporal punishment upon a student for misconduct.



Student Code of Conduct

Purpose of the Student Code of Conduct

Kairos students deserve to attend school without worry for their health and safety. Any student who interferes with the learning process, good order and discipline of the school, or health and safety of students, or who impairs the morale of students or teachers will be subject to disciplinary action.

To foster a safe and distraction-free environment, Kairos has established its Student Code of Conduct in accordance with Federal, State, and local laws and the school's charter. The Code of Conduct has been adopted by the Board and provides information to families and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

Kairos may impose campus or classroom rules in addition to those found in the Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code of Conduct. When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify the organization's expectations, student behavior, and consequences.

The Code of Conduct will also be available for review on the [Kairos website](#). Parents will be notified of any violation that may result in a student being suspended or expelled. All students and staff must be familiar with the standards set forth in the Student Code of Conduct, as well as campus and classroom rules. Please note also that no discipline policy can specifically address all discipline situations that can occur. Incidents not described in this discipline policy will be evaluated on an individual basis by the Kairos leadership team.

Contact the School Principal for more information about the Kairos Code of Conduct. Kraken Guides contain additional, school-specific information.

Authority and Jurisdiction

Kairos has disciplinary authority over a student:

- During the regular school day and/or while the student is going to and from school on Kairos transportation;
- While the student is in transit to or from school or school-related activities or events;
- During lunch periods in which a student is allowed to leave campus (if applicable);
- While the student is in attendance at any school-related event or activity, regardless of time or location;
- For any school-related misconduct, regardless of time or location;



- When retaliation against a student, school employee or volunteer occurs or is threatened, regardless of time or location;
- For any discipline offense committed while on Kairos property or while attending a school-sponsored or school-related activity of Kairos or of any other school in Missouri; and
- For off-campus behavior that would materially and substantially disrupt the work, discipline or good order of the school.

Reporting Crimes

Misdemeanor and felony offenses committed on campus or while attending school-sponsored or school-related activities will be reported to an appropriate law enforcement agency. It is the policy of Kairos to report the offenses set forth in R.S.Mo. §160.261.

Documentation in Student's Discipline Record

The School Leader, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation" of the discipline policy or constitutes an act of violence must be documented in the student's discipline record in accordance with law. For purposes of this section, "acts of violence" shall include but not be limited to exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities. A "serious violation of the discipline policy" is one or more of the following acts if committed by a student enrolled in the school:

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

Restorative Justice

Restorative Justice (RJ) is an alternative avenue of disciplining students that seeks to educate instead of punish. At Kairos, Restorative Justice serves as a wrap-around service centered on resolving conflicts and restoring relationships. This powerful approach also focuses on repairing harm through inclusive processes where all parties are empowered to share their opinions and perspectives.

At Kairos, we believe this approach strengthens all aspects of our school community. We believe wholeheartedly that we want and have the capacity to do the right thing, but sometimes, we may struggle to live up to our highest values. When that happens, the only thing to do is admit it, reflect on



it, and make a pledge to do better. Kairos values deep thinking about how students will restore relationships with friends and teachers that they may have harmed.

Discipline Policy

With Restorative Justice at the heart of our belief system, there is still a need to define the rules that all students are expected to follow and the procedures for addressing what happens when someone violates those rules.

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

Standards for Student Conduct

To provide a safe and positive environment in which students can maximize their learning potential, each Kairos student is expected to:

- Behave in a responsible manner, always exercising self-discipline.
- Follow directions from adults.
- Attend all classes, regularly and on time.
- Obey all campus and classroom rules, norms and procedures.
- Respect the rights and privileges of students, teachers, and other Kairos staff and volunteers.
- Respect the property of others, including Kairos' property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

Student Code of Conduct Offenses and Interventions

When students fail to meet the school behavior expectations, the Kairos staff is expected to respond to this behavior consistently and appropriately. The categories of conduct below are prohibited at school and during all school-related activities. Kraken Guides contain additional, school-specific information.

Code of Conduct Level I Offenses

A Level 1 offense does not significantly disrupt the learning environment and will generally be handled by the classroom teacher. Teachers are expected to use a variety of classroom management strategies to prevent and correct Level 1 behaviors.



Examples of Level 1 Student Infractions	Possible Level 1 Adult Intervention(s)
<ul style="list-style-type: none"> ● Horseplay ● Use of inappropriate language/ profanity that is not directed at a community member ● Minor unwanted physical contact ● Minor disrespect ● Sleeping during work time ● Cell phone (visible, audible, or in use) ● Refusal to follow adult directions ● Mild teasing- personal but playful ● Hindering learning environment (i.e. making disruptive noises) ● Minor plagiarism/ academic dishonesty ● Tardy to class (less than 10 minutes) ● Out of Area 	<ul style="list-style-type: none"> ● Verbal warning ● Reset (written warning; teaching correct, alternative behaviors) ● Guardian contact by teacher ● Restorative conference ● A referral may be written if the behavior occurs multiple times.

Code of Conduct Level Two Offenses

A Level Two offense significantly disrupts the learning environment and will generally be addressed by the school administration. Interventions aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.

Examples of Level 2 Student Infractions	Possible Level 2 Adult Intervention(s)
<ul style="list-style-type: none"> ● Gross disrespect ● Sustained insubordination ● Disruptive horseplay or play fighting ● Unsafe behavior (i.e. standing on desk, jumping over furniture) ● Sleeping in class- not responsive to intervention ● Use of inappropriate language/ profanity directed at a community member ● Tardy to class (more than 10 minutes) ● Threats or suggestions of harm ● Minor theft ● Minor property damage/ vandalism 	<ul style="list-style-type: none"> ● Referral for additional support depending on the severity and frequency of the behavior. ● Parent/Guardian meeting ● Restorative conference with the Academic Counselor, Restorative Justice Center, and/or Mentor ● Detention ● Behavior Contract or Behavior Intervention Plan <p>If past interventions and supports have been put in place but the behavior</p>



<ul style="list-style-type: none"> Sexually inappropriate behavior Multiple Level One offenses 	<p>continues to escalate, possible disciplinary actions may include:</p> <ul style="list-style-type: none"> in-school suspension, and/or out-of-school suspension
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Code of Conduct Level Three Offenses

A Level Three offense significantly disrupts the learning environment and possibly jeopardizes the safety of self and/or others. These behaviors will be addressed by the Administration.

Examples of Level 3 Student Infractions	Possible Level 3 Adult Intervention(s)
<ul style="list-style-type: none"> Multiple Level One and/or Two offenses Refusing to turn in cell phone Skipping class or detention Major aggressive behavior Alcohol/ drug/ tobacco possession or use Sexual harassment or misconduct Communicating threats or the suggestion of harm to any community member Damaging school property/ vandalism Fighting- including instigation and/or the recording of a physical altercation Egregious behavior directed at an adult Possession of pornography/ profane material Possession of weapon/ dangerous instrument Possession of fireworks or other explosive materials Theft (greater than \$10) Trespassing Leaving school without permission Gang activity Bullying (including cyberbullying + taking/ posting pictures or videos of others) 	<ul style="list-style-type: none"> Administrative conference Restorative conference Counselor meeting Detention Behavior Contract or Behavior Intervention Plan In-school suspension Out-of-school suspension Expulsion and/or Referral to law enforcement*

** When noted in Level 3 table above as a possible consequence, reporting to law enforcement only pertains to breaking of the law, not to other infractions.*



***All disciplinary actions regarding students with disabilities (504 or special education under IDEA) will be conducted in accordance with applicable federal and state laws. Detailed information below.*

Additional Information on Code of Conduct Interventions

Reset

- A Reset is a documented warning for a student to adjust their behavior. For most Level 1 or 2 Offenses, a Reset will occur after the student is given at least two verbal warnings to stop the behavior. After the third Reset, a student is given a Referral.
- Automatic Reset: students are given automatic resets (documented warnings) for behaviors that the entire school has been warned about such as using cell phones, using profanity, and being out of area.

Detention

Detention will occur after school, as a time for students to make academic & personal progress. Depending on the recommendation of the Culture Team, students may use this time to work toward a restorative outcome for the infraction (e.g. reflecting on what happened, and how to make it right).

