



## Kairos Academies

### Program & Finance Committee Combined

Published on June 23, 2025 at 9:26 AM CDT

Amended on June 24, 2025 at 7:57 AM CDT

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#### Date and Time

Tuesday June 24, 2025 at 8:00 AM CDT

#### Location

This meeting will be held virtually on zoom

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We invite you join us at this Zoom link. This notice was published at [www.kairosacademies.org/board](http://www.kairosacademies.org/board) at least one day prior to the meeting.

<https://us06web.zoom.us/j/6541248775>

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:00 AM</b>
<b>A.</b> Record Attendance			1 m
<b>B.</b> Call the Meeting to Order			

	Purpose	Presenter	Time
<b>C.</b> Approve Minutes	Approve Minutes		1 m
Approve minutes for Finance and Program Committee Meeting on May 27, 2025			
<b>II. Finance Committee Updates</b>			<b>8:02 AM</b>
<b>A.</b> Review Monthly Financials	Discuss	Charles	20 m
<ul style="list-style-type: none"> <li>• Activities related to New Building</li> <li>• Review of Expensify</li> <li>• Current enrollment projections</li> </ul>			
<b>B.</b> Finance Committee Voting Items	Discuss	Bennie Jackson & Marnae Chavers	5 m
<ul style="list-style-type: none"> <li>• Finance Manual updates</li> <li>• Inform- 3 bids to be presented at the full board meeting for technology purchase</li> </ul>			
<b>III. Program Committee Updates</b>			<b>8:27 AM</b>
<b>A.</b> Progress Update- EOY Academic Report	Discuss	Jonathan Tyrrell	10 m
<b>B.</b> Progress Update- Operations Report	Discuss	Marnae Chavers	10 m
<b>C.</b> Review Changes in Staff Handbook	Discuss	Bennie Jackson	5 m
<b>D.</b> Review Changes in Student Handbook	Discuss	Jonathan Tyrrell	5 m
<ul style="list-style-type: none"> <li>• Changes highlighted in yellow</li> </ul>			
<b>IV. Closing Items</b>			<b>8:57 AM</b>
<b>A.</b> Adjourn Meeting	Vote		

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# Coversheet

## Approve Minutes

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Approve Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Finance and Program Committee Meeting on May 27, 2025

APPROVED



## Kairos Academies

### Minutes

#### Finance and Program Committee Meeting

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##### Date and Time

Tuesday May 27, 2025 at 8:00 AM

##### Location

This Meeting will be held virtually

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We invite you to join this meeting virtually. This notice was published at [www.kairosacademies.org/board](http://www.kairosacademies.org/board) at least one day prior to the meeting.

<https://us06web.zoom.us/j/87403312713?jst=2>

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##### Committee Members Present

A. Jackson (remote), A. Trapp (remote), B. Jackson (remote), K. Graham (remote), L. LeComb (remote)

##### Committee Members Absent

K. Owen

##### Guests Present

I. Buchanan (remote), J. Krewson (remote), K. Holgrove (remote), M. Vachow (remote), N. Patel, [abby.devereux@gmail.com](mailto:abby.devereux@gmail.com) (remote), [charles@brazealeconsulting.com](mailto:charles@brazealeconsulting.com) (remote)

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#### I. Opening Items

A.



## **Record Attendance**

### **B. Call the Meeting to Order**

A. Jackson called a meeting of the Finance Committee Committee of Kairos Academies to order on Tuesday May 27, 2025 at 8:00 AM.

## **II. Finance Committee Updates**

### **A. Review April Financials**

- Reviewed Financial Update
  - Noted May figures aligning closely with budget expectations
- Noted positive trend in cash flow and a significant improvement in accounts payable
- 

### **B. Review Action Plan**

- Discussed on going action plan and noted positive trend but full recovery will take time
- Introduced a new board advisor

### **C. Auditor RFP update and recommendation to the board**

- Discussed a new auditor of CLA LLP.
- Draft audit coming by October

### **D. New building financial report**

- Discussed any new building financials. Noted no groundskeeping in April.

### **E. Budget for '25-'26 with 3-year forecast**

- New budget focuses on salaries and benefits between 50-55% and occupancy under 15%.
- Budgeted conservatively for special education

## **III. Program Committee Updates**

### **A. Discussion on enrollment progress**

- Discussed decline in ADA and need for proactive re-enrollments.

### **B. Discussion on SPED, ADA, MAP testing**

### **C.**

## Staffing Changes

### IV. Closing Items

#### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:30 AM.

Respectfully Submitted,  
A. Jackson

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Miami St., St. Louis, MO 63118 ☎ [hq@kairosacademies.org](mailto:hq@kairosacademies.org) ☎ 314-252-0602

# Coversheet

## Review Monthly Financials

<b>Section:</b>	II. Finance Committee Updates
<b>Item:</b>	A. Review Monthly Financials
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	Kairos May 2025 Financial Report.xlsx MTD Spending - 06-23-2025.pdf

## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Kairos May 2025 Financial Report.xlsx

<b>As of 06/23/2025 (Projections)</b>	
<b>Local</b>	\$84,957
<b>State</b>	\$668,646
<b>Federal</b>	\$134,870
<b>Other</b>	\$634
<b>Total</b>	<b>\$889,107</b>
<b>Salaries</b>	\$170,354
<b>Benefits</b>	\$50,484
<b>Staff Related</b>	\$537
<b>Rent</b>	\$93,380
<b>Occupancy</b>	\$3,755
<b>Student Direct</b>	\$20,299
<b>Student Indirect</b>	\$23,754
<b>Office and Busines Support</b>	\$39,250
<b>TRansportation</b>	\$16,732
<b>Expenses</b>	<b>\$418,545</b>
<b>Net Revenue</b>	<b>\$470,562</b>
<b>Ending Balance Bank Balance</b>	\$1,242,450
<b>Total AP</b>	\$83,969
<b>DCOH</b>	40

# Coversheet

## Finance Committee Voting Items

<b>Section:</b>	II. Finance Committee Updates
<b>Item:</b>	B. Finance Committee Voting Items
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	Finance Division Manual SY25-26 Draft.pdf

# Kairos Academies Finance Division Manual

2024-25 SY



Photo by ededchechine on Freepik

**KAIROS**  
ACADEMIES: ST. LOUIS



# Table of Contents

<b>Table of Contents.....</b>	<b>2</b>
<b>Welcome to the Finance Division.....</b>	<b>5</b>
<b>Kairos Academies Chart of Accounts Structure.....</b>	<b>5</b>
Fund Structure.....	6
Object Code Structure.....	7
<b>Financial Management Office (FMO).....</b>	<b>14</b>
<b>General Operating Budget (GOB) Funds.....</b>	<b>15</b>
<b>Kairos Academies School Procurement and Purchasing Policy.....</b>	<b>16</b>
Purpose.....	16
Policy.....	16
Procurement Responsibilities.....	17
Procurement Workflow Process.....	17
Vendor Payment Terms.....	18
Forms of Payment.....	18
Contract Forms.....	18
<b>Compensation.....</b>	<b>19</b>
Kairos Academies Compensation Framework.....	19
Position Evaluation.....	20
Salary Offer Guidance.....	21
Role Transitions.....	24
Interim Compensation.....	26
Network Office Position Review.....	27
Salary and Stipend Schedules.....	28
Achievement/Celebratory Recognition.....	39
<b>Appendix.....</b>	<b>41</b>
Staff Frequently Asked Questions.....	41
Kairos Academies Total Rewards.....	42
Rules We Play By.....	43



# Welcome to the Finance Division

The Finance Division's primary responsibility is offering support and aid to Kairos Schools and central office departments. The Finance Division plays a crucial role in managing the district's General Operating Budget (GOB) and local and Federal grants. These funds comprise tax revenues from local and state sources, along with grants provided by the federal government. The Finance Division encompasses several duties, including Procurement, Financial Management, Fiscal Control, Payroll, and Treasurer's duties.



## Business Management Office (BMO)

The Business Management Office (BMO) is responsible for the planning, coordination, preparation, and supervision of the District's annual budget. The Financial Management Office then monitors the budget operations during the fiscal year and provides special analysis of budget and financial issues. The office prepares fiscal information for the Chief Executive Officer, Board of Directors, Schools, Offices, state fiscal authorities, and the public. Some major functions of the office are:

- Manage and development of the annual operating budget
- Budget monitoring and expenditure projections for current and future fiscal years
- Recommend and maintain all school staffing allocations
- Provide training regarding the financial system and monthly budget reporting
- Monitor spending of all GOB and Grant dollars to ensure compliance to awarding agency
- Design, generate, and provide financial reports and analysis
- Budget Transfers approval and processing
- Extra Service spreadsheet/Pay agreement approval and processing

The budget of Kairos Academies is prepared in accordance with the requirements of Missouri State Statutes, the Missouri Department of Elementary and Secondary Education Administrative Rules, and the "Missouri Financial Accounting Manual". Budgetary accounts are maintained on a modified accrual basis(1) in accordance with Generally Accepted Accounting Principles. The District's audited financial statements are presented in the format required by the Governmental Accounting Standards Board (GASB) Statement 34. GASB Statement 34 uses the accrual basis of accounting(2) for the Government Wide Financial Statements, proprietary and fiduciary fund statements.

# Kairos Academies Chart of Accounts Structure



Kairos Academies (KA) has adopted a CHART OF ACCOUNTS that aligns with the guidelines outlined in the Missouri Department of Elementary and Secondary Education (DESE) Financial Account Manual. The chart of accounts serves as a comprehensive catalog of all accounts utilized by the organization to classify and monitor financial transactions. These accounts can be characterized by numerical, alphabetical, or alphanumeric characters. It is important to note that most financial transactions recorded at both school and central office locations are categorized as expenditures or expenses. Provided below are examples of the expense account segments, derived from the KA Chart of Accounts, which are monitored at the school and central office levels: EXPENSE ACCOUNT – General Operating Budget (GOB) EXAMPLE: 100-1151-6411-3945-00000

**EXPENSE ACCOUNT – General Operating Budget (GOB) EXAMPLE: 100-1151-6411-3945-00000**

**CHART OF ACCOUNT - GOB EXAMPLE**

<b>FUND</b>	<b>FUNCTION</b>	<b>OBJECT</b>	<b>LOCATION</b>	<b>PROJECT</b>
100	1151	6411	1050	00000

## Fund Structure

The initial part of the district's expense (and revenue) account structure is called the FUND, which consists of three digits. The district categorizes funds into the General Operating Budget (GOB) and Non-General Operating Budget (Non-GOB). GOB funds primarily consist of local and state dollars allocated to fulfill the general operational needs of the district. Non-GOB funds mainly comprise federal funds and some state dollars, primarily utilized to support grants (such as Title Funds) and other funded programs. Non-GOB funds are typically subject to specific compliance mandates, regulations, and reporting requirements. Here is a list of commonly used GOB and Non-GOB funds:

<b>GOB</b>	<b>NON-GOB</b>
100 - Incidental	140 - Medicaid/Student Health
200 - Special Revenue - Teachers Fund	150 - State and Federal Grants - Incidental
300 - Debt Services	160 - Local Grants - Incidental
400 - Capital Outlay	250 - State and Federal Grants - Teachers Fund
	260 - Local Grants - Teachers Fund
	440 - Food Service - Capital
	450 - State and Federal Grants - Capital
	460 - Local Grants - Capital

The FUNCTION CODE is the second segment represented by 4-digits. Function refers to the action or purpose for which a person or object is utilized or has a reason to exist. In the context of a school district or charter school, function encompasses the various activities and actions undertaken to achieve the organization's goals. These activities within the local school system can be broadly categorized into five areas: Instruction, Supporting Services, Operation of Non-Instructional Services, Facilities FUNCTION DESCRIPTION Acquisition/Construction Services, and Debt Service. To provide further specificity, code numbers are assigned to each of these areas.

<b>FUNCTION DESCRIPTION</b>	<b>FUNCTION CODE</b>
Elementary School	1111

Middle School	1131
High School	1151
Special Education	1221
School-Sponsored Athletics	1421
Counseling Services	2122
Other Supportive Services	2191
Professional Development	2213
Office of the Principal	2411
Early Childhood	3512
Family Community Engagement	3912

## Object Code Structure

The third segment in the expense (and revenue) account structure is known as the OBJECT CODE, which consists of six numerical digits. Revenue commitment items are distinguished by a leading number 5, while expenditure commitment items start with the number 6. Both revenue and expense commitment items are further categorized by specific types. Revenue commitment items are commonly classified as local, county, state, or federal sources. On the other hand, expense commitment items are categorized into salaries, benefits, purchased services, supplies and materials, or capital outlay. Below is the breakdown of the categories for revenue and expense commitment items along with their corresponding leading digits.

REVENUES		EXPENDITURES	
51*	Local Revenue	61*	Salary and Payroll
52*	County Revenue	62*	Benefits and Fringe
53*	State Revenue	63*	Purchased Services
54*	Federal Revenue	64*	Supplies and Revenue
55*	Non-Current Revenue	65*	Capital Outlay
56*	Revenues from LESs	66*	Long and Short Term Debt (Finance Use Only)

**Note: Commonly used objects are highlighted in blue**

EMPLOYEE SALARIES		
6111	Salaries - Certified Full-Time	Salaries of all teachers
6151	Classified Salaries - Full-Time	Salaries of Counselors, Psychologists, Librarians, Health, Attendants, Social Workers, etc.
6152	Instructional Aide Salaries	Salary paid to teacher aides whether certificated or uncertificated. Certificated aides should be paid out of the Special Revenue (Teachers) Fund. Non Certificated aides should be paid out of the General (Incidental) Fund.
6112	Administrator Salaries	Salaries paid to Admin support services.
6121	Substitute Salaries	Salaries paid to teacher substitutes (full time or part-time).
6122	Other Part-Time Salaries	Certificated teachers who work less than full-time and perform work in positions of either a temporary or permanent nature.
<b>6131</b>	<b>Extra Service Pay</b>	<b>Salaries paid for extra service pay outside of a normal workday or contract date. This is not paid as overtime rate; rate is set at a certain amount per hour according to position.</b>
6151	Teacher Aides	Salaries of teacher aides.
6152	Instructional Aide Salaries	Instructional Aide Salaries
6153	Classified Substitute Salaries & Sub-clerks Classified	Classified Substitute Salaries & Sub-clerks Classified
6211	6211 Retirement Contribution	6211 Retirement Contribution

	Certificated	Certificated Certificated
6221	Retirement Contribution Non-Certificated	Non-Certificated Employer's contributions to retirement plan.
6231	Old Age, Survive, and Disability Insurance	Employer's share of Social Security paid by KA 6.2% of salary
6232	Medicare	Employer's Medicare contribution by KA @1.45% of salary
6241	Group Med Insurance	Employer's medical insurance plan
<b>6261</b>	<b>Workers Compensation &amp; Unemployment Comp - FTE</b>	<b>Amount paid by District to provide workers comp insurance by KA @2.9% of salary</b>
6271	Unemployment Comp	Expenditures paid by LEAs for employee benefits under unemployment compensation plans which include actual benefits paid or unemployment insurance. There are no employee contributions.
6291	Other Employer Provided Benefits	Expenditures paid for employer provided benefits such as automobile allowances, moving expenses, day care, parking, fitness classes, on-site clinics, etc.