The following rules apply to students assigned to detention:

- Students will follow all rules concerning classroom behavior.
- Students assigned to detention must stay the entire time.
- Skipping or refusing to participate in detention will result in an ISS.

Behavior Contract or Behavior Intervention Plan (BIP)

A behavior intervention plan (BIP) is a written improvement plan created for a student. It identifies what is causing challenging behavior and specifies the actions to take to improve or replace the behavior(s) in the future.

In-School Suspension (ISS)

- ISS is the removal of a student from regular classes and assignment to an in-school suspension setting in the school. The student's teachers send class assignments to ISS. The student may not attend or participate in extracurricular activities while assigned to ISS.
- A teacher may request that a student who has been assigned to in-school suspension be allowed to attend their class (such as lab classes). The granting of this request is limited to cases where it is extremely important that a class not be missed or where a class cannot be made up at a later date. The CEO or designee has the final decision.
- Unexcused absences from ISS will be rescheduled. Multiple absences from ISS may result in additional ISS days and/or OSS.



Out-of-School Suspension (OSS)

The School Principal or designee will give notice of suspension and the reasons for the suspension to the student. In deciding whether to order OSS, the administrator may take into consideration factors including self-defense, prior discipline history, intent or lack of intent, the academic value of ISS, and other appropriate or mitigating factors.

- During OSS, a student is expected to complete their academic work, check in with their Mentor, and upon completion - attend a re-entry meeting with their family to discuss re-entering the school community.
- Suspension is not to be counted as an unlawful absence for truancy purposes.
- A student on suspension is not allowed on school property and may not participate in any school activities or school functions.
- In some cases (limited to one per student per academic year), the CEO or School Principal may temporarily postpone a student's suspension if the offense was committed at a critical time in the academic calendar (i.e., immediately before final exams). This does not apply to offenses that are violations of state or federal law or that involve weapons, violence, or drugs.

Prohibition Against Being on or Near School Property During Suspension

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

1. The student is under the direct supervision of the student's parent, guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the CEO or their designee.
3. The student is in an alternative school that is located within 1,000 feet of Kairos.
4. The student resides within 1,000 feet of Kairos and is on the property of their residence.

If a student violates this prohibition, they may be subject to additional discipline, including suspension or expulsion, in accordance with the offense.

Suspension From School Transportation

A student may be suspended from school transportation by the School Leader or a staff member designated by the School Leader as the result of misconduct occurring on a bus or other means of student transportation and after notice to the student and his or her parent(s) or guardian(s).



If a student is receiving bus transportation as a result of an IEP, the IEP Committee will have the discretion to determine appropriate disciplinary consequences related to inappropriate behavior in a school vehicle.

Reporting to Law Enforcement

Missouri Safe Schools Act

By state law, school administrators are required to report acts of school violence to teachers and other school personnel with a need to know. "Need to know" is defined to mean school personnel who are directly responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. School administrators will report to the appropriate law enforcement agency, as soon as possible, any of the following crimes or any act which if committed by an adult would be one of the following crimes if committed on school property, including but not limited to actions on any school bus in service on behalf of Kairos or while involved in school activities:

- First or second degree murder under §§ 565.020, .021, RSMo.
- Kidnapping under 565.110, R.S.Mo.;
- First or second degree assault under 565.050, R.S.Mo.; 565.060, R.S.Mo.;
- Rape in the first or second degree under 566.030, R.S.Mo.; 566.031, R.S.Mo.;
- Forcible Sodomy under 566.060, R.S.Mo.;
- Burglary in the first or second degree under 569.160, R.S.Mo.; 569.170, R.S.Mo.;
- Robbery in the first degree under 569.020, R.S.Mo.;
- Distribution of Drugs under 195.211, R.S.Mo.; 195.212, R.S.Mo.;
- Arson in the first degree under 569.040, R.S.Mo.;
- Voluntary Manslaughter under 565.023, R.S.Mo.;
- Involuntary Manslaughter under 565.024, R.S.Mo.;
- Felonious Restraint under 565.120, R.S.Mo.;
- Property Damage in the first degree under 569.100, R.S.Mo.;
- The Possession of a Weapon under Chapter 571, R.S.Mo.;
- Child Molestation in the first degree under 566.067, R.S.Mo.;
- Sodomy in the second degree under 566.061, R.S.Mo.;
- Sexual Misconduct involving a child under 566.083, R.S.Mo.;
- Sexual Abuse in the first degree under 566.100, R.S.Mo.;
- Harassment under 565.090, R.S.Mo.; or
- Stalking under 565.225, R.S.Mo.

The appropriate law enforcement agency will be notified in all situations where a student's



conduct violates state law or municipal ordinances. Kairos will fully cooperate in any investigation. The School Principal shall also notify the appropriate law enforcement agency and CEO if a student is discovered to possess a controlled substance or weapon in violation of the school's policy.

In addition, the CEO shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the school is aware is under the jurisdiction of the court.

Mandatory Reporting of "Threats of Terrorism" or "Threats of Violence"

The School Principal or designee will thoroughly investigate any and all threats of terrorism or threats of violence that have been reported, with such investigation including an interview with the person reporting the threat, the person allegedly making the threat, and all witnesses. If the investigation supports that a threat is credible and imminent, it will be immediately reported to the appropriate local law enforcement agency.

Conferences, Hearings, and Appeals

All students are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by applicable state and federal law, and Kairos policy.

Process for Suspensions

The School Principal may suspend a student for up to ten (10) school days. The CEO may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below, and detailed in a graphic in the Appendix.

In the event that the School Principal recommends a suspension greater than 10 days, the School Principal shall impose the 10-day suspension and shall make a recommendation to the CEO for additional suspension.

- Before suspending a student, the School Principal or CEO must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
- If the School Principal or CEO concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or



Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.

- The School Principal should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the School Principal may decide not to suspend a student unless conferences (between the teacher, student and School Principal and/or between the parent, student and School Principal) have been held and have failed to change the student's behavior.
- If the suspension is imposed, the student's parents must be promptly notified of the suspension and the reasons for the action.
- Any suspension by the School Principal must be reported, immediately and in writing, to the CEO, who may revoke the suspension, either part or in full, at any time.
- If a student is suspended for more than ten (10) school days, the following rules also apply:
 - The student, their parents, guardians or others having custodial care have a right to appeal the CEO's decision to the Board or a committee of the Board appointed by the Board chair.
 - If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the CEO's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. The notice of appeal must state with specificity the reasons for the appeal.
 - All notices of appeal shall be transmitted, either by the appealing party or by the CEO, to the secretary of the Board. Oral notices, if made to the CEO, shall be reduced to writing and communicated to the secretary of the Board.
 - The CEO, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the CEO, and the reasons for the action.
 - Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel (at the student's/parent's expense), to call witnesses, and to present evidence at the hearing.
 - Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspensions For More Than 180 School Days and Expulsions

Only the Board may expel a student or suspend a student for more than 180 school days. The applicable procedures are outlined below.



- Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the CEO must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident.
- If the CEO concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.)
 - The CEO will recommend to the Board that the student be expelled or suspended for more than 180 school days. The CEO may also immediately suspend the student for up to 180 school days. Only the Board can expel a student.
 - Upon receipt of the CEO's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
- If the student is expelled, they may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Student Discipline Hearings

The Board of Directors may originate student discipline hearings upon recommendation of the CEO. In such cases, the Board of Directors will review the CEO's report and determine whether to conduct a disciplinary hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the CEO or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Directors or by appeal, the following procedures will be adhered to:

- The student and the parents will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel at the student's/parent's expense; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
- Prior to the Board hearing, the student and the student's parents will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their



testimony. In addition, the student and the student’s parents will be provided with copies of the documents to be introduced at the hearing by the administration.

- The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, their parents or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.
- At the conclusion of the hearing, the Board of Directors shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student; and the Board may impose additional conditions on the readmission of the student. The administration or its counsel, by direction of the Board, shall promptly prepare and transmit to the parents/guardians written notice of the decision.