#### PURCHASED SERVICES

6315	Audit & Account Services	Expenditures relating to services performed. For KA by outside audit/accounting firm
6316	Data Processing & Technical Services	Expenditures relating to professional or consultant

		services for processing data or performing technology-related services (e.g., data processing services for purchasing and warehousing and graphic art design
6317	Legal Services	Expenditures relating to services performed. For KA by outside legal firms
6318	Election Services	Expenditures relating to services for elections within the School District
6319	Other Professional Technical Services	Expenditures relating to professional, or consultant services not specified in other purchased services commitment items (excludes technology related professional services.
6321	Cleaning Services	Expenditures relating to cleaning services other than those provided by system employees.
6331	Cleaning Services	Expenditures related to the hiring of cleaning services
6332	Repair Maintenance Other	Expenditures relating to professional or Consultant services for repair and maintenance including contracts and agreements covering upkeep of grounds, buildings, and general equipment (excludes technology-related repairs.
6333	Rental Land & Building	Expenditures relating to rental of land and buildings.
<b>6337</b>	<b>Tech Repairs &amp; Maintenance</b>	<b>Expenditures relating to</b>







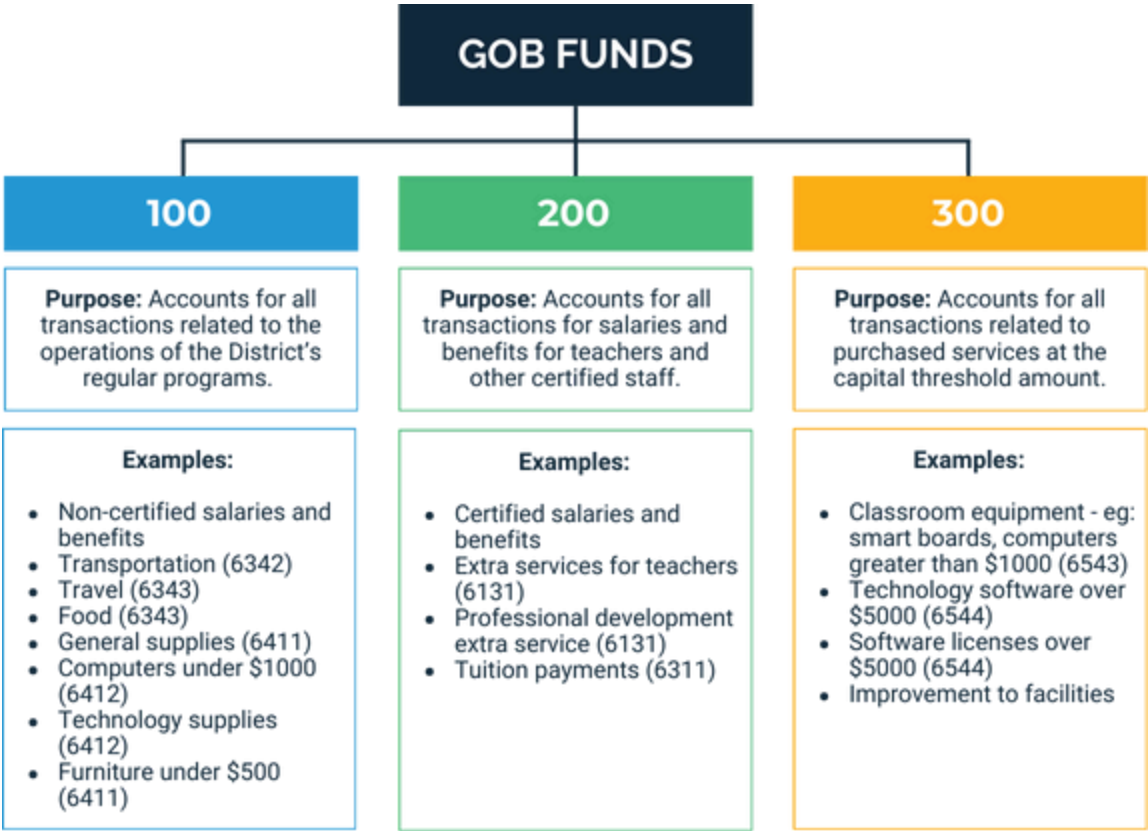
CAPITAL OUTLAY		
<b>6543</b>	<b>Technology Related - Hardware</b>	<b>Expenditures for technology – related equipment and technology infrastructure over \$1,000 (e.q. network equipment, servers, PC's, printers, other peripherals, iPads, laptops, projectors, promethean boards, and smartboards)</b>
<b>6544</b>	<b>Computer Software</b>	<b>Expenditures related to the purchase of technology software over the threshold of \$5000</b>
6591	Other Capital Outlay	Expenditures relating to capital expenditures not specified in the above object codes

LOCATION	FULLY QUALIFIED ACCOUNT
High School - 1050	100-1151-0000- <b>1050</b> -00000-00
Middle School - 3945	100-1131-0000- <b>3945</b> -00000-00
CEO Office - 1000	100-2321-0000- <b>1000</b> -00000-00

PROJECT CODE	PROJECT CODE DESCRIPTION
40001	Schoolwide Pool
12210	State K-12 SPED
38400	School Safety Grant
42207	Immediate Responsive Services (Mental Health)
44100	Federal - SPED
45100	Title I
46101	Stronger Connection

# General Operating Budget (GOB) Funds

The General Operating Budget (GOB) constitutes around 70% of the overall budget and is the least restrictive among all funds. Its primary purpose is to provide resources for school operations. The GOB plays a crucial role in supporting the District's academic and operational strategies to ensure students receive an exceptional educational experience. Additionally, it covers the essential daily operations of the District that do not receive funding from local, state, or federal grants.





# Kairos Academies School Procurement and Purchasing Policy

## Purpose

Define who can purchase items or services for Kairos Academies (KA) and how to follow the legal requirements for purchasing such items or services.

## Policy

Kairos Academies desires to be fiscally responsible and comply with applicable law and has thus adopted this Procurement and Purchasing Policy. It should be remembered that all funds, excluding the school lunch program, are considered funds of the School, and this Policy must be followed.

Only individuals authorized by the school to purchase services or items may do so.

School credit cards shall be issued to staff personnel responsible for procuring items for the school. Individuals with credit cards can purchase items for any budgeted area of the school. The attached monthly report using Expensify must include all credit card receipts.

Teachers may purchase supplies to enhance their classroom and student learning and be reimbursed up to the amount of their allotted budget after providing receipts to the Finance Coordinator.

## Procurement Responsibilities

- Ensure compliant procurement policies and adherence to Procurement Manual procedures.
- Oversee competitive bidding processes.
- Support contract and vendor management
- Provide RFP and board resolution support
- Purchase Order, Blanket, and Contract approvals in SAGE Intacct

## Procurement Workflow Process

- Kairos Academies attempts to maintain a current listing of suppliers by category based on current or past business relationships or suppliers' requests to be added to our supplier listings.
- Kairos Academies relies on open and honest communication when dealing with suppliers. Quality, price, delivery, and service are of the utmost importance.
- Suppliers responding to any Request for Information (RFI), Request for Quote (RFQ), or Request for Proposal (RFP) should pay close attention to the details of any such requests. Kairos Academies seeks to choose suppliers based on strict adherence to our requests and the overall quality of proposals that are in the best interest of the district.

The KA Finance department must confirm any purchase is within the School's budget and approved by the Board. Then, additional approval is required depending on the dollar amount of the purchase as follows:

Any procurement of goods and services is as follows:

- **Finance Committee/Board of Directors** - Any procurement of goods and services over \$25,000 and two (2) contract options.
- **Chief Executive Officer or his designee** - Any procurement of goods and services up to \$24,999.
- **Chief Administrative Officer** - Any procurement of goods and services Up to \$5000.
- **Chief Schools Officer/ Chief Strategy Officer/ Chief Operating Officer** - Any procurement of goods and services Up to \$3000.
- **School Principals** - Any procurement of goods and services Up to \$1000.

All purchases shall be in the best interest of Kairos Academies upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to price, quality, availability, timeliness, reputation, and prior dealings. Contractors who interact directly with Kairos students must pass the same type of criminal background check that Kairos requires for staff and volunteers. Once approved, the contract may be re-approved in future years without competing bids by inclusion in the approved annual budget or by approval on a board consent agenda.

The school shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board, nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after full disclosure of the conflict of interest or any potential conflict of interest and after the consideration outlined in the Conflict of Interest Policy.

This policy applies to purchases made using non-federal funds. Federal procurement requirements still apply as a condition of the receipt of certain federal funds.

## Vendor Payment Terms

Itemized invoices shall be directed to Kairos Academies Finance office. Following Missouri law. Payments are due to the Vendor within thirty (30) days after the later of the following: (1) the date Kairos receives the goods; (2) the date the performance of the service is completed; or (3) the date Kairos receives an invoice for the goods and/or services.



## Forms of Payment

In order to effectively receive payment, the following conditions must be agreed to by the vendor:

- All vendors who select Direct Deposit must complete a Direct Deposit Authorization Form and send it directly to Kairos Finance Office. Important: a voided check or letter from your bank and email address need to be included for the process to be complete.

- The direct deposit will be processed to only one (1) account as identified on the Vendor Direct Deposit Authorization Form. Once enrolled for direct deposit, all future payments to the vendor will be through ACH. Allow one week for processing this form.
- If a vendor/business closes its account with one financial institution and opens an account with another financial institution, it must notify the Kairos Accounts Payable Department immediately by contacting [accounting@kairosacademies.org](mailto:accounting@kairosacademies.org) requesting a Vendor Direct Deposit Change Form. The completed form will need to be returned along with a voided check/letter from the bank verifying the bank account information
- Checks are processed monthly, and if the vendor opts for check payment, it may take up to 30 days for processing.
- All vendors must adhere strictly to the regulations and guidelines set forth by federal, state, and local authorities, as well as those specific to Kairos. Compliance with these rules, policies, and procedures is mandatory for all vendors engaged in any business activities with Kairos.

## Contract Forms

-  Kairos Contract.docx (Make Copy)
-  Informal Bid (Make Copy)

### 1. Procurement Procedures General Information

Procurement is a multistep process for acquiring the best possible goods and services at the lowest possible price. When required by law, regulation or program requirements, Lighthouse Community Public Schools ("LCPS") will purchase goods and services funded in whole or in part by federal funds in accordance with Title 2, Code of Federal Regulations (2 CFR), sections 200.318–200.326; and all other applicable federal, state, and local rules, whether specifically cited and incorporated in this policy or not.

When making procurement decisions, the Charter School will follow the following four fundamental principles of procurement:

1. Comply with the Buy American Provision by purchasing, to the maximum extent possible, agricultural commodities and products grown and processed in the United States.
2. Understand and comply with federal, state, and local requirements.
3. Ensure that full and open competition exists to the maximum extent possible as outlined in 2 CFR, Section 200.319(a).
4. Award contracts to responsible and responsive bidders.

According to 2 CFR § 200.309, subdivision (a), situations limiting competition include, but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business;



- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliate companies;
- Noncompetitive awards to consultants that are on retainer contracts;
- Organizational conflict of interest
- Specifying only a "brand name" product, instead of allowing an equal product to be offered and describing the performance or other relevant requiring of the procurement; and
- Anyarbitrary action in the procurement process.

Pursuant to 2 CFR, Part 200.318 (k), Kairos must be responsible in accordance with good administrative practices and sound business judgment for the settlement of all contractual and administrative issues arising out of procurements

## **2. Methods of Procurement (only refer to applicable procurement methods)**

### **2.1 Micropurchase Method (2 CFR, Section 200.320[a])**

Micropurchases may be awarded without soliciting competitive quotations or comparing prices among qualified suppliers if the following two conditions are met:

- The aggregate value of a single transaction is \$10,000 or less.
- Charter School staff considers the price to be reasonable. Documentation (e.g., receipts and invoices) must be maintained for three years plus the current program year to document costs that are reasonable.

The Charter School will distribute micropurchases equitably among qualified suppliers to the extent practical. The Charter School will ensure that purchases are made at a variety of stores. The Charter School will not limit its purchases to only one store unless it is not practical to equitably distribute (e.g., due to the distance of another store from the district office).

Micropurchases are not intended to be used to avoid a small, informal, or formal procurement.

### **2.2 Small Purchase Method (2 CFR, Section 200.320[b])**

The small purchase method is used to procure goods and services when the aggregate value of the purchase is equal to or less than the small purchase threshold adhered to by the Charter School. The Charter School does not have a local small purchase threshold; therefore, the Charter School is required to adhere to the federal small purchase threshold of \$250,000. The Charter School will check the Federal Acquisition Regulation (FAR), Part 2, on the FAR web page at <https://www.acquisition.gov/?q=browsefar> annually on January 1 to verify the federal small purchase threshold.

The Charter School will follow the following steps when conducting procurements using the small purchase method:.

- **Step 1:** The Charter School CEO or Designee will develop and provide a clear and accurate description of the technical requirements of the goods or services to be procured from potential sources per 2 CFR, Section 200.319(c)(1). The same specifications will be provided to each potential vendor so that each vendor can provide price quotes on the same goods or services.
- **Step 2:** Price or rate quotations will be obtained from a minimum of two responsible and responsive sources. Price quotes must be documented in writing per Charter School policy. Charter School Small Purchase Quotation forms and other forms of written quotes submitted by potential vendors will be retained by the Charter School CEO or Designee with other related procurement documentation (e.g., invoices) for the term of the contract plus extensions and three additional school years, or until the next review by the CDE, whichever is longer.
- **Step 3:** The Charter School CEO or Designee will evaluate the written quotes received based on stated evaluation criteria in order to determine responsiveness
- **Step 4:** The Charter School CEO or Designee will evaluate the written responses and references received based on stated evaluation criteria to determine responsibility.
- **Step 5:** The Charter School CEO or Designee will award small purchases to the lowest priced responsible and responsive vendor
- **Step 6:** The Charter School CEO or Designee will monitor the contract to ensure goods or services solicited for are the ones received and all deliverables are met per 2 CFR, Section 200.318(b).



# COMPENSATION

## Kairos Academies Compensation Framework

### Overview

The **2025-2026 salary schedule** at Kairos Academies is being called "**Teacher First Compensation**" to emphasize the organization's commitment to **prioritizing and valuing teachers** as the foundation of student success. The rationale behind this branding includes:

1. **Prioritizing Teacher Impact** – The compensation model is designed to directly support **teacher retention, growth, and effectiveness**, recognizing that **teachers are the most important factor in student learning outcomes**.
2. **Competitive & Sustainable Pay** – The new schedule ensures that **teacher salaries remain competitive in the St. Louis market** while also maintaining financial sustainability for the school.
3. **Transparent and Predictable Growth** – The structure of "Teacher First Compensation" **clearly outlines salary progression** based on experience, performance, and impact, so teachers can confidently plan their careers at Kairos.
4. **Rewarding Excellence & Commitment** – The compensation model acknowledges the **hard work, dedication, and leadership** of teachers through structured salary increases and **potential performance-based incentives**.
5. **Strengthening Organizational Culture** – By making teachers feel **valued, heard, and supported**, this model reinforces Kairos' **core values of excellence, agency, love, and diversity**, fostering a **stronger, more engaged** teaching community.
6. **Recruiting & Retaining Top Talent** – The "**Teacher First**" approach sends a strong message to **current and prospective educators** that Kairos is committed to **investing in their professional and financial well-being**, making it an attractive place to build a career.

## Why The Change

### Strategic Resource Allocation for Long-Term Stability

With our **organizational structure solidified** based on projected enrollment, we have a **clearer picture of our long-term staffing needs**. This allows us to **intentionally allocate resources** where they matter most—toward **teacher compensation and growth**, ensuring sustainability while keeping our commitment to excellence.

### Honoring Teacher Impact with Transparent Growth

We set **high expectations for Kairos teachers** to drive student success, and we want to **honor that responsibility** by providing **clear pathways for compensation growth**. With **performance-based indicators** tied to salary progression, teachers will have **clarity on how their impact is recognized and rewarded**.

### Investing in What Matters Most—Highly Effective Teachers

We believe that **teacher effectiveness is the #1 factor influencing student outcomes**. Our updated compensation model ensures that **our best investment is in the educators who make the biggest difference**—by supporting them, developing them, and ensuring they are **paid competitively** for the transformative work they do every day.

## Position Evaluation (Non - Instructional)

Position evaluation is the process by which the relative worth of a position is established. This includes the appropriate job title and compensation grade established by the Kairos Academies Talent team. Every year, Talent completes the position evaluation process for groups of positions across Kairos to ensure each role is revisited for accuracy.

### Determining Title Level

Title levels\* were created during the 23-24 school year in order to:

- Create a clearly defined title structure so staff knows what it takes to be at each level,
- Increase transparency around titles and compensation, and
- Create a framework that could be used for other work streams including evaluation, succession planning, and career pathways.

*\*Title levels are separate from salary grades in that a title level may not necessarily equate to the same salary grade.*

### Determining Salary Grade

A salary grade is where a position's compensation band lands about a specified title level and responsibilities for a role. Talent reviews the salary ranges every three years, with some individual roles more frequently on an as-needed basis, to ensure our ranges remain competitive in the St. Louis-area education space and incorporate any federal changes to the cost of living.

The Talent Support Team considers two key factors, among others, when determining the compensation grade and corresponding salary range for a position:

- **Internal Equity**—How this position compares to similar roles within the organization
- **External Competitiveness**—How this position is compensated in the external market

Questions asked to determine salary grade and title level:

- What are the duties of the role?

- Would this position be an individual contributor, or will this position be managing staff?
- What other positions, internal and external, is this role most comparable to?
- How much risk is associated with the scope of this role?
- How much of an impact does this role have on the organization?

*Note: for grant-funded positions, there may be limitations as defined by the grant. We will work with the parameters of the grant specifics to align with our compensation policies.*

## Re-Evaluating A Position

A position is eligible for re-evaluation when its primary duties significantly increase or decrease in scope and/or complexity. If a manager believes a re-evaluation is necessary, they should contact Talent for review. This process should happen before or during budget season (December/January) so that the revaluation of the position takes effect in a subsequent fiscal year and is accounted for during budget season. All requests for re-evaluation must be submitted to the Director of Talent. The CEO or his/her designated representative will make the final decision.

## Salary Offer Guidance

Kairos Academies strives to be an employer of choice for exceptional, high-achieving employees committed to working every day to lead St. Louis forward for the students we serve.

Read below for more information on how we determine salaries for our staff members.

### Determining a Salary Offer - Academy Roles

1. Review resume for relevant years of experience
2. Talent Support reviews the candidate's resume to credit experience relevant to the role.
3. Determine salary offer by matching years of experience to the salary scale
4. Talent Support determines salary offers for candidates by matching their experience to the salary scale for their salary tier

### Determining a Salary Offer - Network Office

1. Talent Support reviews compensation grades and the corresponding salary range
2. Talent Support reviews the candidate's profile; and determines a candidate's qualifications by reviewing their resume for the following information:
  - a. What is the candidate's level of education compared to the requirements of the position? Is the degree area applicable to the job requirement?
  - b. How many total years of work experience does your candidate have?
  - c. How many years of relevant work experience does your candidate have?
  - d. Does the candidate have experience at a higher level than that of the role they've applied for?
  - e. Talent Support determines salary offers for candidates; and determines a staff member's placement within their salary range based on the following information:
    - i. What is the salary range for the role?
    - ii. How many relevant years of experience does the candidate have?

- iii. How many total years of work experience do they have?
- iv. What are peers in the same role with the same experience and earnings?
- v. What are peers in the same salary range earning?
- vi. Where should they be situated in the salary range, given their experience?
- vii. What is the budgeted salary for the position?

## Factors We Do and Do Not Consider When Creating a Salary Offer

### Factors We Consider

- The salary range for the position
- Internal equity
- Incumbent total years of work experience
- Incumbent relevant years of work experience
- Budgeted salary
- Evidence of previous work outcomes and/or transferable skills

### Factors We Do Not Consider

- Race
- Color
- Sex
- Age
- Genetics
- National Origin
- Sexual Orientation
- Religion
- Alma Mater
- Kairos or Teach for America alumni status
- Advanced degrees/certifications (except in certain specialized roles)
- Perceived or actual disabilities
- Salary of the previous incumbent
- Previous/minimum salary requirements
- Financial need of the incumbent
- Familial/intimate relationships of the incumbent

## Why We Do Not Consider These Factors

Kairos is an equal-opportunity employer and does not base its employment decisions on Race, Color, Sex, Age, Genetics, National Origin, Sexual Orientation, or Religion. As an Equal Opportunity Employer, we base offers on the candidate's qualifications.

- **Alma Mater:** While we know that some programming may be more rigorous than others, candidates are hired to execute a particular job function. Attendance at a specific university

does not indicate job outcomes and should not be a factor we consider when creating an offer.

- **Kairos or Teach for America Alumni Status:** While alumni status may make a candidate more qualified for a role, it is not directly related to outcomes and should not be factored into a salary offer.
- **Advanced Degrees/Certifications:** The attainment of an advanced degree is not directly related to outcomes in a position unless that degree was obtained in your role's specific field. If a candidate has a degree that is a prerequisite for selection, it has already been accounted for when assigning the salary range for the role and should not be factored into the salary offer.
- **Salary of Previous Incumbent:** A salary offer should be based on your candidate's qualifications. It is likely that several factors went into the salary of a previous incumbent, which should not be considered for your candidate.
- **Previous/Minimum Salary Requirements:** We hire candidates from a wide range of for-profit and nonprofit organizations and from many different cities and states. This means several factors (location, business type, tenure, etc.) could have contributed to their previous salary. While we always want to offer a candidate more than they were previously making, this could lead to inherent salary inequities for other staff hired in similar roles who didn't come to Kairos with the same salary requirements.
- **Financial Need of the Incumbent:** While we are all human and are inclined to offer others any help we can, we must operate from a mindset that all candidates are in financial need. Offering higher salaries to candidates who express financial need could unintentionally lead to salary inequities across the organization.
- **Familial/Intimate Relationships of the Incumbent:** A prospective employee's qualifications should be assessed separately from any relationships they have within the organization. Basing a salary offer on their relationship could lead to inequities, amongst other significant organizational issues.

## Negotiating Salaries

In recent years, many organizations have implemented a no-negotiation policy to inhibit salary negotiations between hiring managers and new hires/employees. The premise behind no-negotiations is one of equity—some people are better negotiators than others, and those differences cross gender, race, and ethnicity lines.

While Kairos Academies hasn't developed a formal no-negotiation policy yet, there are processes we follow when issuing a salary offer:

- We do not negotiate just to negotiate. We will revisit a quote to ensure equity or account for information we didn't previously have. We don't revisit an offer simply because we are asked for higher compensation.
- We always issue equitable offers upfront. We don't lowball our candidates simply to bring them in at a lower salary.



- We tell our managers that it is ok to say “no” when candidates request to negotiate. If our shared belief is one of fairness and equity, it may mean that we can’t offer a candidate what they are asking for because it would bring them higher than peers with similar experience.

## Non-Instructional to Instructional Salary Offers

When a current Kairos employee in a non-instructional role wants to enter or return to the classroom, we will consider the following to determine placement and salary:

1. Their earned compensation when they left their instructional role (as long as they are returning within two years)
2. Their total years of instructional experience in relation to the Teacher Salary Scale

For total instructional years of experience, we will count all years of experience as:

- Teacher of record
- Instructional Director
- Culture Director
- NDL Director
- Instructional Coach

We will not consider the following roles for instructional years of experience:

- Director of Academy Operations
- RJC
- Paraprofessional
- Counselor
- Executive Assistant
- Academy Testing Coordinator
- Teaching Assistant
- Any other non-academic based roles (can be reviewed on a case-by-case basis)

The highest of the two options above would indicate their compensation offer. If we have an 11 or 12-month employee who never served in an instructional role at Kairos Academies but has teaching experience, we would follow the Teacher Salary Scale which can be reviewed on a case-by-case basis.

## Role Transitions

### Promotion

- **Definition:** A promotion occurs when a staff member transitions into a position with a higher compensation grade.
- **Example:** A staff member transitions from Academy Receptionist to Academy Operations Coordinator OR a Network staff member transitions from Content Manager to Content Director.
- **Salary Guidance:**
  - The staff member should be paid within range for their new role.

- Staff members should be offered a salary that accounts for their experience and education (if required) and should be aligned with peers with similar qualifications.
- Typically, a salary increase of at least 5% is indicated when a promotion occurs, but that may not always be true.

## Demotion

- **Definition:** A demotion exists when a staff member transitions into a position in a lower salary band.
- **Example:** A staff member transitions from Academy Operations Director to Registrar.
- **Salary Guidance:**
  - The staff member should be paid within range for their new role.
  - Staff members should be offered a salary that accounts for their experience and education and should be aligned with peers with similar qualifications. Remember that this staff member has been performing in a higher-level position, so it may make sense that their salary would be slightly higher than peers with the same years of experience.
  - Typically, a salary decrease happens as part of a demotion.

## Lateral Transfer

- **Definition:** A lateral transfer occurs when a staff member transitions into a position in the same salary band.
- **Example:** A staff member transitions from Instructional Director (Manager-Level, Academy) to Director of Mentorship (Manager-Level, Network Office).
- **Salary Guidance:**
  - The staff member should be paid within range for their new role.
  - In most cases, the salary should remain the same. A salary increase should only be offered to (1) align the staff member with new peers with similar qualifications or (2) for staff who are not eligible for an end-of-year increase but would have otherwise received one if they stayed in their same role.

## Administrative Reassignments

Kairos Academies reserves the right to reassign employees in the organization's best interest. Unless otherwise specified in writing by the President of the Chair of the Board of Directors, all employment with Kairos Academies is at will. Employees may be reassigned to best meet organizational needs and priorities at any time.

In instances where an administrative reassignment is necessary, the staff member will be reassigned to a vacant position that is equivalent in pay and status, if available. If an equivalent position is unavailable, the staff member will be reassigned to a vacant position at a lower level. When a staff member is reassigned to a position at a lower level, the staff member will maintain their salary through the end of that semester and then have their salary adjusted to be within range for their new role.

## Grant-Funded Positions

To ensure compensational equity in the organization, positions funded by grant awards/sub awards are subject to all Kairos Academies compensation policies and processes regardless of budget allowances from the grant funding source.

Additionally, strictly grant-funded roles are subject to the duration of the funding source. When this source ceases to provide salary allowance for the role, the role is subject to elimination. Staff impacted by such role eliminations will have until the end date of the funding to secure another role within the organization, if one is available, to remain in employment with Kairos Academies. The Talent Team will support job acquisition as much as they are able, and it is ultimately up to the impacted staff member to apply and interview for other vacant positions, as well as the hiring manager to make the offer, if appropriate.

## Interim Compensation

Employees who take on significant additional responsibilities for substantial periods of time will be compensated temporarily for the extra duties. A written letter of agreement will be signed to confirm the scope of the extra duties, additional compensation, and duration of the interim appointment. Any additional compensation shall be paid prospectively only. No compensation shall be paid retrospectively in compliance with Missouri law. Read below for guidance on our interim compensation policy.

### Eligibility

- The responsibilities, according to the applicable job description being undertaken by the employee, are significant and is generally defined as being larger in scope than current responsibilities and would account for approximately 50% of an employee's time. (The Talent Support team can assist with determining whether additional responsibilities are significant)
- The responsibilities being undertaken by the employee must be those of another position that is vacant.
- The interim role shall normally be for no less than four (4) consecutive weeks and no more than twelve (12) consecutive months.

### Exclusions

- This policy cannot be applied to account for an employee's duties on leave.
- This policy applies to any employee required to complete the duties of a Chief or Principal while on leave. This requires approval from the CEO respectively.

### Rate of Compensation

If an interim promotion occurs, the employee shall receive the entry rate of the new role or an increase of 5% of his/her current pay for each pay grade, whichever is greater. At the end of the

interim duties, the affected employee's salary shall revert to its original level, including any salary increase the employee would have received in his/her regular position.

## Naming Guidance

When an employee takes on a new assignment in an interim capacity, the title should adhere to the following naming convention: *"Interim (Insert Job Title)"*. This title should be applied for the length of the interim role.

## Disclaimers

The employee should be made aware that the assignment to the interim position does not guarantee an eventual permanent assignment to the position or of the additional duties and responsibilities.

## Approval Process

Approval of any interim positions will be done by the Director of Talent Support and the C-Suite sponsor.

## Network Office Position Review

The Talent Team reviews all staff compensation annually to ensure equity across teams and functions. In addition, the Talent Team completes a full compensation analysis of instructional and non-instructional roles every year and every three years, respectively. If salary adjustments are needed, the Talent Team will make them at that time, subject to the approval of the Board.

A full compensation analysis was completed in the fall of 2022 for Network Office and Academy-based positions. The analysis resulted in new salary ranges and adjustments for staff who were below range.

## New Positions or Rescopes - Network Office

All new positions should be requested during the normal budget process every Spring semester; however, organizational needs may change, causing positions to be created or rescope outside the budget window.

The Network Office position approval form should be used whenever a department would like to either open a position for the current year that did not go through the normal budget process or if they would like to rescope a position that is currently vacant and budgeted for. A position rescope would be considered if the original position is a different title level and/or salary grade than the position that is being requested. Below is a workflow all parties involved should follow in these instances.

The process is as follows:

1. C-Suite member connects with their team about the need for the budgeted position
2. C-Suite works with Talent on job description

3. Talent reviews position and sends position request form and job description to Budget
4. Budget checks Approved Personnel Budget to ensure that a requested position is authorized within 5% of the budgeted salary specified for the position
5. If the salary is over 5%, Budget will connect with the C-Suite member to have them identify funding within their budget to receive approval from the Director of Budget and Financial Planning.
6. If it exceeds 10% of the budgeted salary, Budgets will contact the C-Suite member to get the position back on the agenda for approval.
7. C-Suite approves position and budget impact and sends the weekly list of approved positions to Budgets/Payroll/Talent
8. Payroll sets up the Position ID(s) in eFinance and provides the PIDN(s) to Talent. Talent posts the position.
9. Candidate Hired
10. Talent assigns the new employee to the correct PIDN

### Red Circle Policy

When an employee is paid at or above the maximum salary range, an organization can red-circle their pay. Red circling an employee's base pay is a common approach organizations take, which means freezing the employee's base salary to allow the market to catch up to the current rate.