Remedial Conference

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any “act of school violence” as defined in §160.261.2, R.S.Mo., a conference must be held to review the student’s conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. School officials shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the “act of school violence” was committed at a public or charter school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

Discipline of Students with Disabilities

It is the goal of Kairos to provide a safe and productive learning environment for all students. The school does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the school in highest regard. Students with disabilities will be disciplined in accordance with the discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.



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

The Board delegates to the CEO or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

Change of Placement

School personnel will determine on a case-by-case basis, consistent with the IDEA, Section 504 and their implementing regulations, whether a change in placement has occurred when a student is suspended due to a violation of the Code of Conduct.

Manifestation Determination

For any disciplinary action that will result in a change in placement if proposed against a student receiving services under IDEA or Section 504, the IEP team shall be convened. No later than ten (10) school days after the date on which the decision was made to change the student's placement, the IEP team shall determine whether the student's behavior is a manifestation of his or her disability. The IEP team will determine: 1.) if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or 2.) if the conduct in question was the direct result of Kairos's failure to implement the IEP.

Discipline Options-Behavior Unrelated to Disability

If the conduct is determined to be unrelated to the disability for which the student is receiving services, disciplinary options, including suspension, removal or expulsion applicable to students without disabilities, may be applied to students with special needs in the same manner in which they would be applied to students without disabilities. However, such students receiving services will still receive educational services to enable the student to participate in the general education curriculum and to progress toward meeting the goals set out in the student's IEP as required by applicable law.

Discipline Options-Behavior Related to Disability If the behavior is determined to be a manifestation of the disability, no long-term suspension or expulsion can be implemented. The IEP team may modify the student's placement or IEP as appropriate, for educational, not disciplinary reasons. In addition, the IEP team will either conduct a functional behavior assessment and implement a behavioral intervention plan or review the existing behavioral intervention plan and modify it as necessary.



The CEO or designee will provide all school employees training on violence prevention, the school's discipline code and the legal requirements for disciplining students with disabilities. The Board delegates to the CEO or designee the authority to contact the school's legal counsel for legal advice or training on the school's responsibilities.

Student Discipline - Reporting

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of school. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses, may result in disciplinary consequences that extend beyond this code of conduct as determined by the School Principal, CEO and/or Board of Directors. In extraordinary circumstances where the minimum consequence is judged by the CEO or designee to be manifestly unfair or not in the interest of the school, the CEO or designee may reduce the consequences listed in this policy, as allowed by law.

Credit During Suspension

A student will receive credit for work missed during the period of suspension if the student makes up work missed in accordance with all deadlines and requirements.

No Credit Earned during Expulsion

Except when required by law, students will not earn academic credit during a period of expulsion.

Gun-Free Schools Act

The Federal Gun-Free Schools Act of 1994, which applies to public schools, states that a student who is determined to have brought a weapon to school must be suspended for at least one calendar year. School administrators, however, may modify this suspension requirement on a case-by-case basis.

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons. In order to maintain the safety of the educational community, KAIROS will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time.



School property is defined as: property utilized, supervised, rented, leased, or controlled, and bus stops, by the school including but not limited to the school playground, parking lots, school buses, and bus stops, and any property on which any school activity takes place.

A weapon is defined to mean one or more the following:

1. A firearm as defined in 18 U.S.C. 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projective weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in 571.010, R.S.Mo
3. A dangerous weapon as defined in 18. U.S.C. § 930 (g) (2).
4. All knives and any instrument or device used or designed to be used to threaten or assault, whether for attack or defense
5. Any object designed to look like or imitate a device as described in 1-4

Pursuant to the Missouri Safe School Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in # 1 or # 2 above on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the CEO to the Board. Students who bring or possess weapons as defined in # 3, # 4 and # 5 and not otherwise included in # 1 and # 2 will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Drug-Free Schools Act

In accordance with the Safe Schools Act, Kairos will provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students. These programs will address the consequences of drug and alcohol use and explore strategies to resist peer pressure.

- Kairos prohibits the use, sale, possession, or distribution of illicit drugs by students or any other individuals on school premises or any school activity, regardless of its location.
- Kairos also prohibits the use, sale, possession, or distribution of look-alike substances and/or synthetic substances designed to imitate the look and/or effects of illicit drugs. Violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.
- Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.
- Possession, use of, or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants,



controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

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

Glossary/ Prohibited Conduct

This glossary provides legal and locally established definitions of key terminology; it is intended to assist in understanding terms related to the Student Code of Conduct. Terms which are defined in Missouri's criminal statutes shall have the meaning therein, unless otherwise indicated. In addition to consequences determined by Kairos Academies, Kairos will notify law enforcement when necessary, and document violations in the student's discipline file pursuant to law and Board policy.

- **Assault-** Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.
- **Bullying-** [State law](#) defines "bullying" as:
 - intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property;
 - substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school.
 - Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus.
- **Cyberbullying:** bullying also includes "**cyberbullying**," which means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.
- **Dishonesty-** Any act of lying, whether verbal or written, including forgery.
- **Disrespect to Staff-** Willful or continued willful disobedience of a directive or request by a Kairos staff member or disrespectful verbal, written, pictorial, or symbolic language or gesture that is directed at a Kairos Academies staff member and that is rude, vulgar, defiant, in violation of school policy or considered inappropriate in educational settings.



- **Disruptive Conduct or Speech-** Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is disrespectful, rude, vulgar, defiant, in violation of Kairos Academies' policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions.
- **Drugs/Alcohol-** Drugs include but are not limited to marijuana; any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate; anabolic steroid; or prescription medicine provided to any person other than the person for whom the prescription was written.

All alcoholic beverages are prohibited on Kairos property at all times and at all school-sanctioned activities occurring on or off school property. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

- **E-Cigarette** means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.
- **Failure to Meet Conditions of Suspension-** Coming within 1,000 feet of Kairos Academies while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity.
- **False alarm or report** occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:
 - Cause action by an official or volunteer agency organized to deal with emergencies;
 - Place a person in fear of imminent serious bodily injury; or
 - Prevent or interrupt the occupation of a building, room, or place of assembly.
- **Fighting (see also, "Assault")-** Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
- **Harassment** - The use of physical, verbal, nonverbal, written or symbolic language based on race, color, religion, gender, national origin, ancestry, disability, age, sexual orientation, or any other characteristic that is so severe, persistent, or pervasive that the conduct:
 - Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
 - Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
 - Otherwise adversely affects the student's educational opportunities.



Examples of illegal harassment include, but are not limited to, graffiti, display of written material or pictures, name calling, slurs, jokes, gestures, threatening, intimidating or hostile acts, theft or damage to property.

- **Hazing**- Any intentional, knowing, or reckless act occurring on or off-campus directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:
 - Is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
 - Involves sleep deprivation, exposure to the elements, confinement in a small space, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
 - Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of Missouri law; or
 - Involves coercing the student to consume food, liquid, alcoholic beverage, liquor, drug, or other substance, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- **Indecent exposure** means exposing any portion of one's anus or genitals with intent to arouse or gratify the sexual desire of any person while being reckless about whether another is present who will be offended or alarmed by the act.
- **Intimate visual material** means visual material that depicts a person (a) with the person's intimate parts exposed, or (b) engaged in sexual conduct.
- **Online impersonation** occurs when a person, without obtaining the consent of another person and with the intent to harm, defraud, intimidate, or threaten any persons, uses the name or persona of another person to: (1) Create a web page on a commercial social networking site or other Internet website; and/or (2) Post or send one or more messages on or through a commercial social networking site or other Internet website, other than on or through an electronic mail program or message board program.

Online impersonation also occurs when a person sends an electronic mail, instant message, text message, or similar communication that reference a name, domain address, phone number, or other item of identifying information belonging to any person:

- Without obtaining the other person's consent;
 - With the intent to cause a recipient of the communication to reasonably believe that the other person authorized or transmitted the communication; and
 - With the intent to harm or defraud any person.
- **Paraphernalia** are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body. It also includes equipment, products, or



materials used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, or concealing a controlled substance.

- **Possession** means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.
- **Public displays of affection.** Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.
- **Self-defense** is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.
- **Sexual Harassment**
 - Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.
 - Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment of a student may include but are not limited to: sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.
- **Sexual Misconduct-** Exposing of body parts to another individual including, but not limited to, possession, transfer or exposure of images, electronic or otherwise, of the body parts or sexually explicit images of oneself or others, and/or initiating or participating in an act of a sexual nature.
- **Technology Misconduct**
 - Unauthorized use of cellular telephones, personal computers, or unauthorized use of electronic devices during instructional time.
 - Attempting, regardless of success, to gain unauthorized access to technology system or information; to use Kairos technology to connect to other systems in evasion of the physical limitations of the remote system; to copy Kairos Academies files without authorization; to interfere with the ability of others to utilize Kairos Academies



technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using Kairos technology; or to evade or disable a filtering/blocking device.

- Violation other than those listed above or in regulations, administrative procedures or netiquette rules governing student use of Kairos technology.
- **Theft-** Theft, attempted theft or knowing possession of stolen property.
- **Threats or Verbal Assault-** Verbal, written, pictorial or symbolic language and/or gestures creating a reasonable fear of physical injury or causing school property damage. Threats by students, whether made on campus or off school grounds, which constitute a "true threat" against the Kairos Academies, its students or employees, will be immediately reported to law enforcement officials and will subject the student to suspension and a possible referral for expulsion. The definition of "true threat" will be construed in accordance with applicable law and encompasses those statements that a reasonable recipient would view as a serious threat of violence or death.
- **Tobacco-** Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any form of smokeless tobacco or electronic vapor product while in school buildings, vehicles, or on or near school property, or at school-related or school-sanctioned events off school property. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.
- **Under the influence** means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.
- **Vandalism-** Willful damaging or the attempt to cause damage to real or personal property belonging to the school, staff or students.
- **Weapons**
 - Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.
 - Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2)



Technology and Student Acceptable Use at Kairos

This policy governs the use of all Kairos technology resources by students while on or near school property, in school vehicles, and at school-sponsored activities on or off-campus, as well as the use of all Kairos technology resources via off-campus remote access. This will be used in conjunction with the Student Code of Conduct, and Kairos reserves the right to modify this policy at any time.

Just as students must demonstrate proper behavior in a classroom or school hallway, they must also behave appropriately when using any Kairos computer networks, personal electronic devices, personal device data plans, software or websites sanctioned or used by Kairos, and any personal technology used in an educational setting. Access to Kairos's technology is a privilege, not a right. Students must comply with all Kairos standards set forth in this policy at all times in order to maintain the privilege of using its technology resources.

Kairos is pleased to offer students access to school computers, communications systems¹, the Internet and a wide array of other technology resources to promote educational excellence and enhance the classroom experience. Technology can expand a student's access to educational materials, provide workforce skills and college readiness, and lead to personal growth. Kairos recognizes, however, that access to technology must be given with clear guidelines, expectations, and supervision to protect students. This policy is designed to make families, teachers, and administrators partners to teach students how to be responsible users of technology.

Students will use their laptops every day. This section summarizes key components of the Kairos Technology Acceptable Use Policy. All students and parents/guardians must read and sign-off on this policy before using technology at Kairos. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

We expect students to:

- Be kind, considerate cyber citizens when posting online.

¹ "Communication Systems" include educational-related communications between and among Kairos and students by email, web sites, cell phones, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies.



- Never use technology or any communication transmitted by the use of any electronic device— including, but not limited to, a computer, telephone, cellular telephone, text messaging device, or personal digital assistant—for the purposes of bullying.²

Unacceptable and Inappropriate Use of Technology Resources

- Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually-oriented, threatening, harassing, damaging to another’s reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is Kairos-owned or personally owned if it results in a substantial disruption to the educational environment.
- Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually-oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct, up to and including expulsion, and, in certain circumstances, may be reported to law enforcement.
- If students unintentionally come across inappropriate material in connection with their use of any Kairos technology, including websites and software used in the classroom, they should stop accessing the material and report it to a supervising adult. This will protect them against an allegation that they have intentionally violated the Technology Acceptable Use Policy. Kairos will take immediate steps to ensure such material is blocked from further view at school by its content-filtering software.

Chromebooks

Every student at Kairos is issued a Chromebook. This technology is our primary learning tool. Students need to charge their computers every night at home so they are able to use them during the school day. The Chromebook students are issued remains theirs for their time at Kairos, so they should take care of them.

Cell Phones + Personal Electronics

At Kairos, policies for acceptable use of cell phones (including listening to music) during the school day are specific to each school (e.g. Middle or High School), so refer to the Kraken Guide for more information. Kairos is not responsible for any damaged, lost, or stolen personal device.

The use of cell phones or any other device capable of capturing images is strictly prohibited in restroom areas or other sensitive areas while at school or at a school-related or school-sponsored

² This includes, but is not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature.



event. It is prohibited to capture any images, electronic or otherwise, of a person's body to which they have a reasonable expectation of privacy.

Kairos officials may power on and search the device if there is reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation. Any disciplinary action will be in accordance with the Student Code of Conduct and/or Federal, State, or local laws. These guidelines apply even if the item in use is not the property of the student found in violation of the policy.

Confiscated cell phones that are not retrieved will be disposed of after the notice required by law. Kairos will not be responsible for damage to or loss or theft of confiscated items.

Instructional Use of Cell Phones and Other Electronic Devices

Kairos may allow students to bring personal technology devices (i.e., tablets, e-readers, smartphones, headphones) for use during the school day for authorized curricular purposes. Students that use personal technology devices will be required to comply with all aspects of the student Acceptable Use Policy and Student Code of Conduct in the use of such devices at school. A student's personal technology device may be subject to search by campus administrators in connection with determining if a student has committed a violation of this policy and/or the Student Code of Conduct.

Take Home Policy

We hope students will continue to explore their academic passions at home. While students are always free to use their computers at home, computers may have certain website restrictions. Please keep in mind that the Acceptable Use Policy applies regardless of location.

Using the Internet and Communications Systems

Although Kairos strives to ensure that any Internet access avoids any inappropriate material, students and their families should be aware that some material accessible on the Internet may contain information that is inaccurate, profane, sexually-oriented, defamatory and potentially offensive. Kairos does not condone any student accessing, or attempting to access, such material, and it remains deeply committed to safe Internet use. Kairos takes steps to minimize students' opportunities to do so, including the implementation of extensive content-filtering software. This software is not fail-safe, however, and while at school Kairos strives to ensure that students' Internet use is supervised, it is possible that the software may miss some content, or students may find a way around the software to access inappropriate material. In the event that this happens, Kairos cannot assume liability for students' actions. We strongly encourage parents to discuss acceptable internet use with their children and raise any concerns they may have with their Mentor.



Students who misuse any Kairos technology outside its intended purpose, including the use of Kairos-recommended websites for purposes outside the educational intent, will be in violation of this policy, which may lead to disciplinary consequences for the student.

Privacy and Security

Students are expected to use Kairos technology resources responsibly and in a safe and secure manner, regardless of whether such technology is accessed using an Kairos-issued or personal electronic device. Students will not share their individual logins, passwords, or access to Kairos technology with others without the prior approval of a classroom teacher or administrator. Students will sign off or log off all Kairos equipment, software, or Internet sites once they are done with their session in order to protect the integrity of their logins, passwords, or access.

Limitations of Liability

Kairos makes no warranties of any kind, whether express or implied, for the technology resources it provides to students through Kairos-provided and/or a student's personal electronic device. Kairos is not responsible for any damages that a student may sustain, including those arising from non-delivery of information, erroneous delivery of information, service interruptions, unauthorized use by a student, loss of data, and any potential exposure to inappropriate material from the Internet. Use of any information obtained through the Internet is at the student's own risk, as Kairos makes no representations, and denies responsibility for, the accuracy or quality of the information. In exchange for being allowed to use Kairos technology resources, students and their families hereby release Kairos, its directors, employees, and representatives from any and all claims for damages that arise from the intentional or neglectful misuse of Kairos's technology resources by the student.