## Compensation Chart

Teaching Staff		
Role	Calendar	Salary
<b>Professional Teacher</b>	School Year	\$60,000
<b>Advanced Teacher</b>	School Year	\$70,000
<b>Exemplary Teacher</b>	School Year	\$80,000

Network Office			Min.	Max.	Year 0	Tier 1 (1-3)	Tier 2 (4-6)	Tier 3 (7-10)	Tier 4 (11-15)	Tier 5 (16-20)	Tier 6 (21-25)
Chief-level	Year-Round	Salary	\$75,000	\$145,000	\$75,000						
Sr. Director/ Managing Director	Year-Round	Salary	\$80,000	\$125,000	\$80,000						
Director	Year-Round	Salary	\$70,000	\$100,000	\$70,000	75000	80000	85000	90000	95000	100000
Manager	Year-Round	Hourly/ Salary	\$55,000	\$80,000	\$55,000	60000	65000	67500	70000	75000	80000
Coordinator	Year-Round	Hourly/ Salary	\$45,000	\$70,000	\$45,000	50000	55000	57500	60000	65000	70000
Registrar	Year-Round	Hourly/ Salary	\$45,000	\$70,000	\$45,000	50000	55000	57500	60000	65000	70000
Assistant or Receptionist	Year-Round	Hourly/ Salary	\$40,000	\$52,500	\$40,000	40000	42500	45000	47500	50000	52500
Academic related Coaches, Interventionist, Facilitators, Specialists, and Advisors	Year-Round	Hourly/ Salary	\$60,000	\$75,000	\$60,000	62500	65000	67500	70000	72500	75000
Chief-level	Year-Round	Salary	\$75,000	\$145,000	\$75,000	75000	80000	85000	90000	95000	100000

School Based			Minimum	Maximum	Year 0	Tier 1 (1-3)	Tier 2 (4-6)	Tier 3 (7-10)	Tier 4 (11-15)	Tier 5 (16-20)
Campus-Based Director /Assistant principal	Year-Round	Salary	\$70,000	\$105,000	\$70,000	75000	80000	85000	90000	97500
Academic related Coaches, Interventionist, Facilitators, Manager (Instructional) Specialists, and Advisors	Role Dependent	Hourly/ Salary	\$50,000	\$75,000	\$50,000	55000	57500	60000	65000	70000
Teaching Assistant (TA)	School Year	Salary	\$45,000		\$45,000					
Para	School Year	Salary	\$40,000	\$42,000	\$40,000 (Not Certified)			\$42,000 (Certified)		
Substitute Teachers or After- school support roles	As-needed	Hourly	\$25.00	\$25.00	\$25.00					

Licensed Nurses, Social Workers, & Counselors	Role Dependent	Hourly/ Salary	\$50,000	\$75,000	\$50,000	55000	60000	65000	67500	70000
Manager (Non Instructional)	Role Dependent	Hourly/ Salary	\$45,000	\$75,000	\$45,000	50000	55000	60000	65000	70000
Coordinator (Non Instructional)	Role Dependent	Hourly/ Salary	\$40,000	\$60,000	\$40,000	42500	45000	50000	52500	55000
Food Service Positions (non- manager)	School Year	Hourly/ Salary	Minimum Wage (FT: \$20,000)	\$20.00 (FT: \$32,000)	Minimum Wage (FT: \$20,000)					
Facility, Maintenance, Security & Grounds Positions	Role Dependent	Hourly/Salary	Minimum Wage (FT: \$20,000)	\$30.00 (FT: \$32,000)	Minimum Wage (FT: \$20,000)					
Student Worker	As-needed	Hourly	Minimum Wage		Minimum Wage (FT: \$20,000)					

## Stipend/Reimbursement List

**Stipends:** A stipend, unlike a salary or hourly wage, is a predetermined or fixed amount of money that Kairos Academies pay to staff – to perform a certain task.

**Reimbursements:** A staff reimbursement program enables Kairos Academies to cover some or all of the costs of an employee in certain situations, as long as the related expenses fall within the guidelines of Kairos specific policy.

Category	Stipend/Reimbursement	Amount	full Description	Eligibility	Approver	Pay Schedule	Budgeted/Discretionary
Wellness	Reimburse to staff	\$600	Offered to all full time staff for wellness initiatives	<a href="#">W HR-100 Wellness Re...</a>	Finance	Monthly	Network Budgeted
Tuition	Reimburse to staff	\$5,000	Certified and teaching subject matter 5-12. Must be approved by Principal and CSO with reimbursement form.	<a href="#">W Kairos Tuition Reimb...</a>	Finance	2x Yearly	Network Budgeted
Certification Reimbursement	Reimburse to staff	\$2,000	Certified and teaching subject matter 5-12. Must be approved by Principal and CSO with reimbursement form.	<a href="#">W Kairos Tuition Reimb...</a>	Finance	2x Yearly	Network Budgeted
Professional Development	Reimburse to staff	\$1,500	Must be approved by manager and team leader before purchase.	<a href="#">Reimbursement Form</a>	Finance	Monthly	School Discretionary
Relocation	Reimburse to staff	Based on Family	Offered at the discretion of the	<a href="#">W Relocation Allowanc...</a>	Finance	OTHER	Network Budgeted



		Size, Distance, and Position.	Principal/Network Manager. Incentive pay that can be offered at the time of hire to lessen the financial burden of new hires moving from outside the city.				
Campus Discretion	Reimburse to staff	\$500 per Semester	Up to \$500- must be approved by principal and CSO with reimbursement form.	<a href="#">Campus Discretion R...</a>	Principal	2x Yearly	School Discretionary
Wellness	Reimburse to staff	\$600	Offered to all full time staff for wellness initiatives	<a href="#">W HR-100 Wellness Re...</a>	Finance	Monthly	Network Budgeted
Training stipend	Stipend Paid	\$125	\$125 per Day	Utilized for new hires who attend training prior to their duty schedule, or staff who perform work or training over the summer aligned to their duties.	Salaried employees who work or start outside their official start date.	Principal	Monthly
Student Tutoring	Stipend Paid	\$25	\$25 Per Hour	Must be approved by campus leadership- min. of 3 students and 30 minutes per approved session. Logs to be submitted to leadership for approval.	<a href="#">Kairos Tutori...</a>	Principal	Monthly
Non- Instructional Extra Duty pay	Stipend Paid	\$25	\$25 Per Hour	Salaried campus staff who take on additional duties outside the scope/	<a href="#">W Extra Duty.d...</a>	Finance	Monthly

				responsibilities of their role.  Examples include: early morning duty, after school detention, Saturday detention.			
Dual Credit (1 Course)	Stipend Paid	\$1,000	1000	1 Course	For Adjunct Professor Teaching High School Classes for college Credit	Finance	2x Yearly
Dual Credit (2 Courses)	Stipend Paid	\$3,000	3000	2 Courses		Finance	2x Yearly

## Celebration Compensation (Instructional Focus)

Payouts are contingent on healthy financial performance of Kairos Academies entities. Staff Members must be actively employed with Kairos on payment date to be eligible to receive any earned amount. Tax Information: Per IRS requirements, these payments at Kairos are taxed at the federal tax rate. Other regular deductions taken based on state also apply based on payment type (e.g., Medicare, Social Security, state taxes). Please be aware of this when reviewing your final bonus amount.

If you have questions about compensation and what you are eligible for, you should start with your manager, and then reach out to [khalil.graham@kairosacademies.org](mailto:khalil.graham@kairosacademies.org) with any follow-up questions.

Celebration	Recognition Type	Amount	Eligible Staff
<b>Commitment</b>	Referral to the team	\$500-\$1000	All except Sr. Leaders
	Commitment to Excellence (Based on consecutive 5-Year Milestones)	\$2500 for every 5 years	All staff
	Attendance	\$1750 for 95% ADA (\$250 per cycle)	All campus based staff
<b>Exemplars</b>	Teacher of the Year	\$1,000	MS Teacher/ HS Teacher
	Kairos Values	\$1000 (4 Awards)	All staff members
	Ops member of the year	\$1,000	Ops Team member
	Staff member of the year	\$1,000	non instructional/non ops team members
<b>Performance</b>	Instructional Performance	Spring MAP/EOC Above State Average Proficiency- \$1000 Fall- Spring NWEA 70% Growth (ELA/Math/5/8/9 Science)- \$1000 95% of students passing in Gradient by EOY -\$750	Teachers of record

Kairos Incentive pay process 24-25 (Paid December 20...

## Achievement Compensation (Non-Instructional Focus)

### PERFORMANCE/INCENTIVE PAY BONUSES

Overview: The Performance and Incentive Pay bonuses are meant to encourage a performance environment/culture that rewards achievement of ambitious goals. Functional goals are set by all full-time staff during the goal-setting round and determined met or not met in their APRs. Organizational goals are set at the beginning of the school year to measure the overall performance of the organization as a whole.

<p>Eligibility</p> <ul style="list-style-type: none"> <li>▪ All full-time staff (Non-Lead Teachers)</li> <li>▪ Must have been employed before January 1 for 100% eligibility, before March 1 for 50% eligibility, and on the bonus payout date to receive payment</li> </ul>		<div data-bbox="1087 894 1906 963">Kairos Team Goals Incentive 25-...</div>
Group	Eligibility as a % of Base Salary	
Chief	15%	
Principals	12%	
Directors	10%	
Network Leadership	8%	

## Role Definitions

Contributor Type	Individual Contributor	Frontline Manager	Department Leader	Senior Leader
Description	<ul style="list-style-type: none"> <li>-Does not manage full-time employees OR manages a small number of employees doing primarily technical work.</li> <li>-Majority of their goals/work is accomplished through their individual contributor work.</li> <li>-Much of their work is directed by their manager; not responsible for setting vision for their own work or driving strategic planning.</li> </ul>	<ul style="list-style-type: none"> <li>-Either manages a team of individual contributors OR is an individual contributor that accomplishes a significant portion of their work through influence or lateral management.</li> <li>-Sets vision for their own work in accordance with broader departmental vision.</li> <li>-Responsible for making decisions about how their time is spent and contributing to the organization's top goals and priorities.</li> </ul>	<ul style="list-style-type: none"> <li>-Manages a team, typically consisting of managing managers, or managing individual contributors engaging in high-level work OR a very high-level individual contributor who leads a critical functional area for the campus or district.</li> <li>-Responsible for setting vision for the work of their team.</li> <li>-Most of their work consists of managing others and making high-level, high-impact decisions.</li> <li>-Owns significant top-line organizational goals.</li> </ul>	<ul style="list-style-type: none"> <li>-Manages and directs the work of multiple departments.</li> <li>- Spends most of their time collaborating across the organization and externally on behalf of Kairos</li> <li>- Accountable for Achieving top line organizational goals</li> </ul>
Non-Instructional	Receptionist	Building Manager	Director of Communications	-CEO
Instructional	-Teacher	-Instructional Director	-Principal	CSO

### External Athletic Coach Salaries (SY 25-26)

- Coaches are paid at the end of the season

Schools	0 - 5 Years	5 - Over Years
High School Coach	1250	2500
Middle School COach	1000	1000

- Approval for a new sports program requires the Principal, Athletic Director, and Business Office sign-off – NO EXCEPTIONS.
- Coaches must attend 75% of games

At Kairos Academies, we tremendously appreciate our staff for everything they do. As one token of appreciation, Kairos Academies has created a Stipend Program for all staff members.

A **stipend** is a fixed amount of money an organization pays people to perform or set tasks over time. With this in mind, there are guidelines set for such benefits.

#### Guidelines:

- The stipends listed are approved by The Board of Directors and managed by Kairos Academies Finance Department.
- Any stipends not listed **MUST** be approved by the CEO, Finance Office, and Board of Directors.
- Written documentation **MUST** prove the validity of set tasks (i.e., Club Applications, Attendance Roster, Club/Sports Schedules & Stipend/Tutor Tracker) and submitted to the employee's supervisor and Finance Office for final approval.
- Once stipends are approved, a contract **MUST** be signed by a Kairos Academies Finance Department member and the recipient.
- Substitute Stipends and Tutoring Stipends are the **ONLY** two stipends paid out every month.
  - To track attendance, each employee **MUST** record time using Paycor.
  - Payout dates are on the **LAST** pay cycle of the month
- Stipends are paid out in the last periods in December and June.
- Leaving before payout results in forfeiture of the stipend.
- Teachers **WILL NOT** be able to participate in more than three extracurricular activities.

The following Charts shall determine the compensation for Kairos Academies stipends:

- \*\* Must perform at 70% of Kairos Sporting Events.
- \*\*\* Speech and Debate must have two Debate competitions Spring and Fall

## Reimbursement Program

The employee reimbursement program provides a mechanism to seek reimbursement for certain expenses incurred during their duties. This program typically outlines the expenses eligible for reimbursement, such as travel expenses, professional development courses, or work-related supplies. Employees are required to submit appropriate documentation, such as receipts or invoices, to support their reimbursement claims. Upon approval, the reimbursement is typically processed according to the organization's policies and procedures. The program is an important benefit for employees, supporting their professional growth and ensuring they are adequately equipped to fulfill their organizational roles.

### Guidelines:

- Submit the reimbursement [form](#) to the finance office.
- Ensure all expenses have receipts **(NO EXCEPTIONS)**.
- Submit reimbursement requests by the **25th** of the month, except February, which requires submission by the **23rd**.
- Before making a purchase, you **MUST** verify with finance that the item is reimbursable.
- Payouts are issued on the last pay cycle of the month.
- **ALL REIMBURSEMENTS MUST BE MANAGER APPROVED and must be submitted within 30 days of your purchase. The finance office will not reimburse after 30 days from the date of purchase.**

# Appendix

## Staff Frequently Asked Questions

### Where can I find teacher salaries?

The teacher Salary Scale is posted on the [internal staff portal](#). Once salary scale updates are approved, all updates are posted there. Non-instructional salary ranges are also available on the [internal staff portal](#).

### I'm considering taking on another position. How can I find out how much I would make in that role?

Reach out to the hiring manager of the position you're considering. The hiring manager should be able to give you an estimated amount you would earn if you took on that new role. Keep in mind that the Hiring Manager won't be able to give you an exact amount since they haven't reviewed your experience or received approval for an offer from their C-Suite member and/or Talent Support.

### Did you take my Master's or other advanced degree into account when determining my non-instructional salary offer?

We do not offer a premium for the attainment of an advanced degree. Rather, the attainment of a degree should be a reflection of your performance in the role. In that regard, someone who has attained an advanced degree in their content area should likely perform at a higher rate than their peers and subsequently be a strong candidate for any promotional opportunities.

### What do I do if I don't feel like I'm being compensated fairly?

If you have questions or concerns about your current salary, start by talking to your manager. Your manager can offer you insight into the specific factors that impacted your salary offer. If you have questions or concerns that your manager can't answer, feel free to reach out to the Talent Team.