Contact the School Principal for more information about Technology and Acceptable Student Use policies at Kairos. Kraken Guides contain additional, school-specific information.



Information for Parents and Important Notices

Accommodations for Children of Military Families

Children of military families will be provided flexibility for certain school requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participating in extracurricular activities; and graduation requirements.

In addition, absences related to a student visiting with their parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused. Kairos will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Student or Parent Complaints and Concerns

Kairos values the opinions of its students and families, and the public it serves. Parents and students have the right to express their views through appropriate informal and formal processes. The purpose of this grievance policy is to resolve conflicts in an efficient, expeditious, and just manner.

The Board encourages families to discuss their concerns and complaints through informal meetings with students' teachers, mentors, and/or school leadership. Concerns and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal resolution is not reached, student and/or parent complaints will be submitted in writing by emailing the grade level Instructional Director. If no response occurs, the student or parent should alert the school principal. Neither the Board nor any Kairos employee will unlawfully retaliate against a parent or student for voicing a concern or complaint.

Informal Conferences

A parent or student may request an informal conference with the School Principal, teacher, or other campus administrator within seven days of the time the parent or student knew or should have known of the event(s) giving rise to the complaint. If the person is not satisfied with the results of the informal conference, they may submit a written grievance through email to the School Principal with all needed information.



Formal Grievance Process

The formal grievance process provides all persons with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, a person can bring concerns or complaints to the Kairos Board of Directors, as outlined below. Please note:

- A grievance must specify the harm alleged by the parent and/or student, and the remedy sought.
- A parent or student should not submit separate or serial grievances regarding the same event or action. Multiple grievances may be consolidated at the school's discretion.
- All time limits will be strictly complied with; however, if an administrator determines that additional time is needed to complete a thorough investigation of the complaint and/or to issue a response, the administrator will inform the parent or student in writing of the need to extend the response time and provide a specific date by which the response will be issued.

Level One – School Principal Review

1. A parent or student will submit a written grievance via email to the School Principal or designee within seven days from the time the event(s) causing the complaint. Kairos reserves the right to require the grievant to begin the grievance process at Level Two.
2. The School Principal or designee will meet with the complaining parent or student within seven days of receipt of the complaint.
3. Following the conference, the School Principal or designee will have seven days to respond in writing.

Please note: A complaint against the CEO will begin at Level Three.

Level Two – CEO Review

If the student or parent is not satisfied with the Level One decision, or if no decision is provided, the student or parent may appeal the Level One decision to the CEO or designee by filing written notice via email.

1. The request must be filed within seven days of the Level One decision or the response deadline if no decision is made.
 - a. The appeal must include a signed statement of the complaint, any evidence supporting the complaint, and a copy of the written complaint to the School Principal and a copy of the Level One Decision, if issued.
 - b. The appeal will not include any new issues or complaints unrelated to the original complaint.



2. The CEO or designee will hold a conference within seven days of receiving the appeal, and issue a written decision within seven days following the conference.

Level Three

If the student or parent is not satisfied with the Level Two decision, or if no timely decision is provided, the student or parent may submit to the CEO or designee in writing a request for a hearing before the Kairos Board of Directors.

1. The request must be filed within seven days of the Level Three decision or the response deadline if no decision is made.
2. The student or parent will be informed of the date, time, and place of the hearing.
3. The Board of Directors will hear the student or parent complaint, and may set a reasonable time limit for presenting the complaint.
 - a. Only written documentation and issues previously submitted and presented by the student or parent and Kairos will be considered.
 - b. An audio recording of the hearing may be made.
4. The Board will communicate its decision, if any, orally or in writing before or during the next regularly scheduled Board meeting.
 - a. If no decision is made by the end of the next regularly scheduled Board meeting, the Level Two decision will be upheld.
 - b. The Board may not delegate its authority to issue a decision.
 - c. Any decision by the Board of Directors is final and may not be appealed.

If the complaint involves concerns or charges regarding a student or Kairos employee, it will be heard by the CEO in closed meeting unless the employee to whom the complaint pertains requests that it be heard in public.

Additional Complaint Procedures

This parent and student complaint process does not apply to all complaints:

- If you have a complaint about Kairos' treatment of a statute or regulation of the Every Student Succeeds Act of 2015 (ESSA), please follow the procedure outlined in the "ESSA Complaint Procedures FAQ" document linked in the Appendix.
- Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, religion, or any other characteristic protected by law will be submitted as described in "Freedom from Discrimination, Harassment, and Retaliation," section of this Handbook.
- Complaints concerning retaliation related to discrimination and harassment will be submitted as described in the "Freedom from Discrimination, Harassment, and Retaliation," section of this Handbook.



- Complaints concerning bullying or retaliation related to bullying will be submitted as described in the “Freedom from Bullying and Cyber-Bullying,” section of this handbook.
- For complaints concerning loss of credit on the basis of attendance will be submitted as described in “Attendance Needed for Credit” in this Handbook.
- For complaints concerning disciplinary long-term suspensions and/or expulsions will be submitted as described in “Conferences, Hearings, and Appeals” under “Student Code of Conduct” in this Handbook.
- Complaints concerning the identification, evaluation, or educational placement of a student with a disability within the scope of a student IEP plan will be submitted as described in “Student or Parent Complaints and Concerns” above, except that the deadline for filing an initial Level One grievance will be 30 calendar days.
- Complaints concerning the identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act will be submitted in accordance with applicable Board policy and the procedural safeguards provided to families of all students referred to special education.
- Complaints regarding the Free and Reduced-Price Meal Program- In accordance with federal law and U.S. Department of Agriculture policy, the school is prohibited from discriminating on the basis of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity.

If parents wish to file a Civil Rights program complaint of discrimination:

- Complete the USDA Program Discrimination Complaint Form [here](#), at any USDA office, or by calling (866) 632-9992 to request the form.
- You may also write a letter containing all of the information requested in the form.
 - Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442
 - or email at program.intake@usda.gov.
- Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Rights Under the Protection of Pupil Rights Amendment (PPRA)

The PPRA affords families of elementary and secondary students certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:



- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 - Political affiliations or beliefs of the student or student’s parent;
 - Mental or psychological problems of the student or student’s family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or student’s parent; or
 - Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- Inspect, upon request and before administration or use:
 - Protected information surveys of students and surveys created by a third party;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

These rights transfer from the families to a student who is 18 years old or an emancipated minor under state law. At that time, students shall be deemed adults for purposes of educational records, placement, and reporting.

Kairos will develop and adopt policies, in consultation with families, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and



the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Kairos will directly notify families of these policies at least annually at the start of each school year and after any substantive changes.

Kairos will also directly notify, such as through U.S. Mail or email, families of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt their child out of participation in the specific activity or survey. Kairos will make this notification to families at the beginning of the school year if the school has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, families will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Here is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Student Privacy Policy Office. U.S. Department of Education. 400 Maryland Avenue, SW Washington, D.C. 20202

Annual FERPA Confidentiality Notice

Kairos complies with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information. FERPA affords families and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

- The right to inspect and review the student’s education record within 45 days after the day Kairos receives a request for access.
 - Parents or eligible students who wish to inspect their child’s or their education records should submit to the School Principal a written request that identifies the records they wish to inspect.
 - The School Principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected



- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
 - Parents or eligible students who wish to ask Kairos to amend their child’s or their education record should write the School Principal, clearly identify the part of the record they want changed, and specify why it should be changed.
 - If Kairos decides not to amend the record as requested by the parent or eligible student, Kairos will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to provide written consent before Kairos discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A “school official” is:
 - A person employed by Kairos as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel);
 - A person serving on the Board;
 - A volunteer, contractor, or consultant who, while not employed by Kairos, performs an institutional service or function for which Kairos would otherwise use its own employees and who is under the direct control of Kairos with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist;
 - A parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or
 - A parent, student, or other volunteer assisting another school official in performing their tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Upon request, Kairos discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Kairos Academies to comply with the requirements of FERPA. The name and address of



the Office that administers FERPA are: Student Privacy Policy Office. U.S. Department of Education 400 Maryland Avenue, SW. Washington, DC 20202

Additional Rights for Kairos Parents

Some additional rights of parents are outlined below:

- Attend and speak at school board meetings (listed at www.kairosacademies.org/board)
- Review information about your child's teacher (e.g., license, qualifications, whether they are teaching under emergency or provisional status, etc.)
- Review academic achievement and growth data for your student (on both internal and state assessments)
- Request that personal information not be shared with military recruiters absent your case-by-case consent; (please note: Kairos cannot withhold disclosure to professionals with a legitimate need to review, such as law enforcement personnel)
- Review the school's charter, most recent annual report card, most recent annual audit, and board member background checks

Directory Information Notice

FERPA, a federal law, requires that Kairos, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Kairos may disclose appropriately designated "directory information" without written consent, unless you have advised Kairos not to do so, in accordance with Kairos's procedures. Kairos has designated three forms of directory information: (1) disclosure for school-related purposes; (2) disclosure to military/ college recruiters; and (3) limited disclosure to law enforcement.