## Why are teacher salaries continually increasing but other positions within the organization are not?

Our commitment to student success means that we must keep our most talented teacher leaders in the classroom. To do so, we have created a framework for what we intend to be compelling options for teachers.

The goal in reviewing teacher compensation annually is to recruit and retain great teachers where they are making the greatest impact—the classroom.

## Kairos Academies Total Rewards

Salary or hourly rate is not the only factor we consider when reviewing compensation for our staff.

### Compensation

- Base salary
- Additional compensation (stipends, relocation, bonuses)

### Org Mission and Culture

- Most challenging job you'll ever love
- Surrounded and supported by people who share the same mindset
- Staff Convocation, Holiday and celebration events

### Benefits

- Medical/dental/vision insurance
- Short term disability and paid leave
- Paid time off
- Employee assistance program
- Retirement

### Team Culture

- What is it like to work on your Academy/team?
- What is unique about your Academy/team?
- Why work on your team/Academy vs another team/Academy?

## Rules We Play By

This section outlines all Academy leadership positions, what their salary guideposts are, how we determine creditable years of experience. In certain occasions, a year of experience may only count for a portion of creditable years based on the nature of the role. Our talent team makes an effort to ensure equity by reviewing the list below, and acknowledges that all positions and experience examples are not listed below. We review applicants on a case by case basis with the best judgment and information available. If you successfully complete your probation year (year 0 in role), you will be moved to Tier 1.

### Academy Leadership Positions

POSITION	CREDITABLE YEARS OF EXPERIENCE	EXAMPLES OF CREDITABLE POSITIONS	EXAMPLES OF NON-CREDITABLE POSITIONS	SALARY GUIDEPOSTS
Principal	All Principal or Superintendent level experience in a professional setting including leading and managing a team/or teams	Principal or Superintendent	Resident or Assistant Principal	Starting at \$100,000 Increases by 3% per year of experience
Resident Principal	All Principal or Resident Principal level experience in a professional setting	Principal, Superintendent, or Resident Principal	Assistant Principal	Starting at \$80,000 No differentiation in compensation for this role at the elementary or secondary level
Director of Operations	All manager-level experience in a professional setting including coaching, leading, or managing adults, advising students/staff, counseling, and Network Office Title Level V positions that directly align with this function.  Non-School Operation Manager experience will count as 0.5 years unless approved by Talent Team.	Operations Manager School Business Manager Experience outside of education as Budget Manager, Branch Manager, Office Manager, manager-level human resources or finance positions, etc. Manager-level non-operations	Teaching experience, Ops Coordinator, Registrar, Grade Level Chair duties, and other hourly non-exempt roles	Starting salary of \$70,000 Increase of 3% per year of experience

	positions (DOI, DOS, Lit. Specialist)			
Instructional Director	All manager-level experience in an educational setting including professional coaching, leading, or managing adults, advising students/staff, counseling, and Network Office Title positions that directly align with this function	Content Specialists Literacy Specialists Instructional Coaches NDL Manager Dean of Instruction	Teaching experience Paraprofessionals	Starting salary of \$70,000 Increase of 3% per year of experience
Director of College and Career Counseling	All manager-level experience in a professional setting including professional coaching, leading, or managing adults, advising students/staff, counseling, and Network Office Title positions that directly align with this function	College Counselor Academic Advisors Admissions Counselors College Initiatives Programming	Teaching experience (including Seminar) Paraprofessionals Other non-exempt roles	Starting salary of \$70,000 Increase of 3% per year of experience
Instructional Coach	All post-graduate experience as a teacher of record, teacher leader, or content leader	Teacher Leader Curriculum Writer	Teacher paraprofessional experience	Starting salary of \$60,000 according to the salary scale Increase of 3% per year of experience
Director of Student Experience	All manager-level experience in an educational setting including professional coaching, leading, or managing adults, advising students/staff, counseling, and Network Office Title positions that directly align with this function	Dean of Culture Assistant Principal	Teacher paraprofessional experience	Starting salary of \$70,000 according to the salary scale Increase of 3% per year of experience
Student Support Counselor	All post-master's degree full-time work experience in social work or counseling setting	Social Worker Social-emotional Counselor Behavior Specialist (this depends on the scope of the role)	Teacher Behavior Support Assistant Counseling Intern Restorative Justice Specialist	Starting salary of \$50,000 according to the salary schedule Increase of 3% per year of experience

		Guidance Counselor	College Counselor Paraprofessionals	
Director of Student Support Services	All manager-level experience in an educational setting including professional coaching, leading, or managing adults, advising students/staff, counseling, and Network Office Title positions that directly align with this function	SpEd Director/Coordinator	Teacher paraprofessional experience	Starting salary of \$70,000 according to the salary scale  Increase of 3% per year of experience

## Additional Positions

POSITION	CREDITABLE YEARS OF EXPERIENCE	EXAMPLES OF CREDITABLE POSITIONS	EXAMPLES OF NON-CREDITABLE POSITIONS
Receptionist/ Registrar	Full and part-time experience in an administrative or operations-focused role	Receptions Clerk Secretary/ Administrative Assistant Office Manger	Any internship experience Experience in retail/food as an associate
Attendance Coordinator	Full-time experience in an administrative or operations-focused role	Attendance Clerk Secretary/Administrative Assistant	Any part-time experience Any internship experience
Certified Medical Assistant, Teaching Assistant–Literacy, Teaching Assistant–NDL, Nurse	Full-time work experience directly supporting students or young adults.  CMA: full-time work experience as a CMA or other nursing-related jobs	Assistant Clerk Office Manager Receptionist  CMA: Certified Medical Assistance, Nurse  Teaching Assistant: Full-time camp counselor, Teaching Assistant/Aide or	Experience in retail/food as an associate

		Paraprofessional	
Executive Assistant - Academy, Executive Assistant - Network Team	Full-time work experience in an administrative or operations-focused role	Secretary/Administrative Assistant Clerk Operations Coordinator Office Manager Receptionist	Any part-time experience Any internship experience Experience in retail/food as an associate
Office Manager	Full-time work experience in an administrative or operations-focused role  Non school experience will count as 0.5 years	Secretary/Administrative Assistant Clerk Operations Coordinator Office Manager Receptionist	Any part-time experience Any internship experience Experience in retail/food as an associate
Operations Coordinator, Registrar	Full-time work experience in an administrative or operations-focused role	Secretary/Administrative Assistance Clerk Operations Coordinator Office Manager Receptionist	Any part-time experience Any internship experience Experience in retail/food as an associate
Athletic Director, Behavior Support Specialist, Compliance Specialist, Academy Testing Coordinator	Full-time work experience directly supporting students or young adults in a capacity aligned to the role, post bachelor's degree	Teacher (all subjects) for all positions  ACE Coordinator: ACE assistant, Professional roles at other education/ afterschool programs  Athletic Director: ACE Coordinator, Youth development director  Behavior Support Specialist: Behavior Support Assistant  Compliance Specialist: Diagnostician, SPED Coordinator	Any part-time experience Any internship experience

College Counselor	All post-bachelor's degree, as a Teacher of record for an accredited public, private or charter school at the elementary, secondary or collegiate level, College or Admissions Counselor or in high-school counseling	Teacher Academic Advisor Admissions Counselor College Counselor	College Recruiter Recruiter Admissions Assistant Paraprofessional Any part-time experience Any internship experience
Teacher, Teacher–NDL	All post-bachelor's degree, as a Teacher of record for an accredited public, private or charter school at the elementary, secondary, or collegiate level	Teacher Professor (full-time) Adjunct Professor Part-time Teacher (less than 4 hours/day)	Substitute Teaching Assistant Tutor Student Teaching Paraprofessional Juvenile Detention Officer
Restorative Justice Coordinator	Bachelor's degree in Clinical Social Work, Law, or related field 5 years working with adolescents in an educational, advocacy, or social service setting Experience evaluating and meeting the social service needs of juvenile offenders and coordinating efforts of various social service agencies, health, and community organizations.  Non-School experience will count as .5 years unless approved by the Talent Team.	School Counselor Client Service Coordinator School Teacher Youth Leader Juvenile Probation Officer	Substitute Teaching Assistant Tutor Student Teaching Paraprofessional Juvenile Detention Officer

# Coversheet

## Review Changes in Staff Handbook

<b>Section:</b>	III. Program Committee Updates
<b>Item:</b>	C. Review Changes in Staff Handbook
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	25-26 Employee Handbook Draft.pdf

# Kairos Academies Employee Handbook

2024-25 SY





# Table of Contents

<b>Table of Contents.....</b>	<b>2</b>
<b>Introduction.....</b>	<b>7</b>
Employee Handbook.....	7
<b>District Information.....</b>	<b>7</b>
Beliefs: Re-Imagining Education in St. Louis.....	7
Our Kids Deserve a School That Prepares Them for the Challenges of Their Lifetime.....	7
Core Values.....	8
Love.....	8
Excellence.....	8
Diversity.....	10
Board of Directors.....	10
Senior Leadership Team.....	11
School Leaders.....	11
<b>Employment.....</b>	<b>11</b>
At-Will Employment.....	11
Equal Employment Opportunity Statement.....	11
American With Disabilities Accommodation.....	12
Purpose.....	12
Procedures.....	12
Terms Used in This Policy.....	13
Job Vacancy Announcements.....	14
Employment Type.....	14
Certification and Licensure of Instructional Staff.....	15
Recertification of Employment Authorization.....	15
Searches.....	16
Reassignment/Reduction In Force.....	16
Teaching/Certified and/or School-Based Staff Positions.....	17
Classified Positions.....	17
Any Position Impacted by a Reduction in Workforce.....	17
Work Schedules.....	17

2024 - 2025 Staff Report Time.....	18
Attendance and Punctuality.....	18
Time Recording Procedures.....	18
Tardiness.....	18
Absence.....	19
Absence Reporting Procedures.....	19
Excused Absences.....	19
Unexcused Absences.....	20
Failure to Report to Work.....	20
Abandonment of Position.....	20
Nursing Mothers.....	21
Pregnant Workers Fairness Act.....	21
Notification to Parents Regarding Qualifications.....	21
Outside Employment.....	22
Performance Evaluation.....	22
Employment of Relatives.....	22
<b>Compensation and Benefits.....</b>	<b>23</b>
Salaries, Wages, and Stipends.....	23
Pay.....	24
Pay Procedures.....	24
Automatic Payroll Deposit.....	24
Payroll Deductions.....	24
Extra-Duty and Tutoring Pay.....	25
Stipends.....	25
Pay Increases.....	25
Overpayments.....	25
Travel Expense Reimbursement.....	26
Local Travel.....	26
Out of District Travel.....	26
Out of State Travel.....	26
Benefits.....	26
Health Insurance.....	26

Supplemental Insurance Benefits.....	27
Public School Pension Plan (Retirement).....	27
Workers' Compensation Insurance.....	28
Unemployment Compensation Insurance.....	28
COBRA.....	28
Other Benefit Programs.....	28
Lunch.....	29
<b>Leaves and Absences.....</b>	<b>29</b>
Leave.....	29
Personal Time Off.....	29
PTO Rollover and Payout Options:.....	29
PTO Payout for Resigning Employees.....	29
Compensatory Time (Comp Time).....	30
Personal Time Off Donation.....	30
Paid Holiday Leave.....	31
Bereavement Leave.....	31
Jury Leave and Other Court Appearances.....	32
Military Leave.....	32
Parental Leave.....	32
Eligibility Requirements.....	33
Take Parental Leave.....	33
FMLA (Family Medical Leave Act).....	33
Religious Observance Leave.....	35
Black-out Dates.....	35
<b>Social Media.....</b>	<b>36</b>
General Cautions.....	36
Professional Employee-Student Boundaries in Electronic Communications.....	38
Caveat:.....	39
<b>Employee Conduct and Welfare.....</b>	<b>39</b>
Code of Conduct.....	39
Suspension or Termination.....	40
Disciplinary Action.....	41

<b>Grievance Process and Procedures.....</b>	<b>43</b>
Employee Grievance Procedures (Discipline, Termination, and Workplace Safety).....	43
Definitions.....	43
Time Limits.....	44
Grievance Processing Procedure.....	44
Strict Adherence to Time Limits.....	45
<b>Dress Code and Grooming.....</b>	<b>45</b>
Acceptable Attire.....	46
Unacceptable Attire.....	46
<b>Discrimination, Harassment, and Retaliation.....</b>	<b>47</b>
Types of Harassment.....	47
Sexual Harassment.....	47
Other Harassment.....	47
Harassment of Students.....	48
<b>Reporting Suspected Child Abuse and Neglect.....</b>	<b>49</b>
Who is Required to Report?.....	50
Legal Requirements of a Mandated Reporter.....	50
<b>Criminal Background Review.....</b>	<b>50</b>
Background Process:.....	51
Employee Arrests and Convictions.....	51
<b>Drug-Free Workplace Requirements.....</b>	<b>52</b>
<b>Conflict of Interest.....</b>	<b>52</b>
<b>Associations and Political Activities.....</b>	<b>53</b>
<b>Safety and Security.....</b>	<b>53</b>
Weapon and Firearms Possession.....	54
Visitors in the Workplace.....	54
<b>Other Topics.....</b>	<b>54</b>
Employee Personal Property.....	54
Accounting – Cash in School Buildings.....	54
<b>General Procedures.....</b>	<b>55</b>
Emergency School Closing.....	55
Emergencies.....	55

Purchasing Procedures.....55

**Termination of Employment..... 56**

    Resignations.....56

    Dismissal or Nonrenewal of Contract Employees..... 56

    Discharge of Convicted Employees..... 56

    Procedures for Separating from the District..... 56

**Student Issues..... 57**

    Equal Educational Opportunities.....57

    Student Records.....57

    Parent and Student Complaints..... 57

    Administering Medication to Students..... 58

    Student Conduct and Discipline.....58

    Student Attendance..... 58

# Introduction

## Employee Handbook

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the office of the Chief of Finance and Human Resources.

This handbook is neither a contract nor a substitute for the official district policy manual. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office.

## District Information

### Beliefs: Re-Imagining Education in St. Louis

Despite years of reform, many schools in St. Louis maintain destructive mindsets from their original design. Rich and influential Americans wanted factory workers, so the country adopted an educational model from Prussia meant to make citizens subservient.

A lot has changed in the last century. Experts predict that within 15 years, automation will replace 83% of jobs earning less than \$20/hr. As those jobs disappear, our city's 8th graders—only 9% of whom can do math at grade level—will find themselves unemployed. To succeed in the economy and society of tomorrow, students need to start learning in schools that look less like the bygone Industrial Era and more like the Information Age of the future.

### Our Kids Deserve a School That Prepares Them for the Challenges of Their Lifetime

Kairos Academies is here to empower students to direct their own lives and learning. We are a team of educators trying to rethink public education for the 21st century. By leveraging technology and reimagining traditional instruction, Kairos personalizes the learning experience and nurtures student agency. Our model develops not just academic knowledge, but the organizational, social, and emotional competencies students need for true agency in our changing economy and society.