Directory Information for School-Related Purposes

Kairos has designated the following categories of information as directory information for the purpose of disclosure for school-related purposes:

- Student name; Date and place of birth;
- Major field of study; Degrees, honors, and awards received;
- Dates of attendance; Grade level;
- Most recent educational institution attended;
- Participation in officially recognized activities and sports;
- Photographs (including video images) and
- Weight and height of members of athletic teams.



School-related purposes are those events/activities that Kairos conducts and/or sponsors to support the school's educational mission. Examples include, but are not limited to:

- Extracurricular programs or events (e.g., programs for events such as school plays, concerts, athletic events, graduation ceremonies, etc.).
- Publications (e.g., printing student names and pictures in newsletters and yearbooks, etc.), including sharing directory information with companies who have a contractual relationship with Kairos and/or that manufacture class rings or publish yearbooks.
- Honor roll and other student recognition lists.
- Marketing materials of Kairos (e.g., using directory information for print media, website or social media accounts operated by Kairos, videos, newspaper articles, etc.).

Directory Information Supplied to Military and College Recruiters (Secondary Students)

Two federal laws require Kairos to provide military recruiters or an institution of higher education, upon request, with access to the name, address, and telephone listing of each secondary student served by Kairos, unless families have advised Kairos that they do not want their student's information disclosed without their prior written consent. A secondary student is defined as a student who is enrolled in grade 9-12.

Directory Information Supplied to Law Enforcement Officials and Authorities

Kairos has designated the following categories of information as directory information for purposes of responding to requests for general student information made by law enforcement officials and authorities: student's name, address, and telephone number.

Guidelines for Release of Directory Information

Kairos shall not release directory information except for the purposes indicated above, namely, disclosure relating to school-related purposes; for the purpose of disclosure to military recruiters and institutions of higher education for secondary students; and for the purposes of disclosure upon request by law enforcement officials and authorities.

A parent or eligible student may opt-out of the release of directory information for any or all of these designated purposes by submitting a written objection to the school office within 15 days after receiving this "Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice)."

Getting Permission to Video and Audio Record a Student

Parents are asked to sign a media release form during the enrollment process. As a parent, you may grant or deny any written request from Kairos to make a video or voice recording of your child. For purposes of this section, a "child" is a minor under the age of eighteen (18). We do reserve the right,



however, to make a video or voice recording without parental permission for the following circumstances: when it is to be used for school safety; when it relates to classroom instruction or a co-curricular or extracurricular activity; or when it relates to student safety in certain self-contained special education settings.

Disclosure of Personally Identifiable Information (PII) Without Consent

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires Kairos to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

Kairos may disclose PII from the education records of a student without obtaining prior written consent of the families or the eligible student:

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of the FERPA regulations.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Missouri DESE. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.
- To families of an eligible student if the student is a dependent for IRS tax purposes.
- To appropriate officials in connection with a health or safety emergency, subject to FERPA.
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.



Appendix

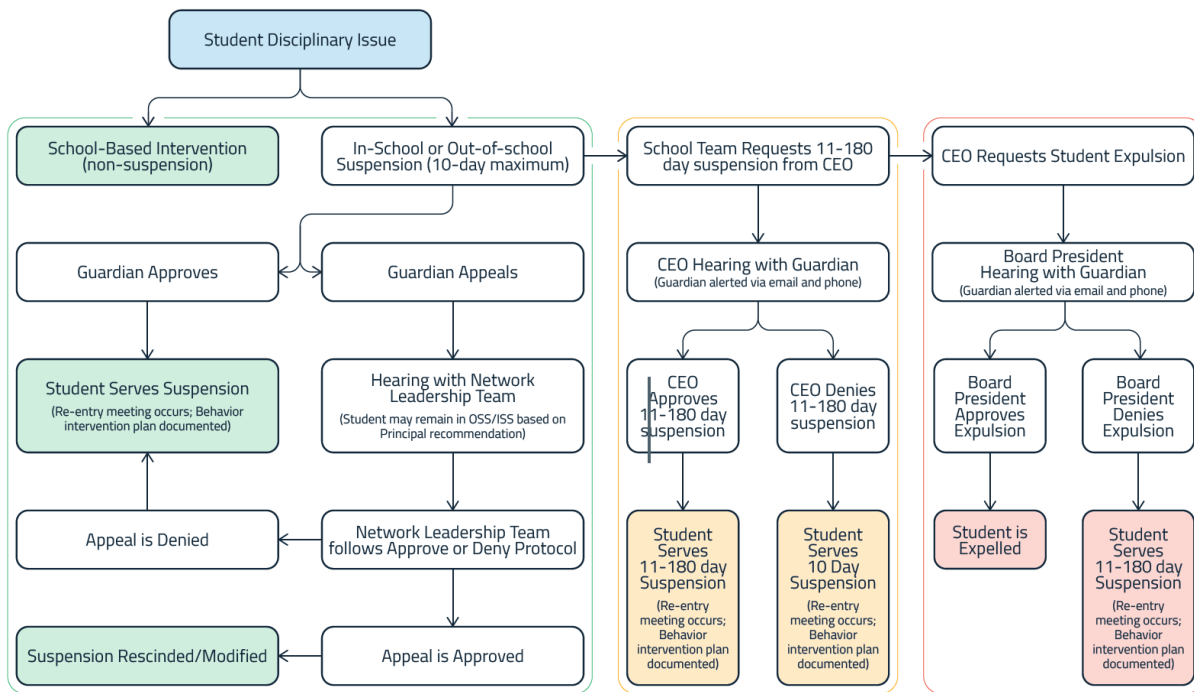
Additional Resources

- Refer to school-specific Kraken Guides and [Kairos Families Portal](#) for additional information and links to required forms

Student Discipline Appeals Process



Student Discipline Appeals Process



Sexual Harassment Policy

Sexual Harassment Under Title IX

Kairos does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited Kairos, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of



Kairos. However, Kairos will respond promptly to investigate and address any report or complaint of sexual harassment.

"Sexual harassment under Title IX" is conduct on the basis of sex within the scope of Kairos's education programs or activities (as defined in this policy) that satisfies one or more of the following:

- An employee of Kairos conditioning the provision of an aid, benefit or service of Kairos on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to Kairos's education program or activity; or "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8) or "stalking" as defined in 34 U.S.C. 12291(a)(30). See the "Definitions Applicable to this Policy" section at the end of this document for definitions of other terms applicable to this policy.

In creating this policy, Kairos does not relieve any person under Kairos's jurisdiction from the consequences for violations of other policies and rules of Kairos meant to establish an environment conducive to teaching, learning, support services, work and the social and emotional well-being and development of the students entrusted to Kairos.

If a student alleges sexual misconduct on the part of any Kairos employee to any person employed by Kairos, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law and Kairos policy. Moreover, nothing in the policy precludes the mandatory or voluntary reporting of any suspected criminal activity to the appropriate law enforcement agency at any time.

Reporting Sexual Harassment or Title IX Retaliation

Any person may report sexual harassment regardless of whether the person is the alleged victim (complainant). However, Board members and employees must immediately report to the Title IX coordinator any incident or behavior that could constitute sexual harassment or retaliation in accordance with this policy. Reports may be made at any time, including during non business hours, by using the telephone number, email address or office address listed below.