## Core 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.

#### Love - Behaviors:

- We intentionally spend time building connections.
- We follow through on our commitments.
- We express empathy and understanding toward each other.
- We're respectful of each other and communicate honestly/openly.

#### Love - Outcomes:

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.

#### Excellence - 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.

#### Excellence - Outcomes:

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.

#### Agency - 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.

#### Agency - Outcomes:

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.

#### Diversity - 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.

#### Diversity - Outcomes:

All community members feel a sense of belonging and acceptance.

## **Board of Directors**

Aaron Jackson - Board President and Chair

Whitney Young - Board Vice Chair

Nicole Plair - Board Secretary

Mike Vachow - Board Member

Amy Trapp - Board Member

Paola Badea - Board Member

## Senior Leadership Team

Dr. Khalil Graham - Chief Executive Officer

Jack Krewson - Chief Strategy Officer

Marnae Chaver - Interim Chief Operating Officer

Jonathan Tyrrell - Chief Schools Officer

## School Leaders

Adaure Nduka - High School Principal

Nicholas Guadiana - Middle School Principal

# Employment

## Employment-AT-Will

Your employment with Kairos Academies Charter School ("Kairos Academies") is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave Kairos Academies at any time, with or without notice and with or without cause. Nothing in the employee handbook or any other Kairos Academies' document should be understood as creating guaranteed or continued employment, a right to termination only "for cause," or of any other guarantee of continued benefits or employment. The Chief Executive Officer or her/his designee has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Chief Executive Officer or her/his designee.

## Equal Employment Opportunity Statement

Kairos, an equal-opportunity employer, is committed to equal opportunity for all employees and applicants. The Organization recruits, hires, trains, promotes, pays, and administers all personnel actions without regard to race, color, religion, sex (including pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), sex stereotyping (including assumptions about a person's appearance or behavior, gender roles, gender expression, or gender identity), gender, gender identity, gender expression, national origin, age, mental or physical disability, ancestry, medical condition, marital status, military or veteran status, citizenship status, sexual orientation, genetic information, or any other status protected by applicable law. We interpret these protected statuses broadly to include both the actual status and also any perceptions and assumptions made regarding these statuses.

This policy applies to all areas of employment, including recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, discipline, termination, compensation, benefits, and all other privileges, terms, and conditions of employment. This policy and the law prohibit employment discrimination against any employee or applicant on the basis of any legally protected status outlined above.

All employees must follow this policy. Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment.

The Organization is committed to the practice of equal employment opportunity and will not tolerate intimidation or retaliation against employees or applicants because they have engaged in or may engage in filing a complaint of discrimination or retaliation; assisting or participating in an investigation; opposing any act or practice made unlawful by any local, state, or federal law; or for exercising any other legally protected right.

If you have questions or feel that you have been discriminated against because of your protected status, have been improperly denied a reasonable accommodation, have experienced retaliation, or have witnessed or been subjected to conduct that is otherwise inconsistent with this policy, then you must follow the reporting procedures outlined in the Discrimination and Harassment Free Workplace Policy.

All reports describing conduct inconsistent with this policy will be investigated promptly and effectively in accordance with the procedure outlined in the Organization's Discrimination and Harassment Free Workplace Policy.

Please see the Organization's Discrimination and Harassment Free Workplace Policy for information about the Organization's policy regarding investigation and resolution of complaints.

## American With Disabilities Accommodation

### Purpose

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Kairos Academies to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

## Procedures

When an applicant with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, the employee will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

Kairos Academies will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Kairos. Contact human resources (HR) with any questions or requests for accommodation.

All employees are required to comply with the company's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The HR department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

## Terms Used in This Policy

As used in this ADA policy, the following terms have the indicated meaning:

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

- **Major life activities:** Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- **Major bodily functions:** Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability, organic brain syndrome, emotional or mental illness and specific learning disabilities.
- **Substantially limiting:** In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under the final ADAAA regulations.
- **Direct threat:** A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
- **Qualified individual:** An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- **Reasonable accommodation:** Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
- **Undue hardship:** An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
  - The nature and cost of the accommodation.
  - The overall financial resources of the facility or facilities involved in the provision of reasonable accommodation, the number of persons employed at such a facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.

- The overall financial resources of the employer; the size, number, type and location of facilities.
- The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.
- **Essential functions of the job:** Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

## Job Posting

The purpose of section is to ensure all employees are aware of open positions and have the opportunity to apply for those they are qualified for. Kairos believes in promoting from within when possible, and is committed to employing the best candidates for approved positions and engaging in effective recruitment and selection practices in compliance with all applicable employment laws. We provide equal employment opportunity to all applicants and employees.

## Staffing Options

It has always been the policy of Kairos Academies to hire the most qualified individuals. Hiring Managers (HM) are strongly encouraged to fill positions using a competitive recruitment process. Use either an Open Recruitment to attract external applicants, or a Internal Recruitment to attract qualified internal applicants from within our workforce.

### Open Recruitment

Open Recruitment is a competitive process that seeks a broad pool of qualified applicants and normally utilizes a search committee to screen, interview and identify a candidate for hire. For employees that are hired into an Open Recruitment, there are multiple types of hires based on their relationship with the university.

#### **Please see types of hires below:**

- **New Hire:** the selected candidate is not a current or former Kairos employee and has no employee record at Kairos.

- **Rehire:** the selected candidate is a former Kairos employee with an employee record in and has separated with a break in service between their last appointment and the appointment they will be hired into.

### Internal Only Recruitment

Internal-Only Recruitment is a competitive process that normally utilizes a search committee to screen, interview and identify an internal candidate for hire. Only current Kairos employees will be considered for these types of recruitments.

### Transfer

Transfer without recruitment is the movement of an employee from one position to another, which is in a **classification having the same salary range maximum**, within the same unit or division.

### Reorganization

Reorganization can be used to reassign the duties of the vacant position within a department.

- This action is appropriate when the reorganization is legitimate because of change in work or funding.
- A reorganization may result in the need for Classification Review for affected positions.

## Employment Type

- **Full-time employees:** Full-time employees work a standard 35-40 hours per week
- **Part-time employees:** Part-time employees usually work less than 30 hours per week and are paid hourly.
- **Temporary workers:** A temporary employee is hired on a short-term basis, sometimes to cover a full-time employee who is absent for an extended period of time.
- **Contractors:** Contract employees are hired for an established period of time outlined in a contract. The number of working hours for a contract employee may vary for each contract, but they are not limited to 40 hours per week.
- **Independent Contractors:** An independent contractor is an employee who works as a contract employee but is not on a company's payroll.
- **Volunteers:** Volunteer positions vary in time commitment and do not usually offer compensation.
- **Interim assignment:** An appointment by the direct supervisor with approval from Human Resource to a role that ensures that the duties of the role are carried out until a permanent

replacement is found. The interim assignment may be for a specified period of time or until a permanent replacement is found.

## Certification and Licensure of Instructional Staff

Each of Kairos Academies' teachers is strongly encouraged to hold a current Missouri Department of Elementary and Secondary Education teaching certificate, permit or other document equivalent to that which certified teachers would be required to hold. If teachers do not have certification, there must be a documented action plan on file with Kairos Academies administration to complete the certification within an agreed timeframe.

It is the responsibility and a condition of continued employment of all instructional staff, including teachers, instructional coaches, substitutes and paraprofessionals to maintain the appropriate credential, certificate, permit or other documentation required for their respective position and to ensure that a current copy is on file in Kairos Academies administration at all times. Failure to comply with this requirement may result in a change in position assignment from an instructional position to a substitute position affecting both pay and health benefits.

## Recertification of Employment Authorization

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization. Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources department if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

## Searches

Kairos seeks to protect the property and safety of its employees, students, and business, and to prevent the use and possession of illegal drugs or alcohol at the workplace and reserves the right to conduct a search of any employee's work area and equipment. All employees are subject to this policy. Searches may be conducted as a part of an investigation; however a search of an employee's work area isn't an accusation of wrongdoing.

Non Investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of



privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

## Reassignment/Reduction In Force

The Board of Directors recognizes that there may be times when reductions in workforce are necessary. A reduction in workforce may result in layoffs and/or require the assignment, transfer, reassignment, or reclassification of District employees. Additionally, the District reserves the right to determine whether to establish a Surplus Candidate Pool following a reduction in workforce. The CEO is authorized to determine when a reduction in workforce is necessary. Procedures for any of the aforementioned employment actions shall be developed by the CEO or his/her designee.

Reductions in workforce decisions will not be for arbitrary or capricious reasons and may be implemented by the District as a result of economic and/or operational factors, including but not limited to the following:

- Budget reduction;
- Reduction in state, local, and other funding;
- Reduction in student enrollment that requires the District to decrease personnel and/or discontinue programs;
- Closing and/or consolidation of schools;
- Organizational restructuring; and
- Other sufficient, just and nondiscriminatory reasons as deemed appropriate.

When an employee is discharged from employment because of a reduction in workforce, the CEO or his/her designee shall give the employee written notice of dismissal explaining the circumstances or conditions making termination of employment necessary. The release from employment due to a reduction in workforce shall be handled in accordance with District policy and applicable laws.

The following procedures shall be implemented upon determination that a reduction in workforce is necessary, appropriate or in the best interests of the school district:

- A Reduction-In-Workforce Team shall be established by the CEO or his/her designee.

- The Reduction-In-Workforce Team will meet with appropriate staff that has budgetary responsibility (e.g., Principal, Directors/Divisions Heads) to identify positions that may be impacted by the reduction in workforce/lay-off.

## Teaching/Certified and/or School-Based Staff Positions

- Principals will be informed of new staffing allocations.
- The Reduction-In-Workforce Team shall establish deadlines for Principals to seek alternative funding sources for positions identified in reduction in workforce.
- If a surplus candidate pool is established, Principals will notify staff of their surplus status.
- The office responsible for teacher/school staffing will generate a surplus list and submit it to the office responsible for labor relations.

## Classified Positions

- The Reduction-In-Workforce Team shall meet with Principals/Directors to discuss reduction in workforce guidelines and verify employees/positions identified for RIF.
- The Reduction-In-Workforce Team shall establish deadlines for Principals/Directors Heads to seek alternative funding sources for positions identified in reduction in workforce.

## Any Position Impacted by a Reduction in Workforce

- Human Resources shall conduct surplus fairs to potentially place surplus certified and classified employees.
- Human Resources shall prepare separation packets for employees identified for layoff.

## Work Schedules

The full time workweek is 40 hours. All starting and ending working times vary according to the assignment, location, plan, and lunch periods. Your immediate supervisor will notify you of your daily work schedule.

All teachers, counselors, and social workers work 251 days.

## 2025 - 2026 Staff Report Time

Middle School: 7:30am–4:00pm

High School: 8:05 am–4:07pm

## Attendance and Punctuality

To ensure the safety of our students and start each day strong, staff attendance is deemed essential for providing quality instruction. All staff are expected to report to work everyday and on time unless prevented by illness or injury. All Employees are expected to record their time everyday using Paycor mobile ([Mobile App Procedures](#)). If staff must arrive later or leave early, they must notify their supervisor at least 24 hours in advance. Teachers must contact Sub-Source to request a substitute. (See Absence Reporting Procedures.)

### Time Recording Procedures

Kairos Academies requires the use of Paycor mobile time clocks to ensure an accurate record of staff attendance and time worked for proper compensation. All staff members are obligated to record time using the Paycor. It is the responsibility of each staff member to accurately record their time and to promptly report any issues encountered to their respective supervisors.

In instances where an employee holds a supplemental assignment such as clubs, tutoring, substitution, remedial education, or any additional assignment with a personnel number, it is imperative for the employee to input the correct time for both their regular assignment and the supplemental assignment. Each additional assignment should be allocated a different fund code.

This meticulous record-keeping is essential to provide documentation that substantiates Kairos's claims for federal and state funding, ensuring transparency and accountability in financial matters.

### Tardiness

As stated above, all Employees are expected to report to work on time. An Employee who reports to work five (5) minutes or more after their designated start time shall be deemed "tardy."

In the event that an Employee is tardy during a fiscal year, the following disciplinary actions shall be implemented against the Employee as follows:

Occurrence	Disciplinary Action
4th tardy occurrence in a fiscal year	Verbal counseling
5th tardy occurrence in a fiscal year	Written reprimand
6th tardy occurrence in a fiscal year	2nd written reprimand
7th tardy occurrence in a fiscal year	Final written warning

8th tardy occurrence in a fiscal year

Disciplinary proceedings, up to and including termination, will be initiated

**Absence**

Any Employee who fails to report to work by the designated start of the school day, but who arrives before lunch (or before half of their scheduled shift) shall be deemed to be “absent” for one half (1/2) of a work day.

Any Employee who arrives to work after lunch (or after more than half of their scheduled work shift) shall be deemed to be “absent” for a full work day.

**Absence Reporting Procedures**

In the event an Employee is unable to report for duty, the Employee is responsible for requesting a substitute using subsource and notifying their building principal or administrator no later than one (1) hour prior to their scheduled start time.

**Excused Absences**

Attendance records will be kept accurately and up-to-date. Guidelines are established and will be used to assist in assessing attendance. Excused absences are those absences where the Employee is authorized to be absent due to approved vacations, personal days, approved FMLA or other designated and approved leave. In addition, excused absences are those absences which occur pursuant to the District’s Sick Leave policy and for which the Employee has appropriately followed the District’s absence reporting procedures as noted above. Supervisors have the ability to convert an excused absence to an unexcused absence if the teacher does not prepare a substitute folder or fails to call Sub-source.

**Unexcused Absences**

An unexcused is defined as failing to notify your supervisor with 1 hour of absences. If an Employee incurs absences not covered under the District’s sick leave/personal day, vacation, FMLA leave or other authorized leave policies, the Employee will be charged with an unexcused absence. In the event an Employee accumulates unexcused absences within a fiscal year, the following disciplinary actions shall be implemented against the Employee as follows:

Occurrence	Disciplinary Action
2nd unexcused absence in a fiscal year	Verbal counseling

3rd unexcused absence in a fiscal year	Written reprimand
4th unexcused absence in a fiscal year	Final written warning
5th unexcused absence in a fiscal year	Disciplinary proceedings, up to and including termination, will be initiated

**Failure to Report to Work**

Any Employee who fails to report to work and also fails to personally notify his/her immediate supervisor and the substitute office will be given a written warning in addition to being given an unexcused absence as set forth above. Any Employee who receives a second “failure to report to work” within the same fiscal year will be subject to a final written warning in addition to receiving an unexcused absence as set forth above. Any Employee who receives a third “failure to report to work” within the same fiscal year will be subject to disciplinary action, up to and including termination of employment.

**Abandonment of Position**

Any employee who fails to report for work on three (3) consecutive working days and who has failed to personally notify his/her immediate supervisor shall be presumed to have abandoned his/her position with the District, and the District shall have no obligation to pay or provide benefits to such an employee thereafter.

The Human Resources Department will notify the employee through registered mail that his/her failure to report to work or provide notification of the absence to his/her immediate supervisor has provided cause for the immediate termination of his/her employment with the Board, and, therefore, the employee’s termination will be recommended to the Board.

The Human Resources Department shall proceed to process the termination of any employee who does not respond within three (3) calendar days of the date of the notification letter. If the employee does timely respond, the District will consider the employee’s reason(s) for his/her action(s) or inaction, and the employee will be entitled to such due process as may be required by law. This provision shall be interpreted consistently with Missouri law.

**Nursing Mothers**

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the

employee can express breast milk will be provided. A hygienic location will be made available for employees to store breast milk. A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times. The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother.

## Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Bennie Jackson.

If you need a temporary change to how, when, or where you work due to pregnancy or related conditions, you may request an accommodation under this policy. Kairos will approve such a request so long as the accommodation requested is reasonable and will not create an undue hardship for the company. Kairos will determine on a case-by-case basis whether a requested accommodation is reasonable or would create an undue hardship after considering the nature of the accommodation, the business needs of the company and its students, the needs of the company's other employees, the company's operations, and the company's resources.

## Notification to Parents Regarding Qualifications

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Missouri law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Human Resources department.

## Outside Employment

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. For this section, a “conflict of interest” includes, but is not limited to, work for an entity that would be considered a competitor with Kairos or that interferes with the employee’s ability to complete his or her assigned duties. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

## Performance Evaluation

Performance reviews are part of an on-going, year-round process in which supervisors and employees discuss progress toward performance and professional goals. Kairos Academies’ supervisors, and employees set goals on an annual basis. Performance reviews may be formal and/or informal, verbal and/or written. Kairos Academies will make best efforts to encourage that employees receive written performance evaluations against progress toward goals a minimum of twice a school year. Kairos Academies performance evaluation cycle includes three rounds in which managers and employees engage in comprehensive evaluative conversations surrounding performance, competencies, and progress towards goals. During performance evaluation conferences, employees.

## Employment of Relatives

Kairos Academies is committed to providing equal employment opportunities to its employees. Intimate relationships have the potential to interfere with Kairos Academies’ ability to provide equal employment opportunities for its employees, and in some instances, may constitute sexual harassment or other unlawful discrimination. To minimize potential conflicts of interest, Kairos Academies strongly discourages its employees from entering into intimate relationships with other employees for which they have professional supervisory responsibility.

While some relatives of employees or the Board of Directors may be employed by Kairos Academies, a familial relationship among employees can also create an actual, or at least a potential, conflict of interest in the employment setting, especially where one relative has professional supervisory responsibility over another relative. Kairos Academies administration must be notified of all managerial relationships between Kairos Academies employees.

Kairos Academies may refuse to hire or assign a relative in a position where the appearance of or potential for favoritism or conflict exists or where otherwise prohibited by law. Employees shall also refrain from making hiring, firing or other decisions impacting the terms or conditions of employment of relatives. Where hardship exists, employees may appeal to the Chief Executive Officer or her/his

designee in accordance with the Kairos Academies' formal complaint procedures set forth in this handbook.

For the purposes of this section, a "relative" is any person who is related by blood or marriage within the third degree, as described below, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

<b>1st Degree</b>	Parent, child, spouse, stepparent, or stepchild
<b>2nd Degree</b>	Grandparent, grandchild, or sibling
<b>3rd Degree</b>	Great-grandparent, great-grandchild, aunt, uncle, niece, or nephew

## Compensation and Benefits

### Salaries, Wages, and Stipends

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as Exempt or Non-exempt according to the Fair Labor Standards Act. Exempt and Non-Exempt employees are paid a Bi-monthly salary. Non-exempt employees are paid an hourly wage and covered by the overtime provisions of the FLSA and by Missouri wage and hour laws. Non-Exempt employees are required to complete timesheets accounting for all hours worked in a pay period. Altering, overstating, or falsifying time records may result in disciplinary action up to and including termination.

Exempt employees are salaried and classified based on specific tests as mandated by the FLSA. Thus, exempt status applies to the position and not the employee. Meeting these qualifications exempts designated positions from overtime provisions of the FLSA. Exempt employees are paid a fixed salary determined by the duties to be performed rather than the number of hours worked. However, any full days of absence taken in excess of the employee's allotment of leave will result in an employee payroll deduction calculated on a prorated daily rate. Deductions for less than full-day absences may be made for exempt teaching positions.

All employees may log into [Paycor](#) to view their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full time nurses, and full-time counselors will be paid no less than the minimum state salary schedule.



## Pay

### Pay Procedures

Kairos Academies follows all federal and state laws. Exempt and non-exempt employees are paid bi-monthly. If a scheduled payday falls on a weekend or holiday, employees will be paid on the day preceding the weekend or holiday.

An employee's payroll statement contains detailed information, including pay amounts, deductions, withholding information, leave balances and year to date totals. Employees should contact Kairos Academies Payroll Team with any questions pertaining to pay procedures and pay dates.

New employees joining between the 1st and 15th of any given month will receive their inaugural paycheck during the final pay period of that month. Conversely, those commencing employment from the 16th to the end of the month can anticipate their first paycheck on the 15th of the subsequent month. This systematic approach ensures clarity and consistency in the payroll process, facilitating smooth transitions for new hires while adhering to established company policies.

### Automatic Payroll Deposit

Employees must have their paychecks electronically deposited into a designated account of their choice. Contact the payroll department for more information about mandatory direct deposit.

### Payroll Deductions

The district is required to make the following automatic payroll deductions:

- Public School Retirement System of the City of St. Louis or Social Security employee.
- Federal income tax required for all full-time employees.
- Medicare tax (applicable only to employees hired after March 31, 1986) .
- Child support and spousal maintenance, if applicable .
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and Kairos Academies. Salary deductions are automatically made for unauthorized or unpaid leave.

### Extra-Duty and Tutoring Pay

Staff are compensated at the rate of \$25.00 per hour for hours worked on Saturday and for tutoring. School leaders determine which teachers have the opportunity to teach Saturday school or tutor.

## Stipends

Performance Stipends are designed to provide incentive compensation for all eligible employees and ultimately, reward them for exceptional work and helping Kairos Academies reach its organizational goals. To be eligible for the bonus payment, an employee:

- Must have been employed as of November
- Must have a satisfactory year-end performance rating

Performance Stipends are provided at the discretion of Kairos Academies administration and thus, Kairos reserves the right to administer, modify or terminate the plan with or without notice.

## Pay Increases

Pay increases are for employees who meet and exceed performance goals and for continued service to Kairos Academies. If given, pay increases for all employees are implemented to coincide with the start of the new fiscal year. Kairos Academies reserves the right not to issue pay increases to employees due to lack of merit or for budgetary reasons.

Employees must have worked in the same position for a minimum of six months to be eligible for a pay increase. Employees who have received an increase in pay or received a promotion resulting in a higher salary within six months of the annual pay increase will be ineligible for a pay increase.

## Overpayments

Employees are not entitled to any funds the district overpays. If an overpayment occurs the overpayment amount will be deducted from the employee's paycheck. Contact the Payroll Department for more information.

## Travel Expense Reimbursement

### Local Travel

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the [GSA \(General Service Administration\) rate schedule](#). Employees must submit itemized receipts for everything except for mileage and meals.

### Out of District Travel

Travel Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel

expenditures according to the [GSA \(General Service Administration\)](#) rate schedule. Employees must submit itemized receipts for everything except for mileage and meals.

## Out of State Travel

Before any travel expenses are incurred by an employee, the employee's supervisor and Chief of Finance and Human Resources must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the [GSA \(General Service Administration\)](#) rate schedule. Employees must submit itemized receipts for everything except for mileage and meals

## Benefits

### Health Insurance

Kairos Academies offers its full-time employees health insurance to include medical, dental, Kairos paid life insurance and employee paid supplemental insurance and vision insurance at the employee's expense. Employees can make changes to their benefits elections each year during the annual benefits open enrollment period. Plans elected during this period become effective January 1st and end December 31st. This period is defined as the Benefits Plan Year. Employees lock in their elections each year and are allowed to make changes to their plan elections if they experience a qualifying event during the Benefits Plan Year, such as loss of other coverage, marriage/divorce, birth/adoption of a child, etc. A detailed description of insurance coverage, employee cost, and eligibility requirements is provided to all employees separately each year.

Employees are eligible for benefits as of their date of hire.

The new hire window to elect benefits is 15 days from their start date. After the 15-day window, employees may enroll in insurance for a qualifying event only defined as the following:

- Marriage
- Birth of a child
- Adoption of a child
- Divorce, legal separation, or annulment
- Dependent become ineligible
- Dependent passes away

Returning employees can adjust their plan election every year during the open enrollment period. Kairos does not pay out benefits for employees who forgo insurance.

## Supplemental Insurance Benefits

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs will be paid by payroll deduction. Employees should contact the Human Resources Department for more information.

## Public School Pension Plan (Retirement)

Per statute, employees are required to participate in the Public School Retirement System of the City of St. Louis (PSRSSTL). Both Kairos and all employees have legally required contribution percentages as defined in the [PSRSSTL member manual](#).

PSRSSTL is a defined benefit plan, which means that while PSRSSTL manages an investment portfolio which is variable, non-variable payouts are promised to pensioners based on age and years of work. Employees are entitled to benefits once they “vest” after 5 years of work in a public school in St. Louis. However, those benefits only accrue to their full level after “the Rule of 80,” which is when the sum of the employee’s (i) age and (ii) years of employment in a public school in St. Louis equals 80 or more.

Employees and Kairos’ contribution on their behalf pays for the membership in PSRSSTL; employee’s contribution becomes a principal that earns interest and returns for the fund. If employee’s would like to take your money out of PSRSSTL (e.g., if you leave St. Louis teaching before you vest), you can request a refund of your contributions and interest in a lump-sum payment. One way to do that is to “rollover” the amount to an IRA at your personal investment firm, such as Vanguard or Fidelity. A Rollover IRA is an account that allows you to move funds from your old employer-sponsored plan, such as a pension or 401(k), to an IRA).

For more information on your defined benefits schedule or any other questions relating to PSRSSTL, please visit their website or consult the [PSRSSTL member manual](#). Please note that Kairos is not a fiduciary nor an expert in personal finances, retirement or the public retirement system. All questions should be directed to PSRSSTL.

## Workers’ Compensation Insurance

Workers' compensation insurance coverage is paid for by the employer and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job, no matter how slight, you are to report the incident immediately to Human Resources. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify Human Resources immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

## Unemployment Compensation Insurance

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the district's Human Resources department for more information.

## COBRA

COBRA, the Consolidated Omnibus Budget Reconciliation Act (COBRA), provides the opportunity for eligible employees and their beneficiaries to continue health insurance coverage under the Kairos Academies health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements. Please contact Kairos Academies administration to learn more about your COBRA rights.

## Other Benefit Programs

- Employee Wellness Program
- Tuition Reimbursement
- Employee assistance Program
- Short/Long Term Disability Insurance
- Employee Paid Life Insurance

## Lunch

Each teacher/building school staff shall have an uninterrupted duty-free lunch period of at least thirty (30) minutes. If teachers leave the grounds during this thirty (30) minute period, they shall report their absence to the principal or his/her designee before leaving the building and upon returning to the building.

# Leaves and Absences

Timely and regular attendance is an expectation of performance for all Kairos Academies staff members. To ensure adequate staffing, positive staff morale, and to meet expected productivity standards throughout Kairos Academies, staff members will be held accountable for adhering to their campus schedule. In the event a staff member is unable to meet this expectation, he/she must obtain approval from their manager in advance of any requested schedule changes. This approval includes requests to use PTO, as well as late arrivals to or early departures from work.

## Leave

### Personal Time Off

Kairos Academies offers a single-bank of personal time off for employees. PTO times are prorated based on your starting date.

### PTO Rollover and Payout Options:

At the end of each school year, Kairos Academies staff have the following options for their accrued Paid Time Off (PTO). To receive PTO payout you must complete the entire school year.

1. PTO Rollover: Staff may roll over up to 40 hours of unused PTO into the next school year **(Effective ending school year 23-24)**.

**OR**

2. PTO Payout: Staff may request a payout for up to 40 hours of unused PTO **(Effective ending school year 24-25)**.

This request must be made by June 25.

### Compensatory Time (Comp Time)

Instructional and non-instruction Employees may elect to have compensatory time for approved Tutoring or other Remedial duties performed outside their normal working hours. Compensatory time earned by Instructional and non-instruction Employees may not accrue beyond a maximum of 24 hours. If an employee has any unused compensatory time remaining at the end of the duty year, up to **16 hours** shall be carried over. Compensatory time must be used in accordance with the Kairos's leave policies. Kairos may require an employee to use compensatory time when in the best interest of the District.

## Personal Time Off Donation

Employees of the Kairos Academies may donate leave to another employee under the following circumstances. [Donation Form](#)

1. The employees receiving the PTO may use the leave in accordance with current sick leave policy.
2. Employees may donate no more than 20 hours of PTO to an individual employee per year.
3. An employee may only receive donated leave once the employee has exhausted all of their other accumulated leave (sick leave, personal leave and vacation leave).

**Guidelines:** Employees who would like to make a request to receive donated sick/vacation time from their co-workers must have a situation that is a medical emergency or is a bereavement, as defined below:

- **Bereavement** is defined as a period of bereavement for a member of the employee's immediate family.
- **Medical emergency** is defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty & will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. Medical documentation may be required. Conditions that are short-term in nature including, but not limited to, common illnesses and injuries such as influenza, measles, broken bones, strained ligaments, & the like are not considered medical emergencies.

**Note:** Kairos does not pay out positive balances of Elective PTO or Mandatory PTO to an employee.

## Paid Holiday Leave

Holidays observed by Kairos Academies' are: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial, Juneteenth, Independence Day, Labor Day, Indigenous People Thanksgiving Day and Christmas Day. Refer to the board approved academic calendar for additional paid time off.

Full-time employees are eligible for holiday pay on designated holidays that fall within their normal work schedule as designated by the work calendar. Holiday pay is paid at the employee's normal hourly rate. Employees on a leave of absence are ineligible for holiday benefits.

## Bereavement Leave

Employees may be granted up to three (3) Consecutive days of absence with pay for bereavement in their household or in the immediate family. For the purposes of bereavement leave, immediate family is defined as:

- Spouse

- Child, stepchild
- Parent, stepparent
- Brother, stepbrother
- Sister, stepsister
- grand parent
- Grandchild

Human Resources is authorized to extend the leave up to six (6) additional days with pay in special circumstances.

A one day leave of absence with pay will be allowed, subject to administrative approval, for bereavement involving other family relationships such as:

- Mother-in-law
- Father-in-law
- Brother-in-law
- Sister-in-law
- Son-in-law
- Daughter-in-law
- Aunt
- Uncle
- Nephew
- Niece

Human Resources is authorized to extend the leave up to two (2) additional days with pay in special instances.

## **Jury Leave and Other Court Appearances**

Kairos Academies may not discharge, threaten to discharge, intimidate, or coerce an employee because the employee serves as a juror, or for the employee's attendance or scheduled attendance in connection with jury service in any court in the United States. Additionally, Kairos Academies may not terminate the employment of an employee because the employee serves as a juror or grand juror.