The Board authorizes the following individual(s) to serve as the Title IX coordinator(s) for the Kairos Academies and coordinate and implement Kairos's efforts to comply with the requirements of Title IX.

Title



Address

Phone: _____ / Email: _____

In the event the Title IX coordinator is unavailable or is the respondent to a complaint, reports should instead be directed to _____.

Notice of the Policy against Discrimination on the Basis of Sex

Kairos will provide notice of its prohibition on discrimination on the basis of sex under its policy and Title IX to students, parents/guardians, employees, applicants for admission and employment, and all unions or professional associations holding collective bargaining or professional agreements with Kairos. The notice will:

- Include the name or title, office address, email address and phone number of the Title IX coordinator;
- Include information on Kairos's grievance procedures and grievance process;
- State that the requirement not to discriminate extends to admission and employment; and
- Direct inquiries to the Title IX coordinator or the assistant secretary for civil rights at the U.S. Department of Education.

Kairos's policy prohibiting discrimination on the basis of sex and the contact information of the Title IX coordinator(s) will be prominently displayed on Kairos's website and in each handbook.

Retaliation Prohibited

No person employed by or associated with Kairos will intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding or hearing under Title IX. While the law allows individuals to refuse to participate in a Title IX investigation, proceeding or hearing, Kairos policy and the law require that employees immediately report to the Title IX coordinator any knowledge of an allegation of sexual harassment under Title IX, and employees can be reprimanded or disciplined for failing to do so.

Intimidation, threats, coercion or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment under Title IX but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment under Title IX, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. Complaints alleging retaliation must be filed with the Title IX coordinator.



Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of the grievance proceeding is not retaliation, with the understanding that a determination of responsibility for sexual harassment is not sufficient to conclude that a party made a materially false statement in bad faith.

Intake and Classification of Reports

The Title IX coordinator will receive and review all reports of sexual harassment even if a formal complaint has not been filed. The context of behavior can make a difference between conduct falling within the technical definition of sexual harassment under Title IX and conduct of a sexual nature that is offensive or hostile in itself, but which does not constitute harassment within that definition. Kairos policies prohibit both but, for purposes of its Title IX obligations, Kairos must specially address cases within the definition under this special, limited-scope policy.

If the Title IX coordinator determines that the report concerns conduct that does NOT involve sexual harassment under Title IX as that term is defined in this policy or did not occur in Kairos's education program or activity, the Title IX coordinator will use the grievance process described in this Handbook.

Procedures Prior to or without a Formal Complaint

When the Title IX coordinator has actual knowledge of an allegation of sexual harassment under Title IX in an education program or activity of Kairos, the Title IX coordinator will promptly contact the complainant and:

- Provide information about the supportive measures available to the complainant and inform the complainant that he or she may receive supportive measures without filing a formal complaint.
- Consider the complainant's wishes with respect to supportive measures and implement appropriate supportive measures.
- Explain to the complainant the process for filing a formal complaint.

Parties Enrolled in Special Education

In the case of all reports of sexual harassment, if the complainant or respondent has an individualized education program (IEP) in place, the Title IX coordinator will consult with the appropriate special education administrator(s) for assistance in determining the appropriate supportive measures based on the special needs of the student.

If Kairos determines that a student's specific circumstances, including disabilities, prevent Kairos from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein, Kairos will pursue such measures as are available under its policy and law. Such measures



will be designed to restore or preserve the student's equal access to Kairos's education programs or activities.

The Formal Complaint Process

Nothing in this process will interfere with any legal right of a parent/guardian to act on behalf of a complainant, respondent or party including, but not limited to, filing a formal complaint. If a student who is not an eligible student pursuant to the Federal Education Rights and Privacy Act (FERPA) files a formal complaint, the parent/guardian will be notified.

The complainant may file a formal complaint or choose not to file a formal complaint and simply receive the supportive measures.

If the complainant does not file a formal complaint, the Title IX coordinator may sign a formal complaint initiating the grievance process. The Title IX coordinator will do so only if initiating the grievance process against the respondent is not clearly unreasonable in light of the known circumstances.

If no formal complaint is filed by the complainant or signed by the Title IX coordinator, no disciplinary action will be taken against the respondent on the grounds of sexual harassment under Title IX.

Title IX Grievance Process upon Filing of a Formal Complaint

Kairos's grievance process will provide a prompt and equitable resolution of complaints and will:

- Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent;
- Comply with Title IX regulations before imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent;
- Require a decision-maker to objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and not make credibility determinations based on a person's status as a complainant, respondent or witness;
- Require that all Title IX coordinators, investigators, those responsible for facilitating informal resolution processes and decision-makers not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;
- Presume that the respondent is not responsible for the conduct until a determination of responsibility is made at the conclusion of the grievance process;
- Follow stated timelines unless Kairos temporarily delays the grievance process for good cause (including, but not limited to, the absence of a party, a party's advisor, or a witness;



concurrent law enforcement activity; or the need for language assistance or accommodation of a disability) and notify the parties in writing of the reason for a delay, if any; and

- Not require, allow, rely upon or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

Notice to the Parties

When the complainant files a formal complaint, written notice will be provided to all known parties and will include:

- Notice of the grievance process, including any informal resolution process that is available and the timeline for such process.
- Notice of the allegations of sexual harassment under Title IX made by the complainant with sufficient details known at the time and with sufficient time to allow the respondent to prepare before the initial interview. At a minimum, the details will include the identities of the parties involved in the incident, if known, the conduct and the date and location of the alleged incident if known.
- A statement that the respondent is presumed not responsible for the conduct and that a determination of responsibility will be made at the conclusion of the grievance process.
- A statement that parties may have an advisor of their choice, who may be an attorney.
- A statement that the parties and their advisors will have an equal opportunity to inspect and review any evidence that is directly related to the allegations raised in the formal complaint, including evidence upon which Kairos does not intend to rely, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- Notice of any provision in Kairos's discipline code that prohibits knowingly making a false statement or providing false information during the grievance process.

If in the course of the investigation of sexual harassment under Title IX Kairos decides to investigate allegations about the complainant or respondent that were not in the initial notice, notice of the additional allegations will be provided to all known parties.

Range of Possible Disciplinary Sanctions and Remedies

An appropriate disciplinary response for an employee found responsible for sexual harassment in this grievance process may include any suitable response available for the discipline of employees for any other violation of Board policy.

The discipline of students is addressed in the policies, regulations and procedures that establish Kairos's comprehensive code of student conduct, which is posted on Kairos's website.



Remedies may include the imposition upon a responsible respondent of any additional nondisciplinary measures appropriate to effecting a remedy for sexual harassment and may include such measures as no-contact requirements, scheduling adjustments, removal or exclusion from extracurricular activities, class reassignments, limits on future class registrations, restrictions on access to various spaces in the school buildings, reassignment of attendance, and similar measures to respond appropriately to the circumstances surrounding a successful complainant's right to access Kairos's education programs and activities.

Interim Action - Emergency Removal

Kairos may remove the respondent from Kairos's education programs and activities prior to the start or completion of the grievance procedure on an emergency basis provided that Kairos:

- Performs an individualized safety and risk analysis;
- Determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal; and
- Provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

This provision may not be construed to modify any rights under federal disability laws.

Administrative Leave

Kairos may place an employee respondent on administrative leave during the pendency of the grievance process in accordance with Board policy and law. This provision may not be construed to modify any rights under federal disability laws.

Investigating a Formal Complaint - Consolidation

Formal complaints may be consolidated as to allegations of sexual harassment under Title IX where the allegations of sexual harassment arise out of the same facts or circumstances.

Investigation Process and Scope

After the formal complaint is filed, the investigator will provide an investigative report to the decision-maker. The investigation may be conducted by someone other than the Title IX coordinator. The investigator will gather evidence sufficient to reach a determination of responsibility or nonresponsibility and may not require the parties to do so.

During the investigation and the grievance process, Kairos will:



- Provide equal opportunity to present witnesses, including fact and expert witnesses, and all evidence, including inculpatory and exculpatory evidence.
- Not restrict the parties from discussing the allegations under investigation or gathering and presenting relevant evidence.
- Provide the same opportunity for parties to have others, including an advisor of their choice, present during any grievance proceedings and related meetings, though Kairos may restrict the extent to which advisors may participate as long as the rules apply to both parties.
- Provide written notice to parties who are invited or expected to participate of the date, time, location, participants and purpose of all hearings, investigative interviews or other meetings with sufficient time for the parties to prepare to participate.
- Obtain written, voluntary consent before accessing records, such as medical records or counseling notes, that a physician, psychiatrist, psychologist, etc. made or maintained in connection with the provision of treatment to the party.
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.
- Send to each party and the party's advisor, if any, the evidence subject to inspection and review prior to completion of the investigative report and within 20 business days of the parties receiving notice of the formal complaint. The parties will be given at least ten business days, as required by law, to submit a written response, which the investigator will consider prior to the completion of the report.
- Create an investigative report that fairly summarizes relevant evidence and send it in an electronic or hard copy format to each party and their advisors, if any, for their review and written response. The investigative report must be sent no later than ten business days prior to the time of determination of responsibility by the decision-maker, as required by law.

Dismissal of the Formal Complaint

If Kairos determines that the allegations, even if proved, would not constitute sexual harassment under Title IX as defined in this policy, did not occur in Kairos's education program or activity, or were not committed against a person in the United States, the formal complaint will be dismissed. The dismissal does not mean that a complaint cannot be made under another Kairos policy or that any misbehavior will not be addressed under another policy or Kairos's code of conduct.

Kairos may dismiss a formal complaint or any allegations in a formal complaint at any time if:

- The complainant notifies the Title IX coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations in the formal complaint;



- The respondent is no longer enrolled in or employed by Kairos; or
- If the formal complaint is dismissed, Kairos will notify the parties simultaneously. A party may appeal the dismissal of a formal complaint by submitting a written notification of appeal to the Title IX coordinator within five business days of receiving the notice that the complaint was dismissed. If the Title IX coordinator or the investigator dismissed the complaint, the dismissal will be heard by the decision-maker. If the decision-maker dismissed the complaint, the dismissal will be heard by the appellate decision-maker. The appeal is limited to the following bases:
 - There was a procedural irregularity that affected the outcome.
 - There is new evidence that was not reasonably available at the time the dismissal was made that could affect the outcome of the matter.
 - The Title IX coordinator, investigator or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that affected the outcome of the matter.

Time Consumed by the Investigation

Not more than once every two weeks, any party may request the Title IX coordinator to obtain and provide the parties with a basic status report on the investigator's progress toward completion.

Submission for a Determination of Responsibility and the Related Findings and Conclusions

The Title IX coordinator will designate someone to serve as the decision-maker to determine whether the respondent is responsible for sexual harassment under Title IX. The designated person may be a Kairos administrator, an attorney or another appropriate adult. The person designated cannot have been part of the investigation.

Procedures of the Decision-Maker and Party Questions and Answers

After the parties receive the final investigative report, each party may submit to the decision-maker any written, relevant questions that the party wants asked of any party or witness. Each party will receive the answers to the questions and will be allowed time to submit limited follow-up questions. The decision-maker:

- Will permit questions and evidence about the complainant's sexual predisposition or prior sexual behavior only if such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- May exclude a question that is not relevant. The party who submitted the question will



receive an explanation as to why the question was judged not relevant.

Preponderance of the Evidence Standard

The decision-maker may find the respondent is responsible for the alleged sexual harassment under Title IX only when the evidence provided more clearly and more probably favors the complainant's claim (preponderance of the evidence).

Decision-Maker's Findings and Resulting Remedies

Within 20 business days after the closing of the questions period, including follow-up questions, the decision-maker will provide a written Title IX decision that includes:

- The allegations potentially constituting sexual harassment under Title IX;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits and other methods used to gather other evidence and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the facts to Kairos's code of conduct and, if the student code of conduct is implicated, a referral of a student respondent to Kairos officials charged generally with the discipline of students pursuant to Missouri law;
- A statement of and rationale for the result as to each allegation, including a determination of responsibility, any disciplinary actions recommended to Kairos to be imposed on the respondent, and whether remedies designed to restore or preserve equal access to Kairos's education program or activity will be provided to the complainant; and
- The procedures and permissible bases for the complainant and respondent to appeal.
- The written Title IX decision will be provided to the parties simultaneously, and a copy will be provided to the Title IX coordinator.

Finality of the Title IX Decision

If an appeal is filed, the Title IX decision becomes final on the date that Kairos provides the parties with the written determination of the result of the appeal. If an appeal is not filed, the Title IX decision becomes final on the date on which an appeal would no longer be considered timely.

Disciplinary Matters and Implementation of Discipline and Remedies

The Title IX coordinator is responsible for effective implementation of any remedies, including coordination with Kairos's disciplinary authorities. The complainant is not a party to the disciplinary procedures concerning a respondent. The administrator(s) responsible for discipline will base that discipline on the final Title IX decision, recommendations made by the decision-maker and any changes made as a result of an appeal.



Appeals of the Determinations of Responsibility in the Title IX Decision

Initiating an Appeal of a Title IX Decision—Time, Contents and Assignment

Either party may appeal the determination(s) of responsibility, the dismissal of a formal complaint or any allegation in a formal complaint by notifying the Title IX coordinator in writing within five business days of the parties receiving the written Title IX decision from the decision-maker. Appeals must be based on one or more of the following:

- A procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonably available at the time of the determination and that could affect the outcome of the matter.
- The Title IX coordinator, investigator(s) or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that affected the outcome of the matter.

The party who files the appeal will state the basis or bases for the appeal in writing. If there are multiple determinations of responsibility, the appeal should specify which ones are affected by the appeal. Appeals filed for any reason other than those listed above will not be heard.

If an appeal is filed, the Title IX coordinator will:

- Assign the appeal to an appellate decision-maker who is not the same person as the initial decision-maker, the investigator or the Title IX coordinator.
- Notify other parties in writing.
- Implement the appeals process equally to all parties.
- Give all parties the opportunity to submit a written statement in support of or challenging the outcome within five business days of receiving the notice of appeal. Written statements and other written documents pertaining to the appeal will be shared with all parties.

Conduct of the Appeal

The appellate decision-maker will review the findings of the initial decision-maker and review the written statements filed by the parties supporting or opposing the appeal. Within ten business days of the close of the period for parties to file their written statements supporting or opposing the appeal, the appellate decision-maker will issue a written decision describing the result of the appeal and the rationale for the result to all parties simultaneously. The appellate decision-maker may refer an appealed issue back to a prior point in the grievance process for correction.



Process for Informal Resolution of Formal Complaints

After a formal complaint has been filed and at any time prior to reaching a determination of responsibility, Kairos may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. If a party requests the use of an informal resolution process, Kairos will provide the parties a written notice that:

- Discloses the allegations and the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- Discloses that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint;
- Discloses any consequences resulting from participating in the informal resolution process, including the records that, with voluntary written consent from the parties, will be maintained or could be shared; and
- Obtains the parties' voluntary, written consent to the informal resolution process.

The informal resolution process may not be used to resolve allegations that an employee sexually harassed a student.

If the informal resolution process does not resolve the formal complaint within 30 business days after both parties consented to use the process, the Title IX coordinator will resume the grievance process unless both parties again consent to continue using the informal resolution process.

Confidentiality

Except as required by law, as permitted by the FERPA statute or regulations or to carry out the purposes of Title IX, including the conduct of any investigation, hearing or judicial proceeding arising thereunder, Kairos will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including:

- any individual who has made a report or filed a formal complaint of sexual harassment under Title IX; any complainant; any individual who has been reported to be the perpetrator of sex discrimination; any respondent; and any witness.

Kairos must maintain as confidential any supportive measures provided to the complainant or respondent to the extent that maintaining such confidentiality would not impair the ability of Kairos to provide the supportive measures. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