Kairos Academies will provide up to two days of paid leave, at an employee's regular daily or hourly rate, for any employee absence due to service on a jury or grand jury, up to a total of two days of jury or grand jury service per year. Any absences of more than two days for jury or grand jury service may be unpaid as allowed by applicable law. An employee may also elect to use paid leave for any time spent on jury or grand jury service that would otherwise be unpaid.



An employee on jury or grand jury duty is expected to report to work any day he or she is excused from such duty. An employee summoned for jury or grand jury duty must notify his or her supervisor immediately, and provide a copy of the jury notice.

## **Military Leave**

Kairos Academies is committed to protecting the rights of employees absent on military leave. In accordance with federal and state law, it is Kairos Academies's policy that no employee or prospective employee will be subjected to any form of discrimination based on that person's membership in, or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights hereunder. If any employee believes that he or she has been subjected to discrimination in violation of this provision, the employee should immediately contact Kairos Administration.

## **Parental Leave**

Kairos Academies offers eligible employees the opportunity to utilize paid parental leave for the birth, adoption, or foster care placement of a child. This leave can be taken consecutively or intermittently. The purpose of this policy is to outline both the job protections under this policy, as well as the conditions under which compensation will be provided. It is important to note that the benefits under the Parental Leave Policy may be used alone and/or in conjunction with approved FMLA leave.

## **Eligibility Requirements**

Employees are eligible for parental leave if they have been full-time employees at Kairos for at least twelve (12) consecutive months. Employees should notify their direct managers and Kairos Administration as soon as possible in order to determine eligibility for parental leave. Expectant employees who wish to utilize parental leave in conjunction with FMLA leave should consult with the Kairos Administration as soon as possible in order to determine if they qualify for FMLA leave. Details about the FMLA leave policy are located under the FMLA section of the handbook.

## **Take Parental Leave**

Employees can use short term disability ( 60% base pay) and an additional 3 weeks at no pay. Leave must be taken directly following the birth of the employee's child and must be consecutive, regardless of holidays and vacation. Non-expectant employees not qualifying for FMLA leave but who wish to utilize only parental leave should contact Kairos Administration for more information.

## FMLA (Family Medical Leave Act)

The following text is from the federal notice, Your Employee Rights Under the Family and Medical Leave Act. Specific information that the district has adopted to implement the FMLA follows this general notice.

### What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 work weeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take **up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week.

### Am I eligible to take FMLA leave?

You are an **eligible employee** if all of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or

- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

### How Do I request FMLA leave?

Generally, to request FMLA leave you must:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. **You must also inform your employer if FMLA leave was previously taken or approved** for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

### What does my employer need to do?

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

**Your employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

### Where can I find more information?

Call 1-866-487-9243 or visit [dol.gov/fmla](https://dol.gov/fmla) to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court.

## Religious Observance Leave

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

## Furlough Leave

- **Furlough Leave** – is when Kairos has determined that faculty and staff can be placed into a temporary, no-duty, non-pay status. Furlough leaves are different from layoffs in that impacted employees continue working on a reasonably regular basis, except for a temporary period without pay. Furlough leaves can be mandatory university-wide or individuals can request to take furlough leave on a voluntary basis.
- **Mandatory Scheduled Furlough Leave Days** – are leave days that have been identified by the CEO, or her/his designee, as official furlough leave days, required to be taken by all Kairos employees within an applicable fiscal year.
- **Voluntary Scheduled Furlough Leave Days** – are leave days, which are optional unpaid days and are therefore not mandated by the Kairos. These leave days require advanced approval and should be scheduled during a time that is most operationally feasible for the college, school within an applicable fiscal year.

## Black-out Dates

There are times when all teachers and campus personnel are needed to be in attendance, and time off is prohibited. The following is a list of “blackout dates” in which requests for time off will be denied. However, if an employee requests time off during these “blackout dates” as a result of unforeseen circumstances, the request will be reviewed on a case-by-case basis and the Principal will make the final decision for approval. In the event an employee is absent during the stated “blackout days” and approval was not given by the supervisor, the employee may be subject to disciplinary action, up to and including termination of employment.

There shall be no dock in pay if an employee is out during the “blackout dates” unless the employee has no paid leave available.

- The first 10 days of school (Students are in the building)
- The last 10 days of school (Students are in the building)
- The day before or after a school holiday
- Professional or staff development days (in person attendance required unless supervisor pre-approves remote participation)
- Days scheduled for Schools exams (NWEA)
- Days scheduled for state testing (MAP Testing)

\*\*Unforeseen circumstances may result in additional days being added to the list.

## Social Media

### General Cautions

An employee’s use of any electronic media for the purpose of communicating with a student or a parent is an extension of the employee’s workplace responsibilities—even if that use or communication is on the employee’s personal device or media. When employees are communicating informally and off contract hours or for purposes otherwise unrelated to work, they may still be viewed by others as a representative of the district. Whether posting on social media using personal or district devices, or posting information during or outside of work hours, district employees are urged to carefully consider whether the post puts their professional reputation and effectiveness as a district employee at risk. The board expects employees to use professional judgment and appropriate decorum when using social media.

Employees are responsible for the content in their communications. They shall abide by the following requirements regarding use of social networking websites and other electronic communications, even when done in their personal time, using personal property.

- A. During work time, employees are permitted to use social media sites for incidental personal use and/or communications provided that such use shall not interfere with or conflict with district business, and such use does not occur during student contact time.
- B. District employees must be mindful that digital communications are ultimately accessible to the world. Employees are encouraged to familiarize themselves with the privacy policies, settings and protections on any personal social media sites to which they choose to subscribe. Employees should be aware that posting on websites, including social media sites, should not be presumed to be private.
- C. Employees are encouraged to maintain a clear distinction between their personal social media use and district-related social media sites.
- D. Employees may not disclose confidential or protected information about Kairos Academies, its students, alumni or employees. In particular, employees shall not post images, video or audio of students unless the parent/guardian has provided the student's building administrator with written permission to do so, or if it is otherwise allowed by the district's policies regarding student confidentiality. This prohibition does not apply to the context of virtual instruction insofar as official teaching and learning is occurring through the posting of images, video or audio. The provisions of this paragraph do not apply to any video or photography produced or available to the public by any individual not employed by or acting on behalf of the district or news media.
- E. An employee identifying as a District employee on social media who posts to sites outside of the district's network should include a disclaimer to state that the views expressed are personal and do not necessarily reflect the views of the district.
- F. Employees who have concerns or complaints about work- or personnel-related matters should speak with their supervisor or the district's talent management department, or as applicable, a representative of their employee organization. Employees should not use social media to address these concerns except as authorized by state and federal law.
- G. Inappropriate contact with colleagues, parents and students by email, phone or other electronic devices is prohibited. This includes, but is not limited to, unprofessional communications, as well as any communication that harms students, compromises an employee's objectivity, undermines an employee's authority or ability to maintain control of students or work with or around students, is disruptive to the educational environment, or is illegal.
- H. Employees may not post items on social networking websites with sexual content or which advocate the use of illegal drugs or the abuse of alcohol if they are identifying themselves as an employee of the district.

- I. Employees are reminded that if their use of social media makes them aware of possible child abuse or neglect, they have a legal responsibility to promptly report the information to the Division of Family Services and law enforcement.

“Electronic Communication” includes any communication facilitated by the use of any electronic device, including a cellphone, computer, computer network, personal, and includes e-mail, text message, instant message, and any communication made through an internet website, including a social media website or social networking website. Employees shall not engage in inappropriate electronic communications with students.

Employees are encouraged not to “friend” students on their personal social media pages unless they have an appropriate out-of-school relationship with the student such as relatives, church, scouts, or other activity that would be appropriate for such informal communication. Employees may elect not to disclose to a student the employee’s personal telephone number or e-mail address.

Employees shall immediately notify the appropriate school administrators concerning an incident in which a student engages in improper communications with an employee. A report should include a summary of the student’s communication, as well as the time, date, and method of communication.

## **Professional Employee-Student Boundaries in Electronic Communications**

Warm and caring communications with students that incorporate clear and consistent professional boundaries support the best interests of students and employees alike. Employees must maintain appropriate professional boundaries in their electronic communications with students and prevent any appearance of inappropriate communication. In particular:

- A. Unless there are special circumstances necessitating otherwise, all electronic communications with students shall be made through the district’s computer/email system or a messaging application accessible by school/district leaders—not a private email or private messaging application.
- B. Except as instructed by a supervisor, employees shall not call, text, message or electronically communicate with any student individually (privately), unless it is in the context of conveying information or asking a question regarding school business or a school related event. Further, the parent must have authorized individual messages from that employee or the message must be forwarded to the school leader. This restriction does not apply to district email communications or other communications on district sanctioned platforms (i.e., Deanslist, Google Classroom) that are accessible by district leaders, or communications made for purposes of online instruction.

- C. Employees are strongly encouraged not to “follow” students or have online/social media interactions with students unless the employees are using district-registered accounts or accounts otherwise accessible to school or district leaders.
- D. Employees are encouraged not to link their personal social media profiles and personal sites to students’ online profiles unless the employees are using district-registered accounts or accounts otherwise accessible to school or district leaders.

### **Caveat:**

An employee may engage in otherwise unapproved forms of communication with students in order to address an imminent health or safety emergency. However, the employee is expected to report the situation and the nature of the communication to their supervisor as soon as possible. Also, this policy is not intended to interfere with communications involving legitimate, non-school-related relationships/contexts (e.g., situations in which the student and employee are family members, or the common communications that might occur within a shared civic, social or faith community).

## **Employee Conduct and Welfare**

### **Code of Conduct**

Kairos employees are expected to adhere to certain standards to ensure orderly operations and to protect the safety of all employees. The guidelines set forth in this policy are intended to provide employees with fair notice of unacceptable conduct. This policy, however, cannot identify all unacceptable conduct. Therefore, employees should be aware that conduct not specifically listed below, but which adversely affects or is otherwise detrimental to the interests or property of Kairos Academies, other employees or families, may result in disciplinary action. The Board requires all staff members to serve as positive role models for all students. Kairos exists to provide quality, cognitive, and effective education for all students. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

1. Properly prepare for student instruction.
2. Fully utilize instructional time for learning activities.
3. Maintain students under active supervision at all times.
4. Assess student performance in a regular and accurate manner.
5. Modify instructional goals to meet the needs of each student.
6. Comply with administrative directives.
7. Motivate students to achieve learning objectives.
8. Communicate with students in a professional and respectful manner.
9. Maintain relationships with students in a professional teacher-student model.



10. Review and comply with Board policies, regulations, and procedures as well as related building rules and practices.
11. Properly operate and maintain district property.
12. Utilize district technology solely for school district business.
13. Maintain required records and submit requested reports in a timely manner.
14. Comply with all safety guidelines and directives.
15. Refrain from the use of profane and obscene language.
16. Dress in a professional manner.
17. Attend all duties in a punctual manner.

The Board expects employees to follow certain work rules and conduct themselves in ways that protect the interests and safety of all employees and students at Kairos. While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

1. Theft or inappropriate removal or possession of property.
2. Falsification of timekeeping records.
3. Working under the influence of alcohol or illegal drugs
4. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
5. Fighting or threatening violence in the workplace
6. Boisterous or disruptive activity in the workplace
7. Negligence or improper conduct leading to damage of employer-owned or customer-owned property
8. Insubordination or other disrespectful conduct
9. Violation of safety or health rules
10. Smoking in prohibited areas
11. Sexual or other unlawful or unwelcome harassment
12. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
13. Excessive absenteeism or any absence without notice
14. Unauthorized absence from work station during the workday
15. Unauthorized use of telephones, mail system, or other employer-owned equipment
16. Unauthorized disclosure of business "secrets" or confidential information
17. Violation of personnel policies
18. Unsatisfactory performance or conduct

## Suspension or Termination

This policy describes the policy for administering fair and consistent discipline for unsatisfactory conduct at Kairos. We believe it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future. Examples of prohibited conduct which may result in suspension or termination include, but are not limited to the following:

- Conflict of interest
- Failure to follow Kairos procedures or administrative directives
- Conviction of a crime against society
- Falsifying records of documents, including an employment application
- Knowingly providing untruthful information in official activities
- Possession of or use of illegal drugs
- Reporting for duty under the influence of intoxicants or narcotics
- Unauthorized disclosure of confidential information concerning employees, students, or Kairos
- Possession of explosives, firearms, or other weapons on Kairos' premises or during School activity
- Theft or unauthorized use or possession of property belonging to Kairos, its students, other employees or visitors.
- Other conduct deemed by Kairos to be injurious to security, personal safety, employee welfare and the School's operations
- Loss of confidence/trust
- Poor performance or disregard of a lawful directive by the employee's supervisor, member of the leadership team at Kairos, or School Board

## Disciplinary Action

Because of Kairos Academies' balanced approach of both accountability and support, supervisors must first informally coach and support employees to help increase performance before instituting a formal performance improvement plan or disciplinary action. An employee with a performance or behavior issue is typically given warning so that he or she has an opportunity to correct the problem. If further coaching is necessary, a supervisor may elect to develop a written performance improvement plan in order to help the team member improve performance. A formal written warning of disciplinary action may be necessary.

The following conduct is prohibited and will not be tolerated by Kairos Academies. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety,

employee welfare, and Kairos' operations also may be prohibited. Violation of the following standards may result in disciplinary action, up to and including immediate termination:

- Falsifying time records.
- Theft, damage or destruction of any Kairos property of any employee or client.
- Removing or borrowing Kairos property without prior authorization.
- Unauthorized use of Kairos equipment, time, materials, or facilities.
- Provoking a fight or fighting during working hours or on Kairos property.
- Participating in horseplay on Kairos time or on Kairos premises.
- Carrying firearms or any other dangerous weapons on Kairos premises at any time.
- Causing, creating, or participating in a disruption of any kind during working hours on Kairos property.
- Insubordination including, but not limited to, failure or refusal to obey the legitimate orders or instructions of a supervisor or administrator, or the use of abusive or threatening language toward a supervisor or administrator.
- Using abusive, profane, threatening, indecent, or foul language and/or having inappropriate physical contact with students, parents, or other employees at any time on Kairos premises.
- Unreported absences.
- Failure to observe working schedules, including meal and rest periods.
- Working overtime without authorization or refusing to work assigned overtime.
- Working "off the clock" or failing to record or report all hours worked.
- Violation of any safety, health, security, or other Kairos policies, rules, or procedures.
- Committing a fraudulent act or a breach of trust under any circumstances
- Engaging in unlawful harassment, discrimination, or retaliation.
- Making false or malicious statements about Kairos or its employees
- Poor attendance, including but not limited to, habitual tardiness and/or absenteeism, leaving early without permission, absence from work without permission, and abuse of time during work hours, to the extent permitted by law.
- Unsatisfactory work performance.
- Sleeping or malingering on the job.
- Failing to keep confidential information pertaining to parents, students, or vendors.
- Violation of the Drug and Alcohol Abuse Policy, including, but not limited to, refusing to submit to a drug/alcohol test mandated by the School.

This statement of prohibited conduct does not alter Kairos' at-will employment policy. Kairos and you retain the right to terminate the employment relationship at any time, with or without reason or advance notice.

**Tier 1 actions** are non-violent. Tier 1 actions do not necessarily pose a threat to the health, safety or property of others. Positive interventions and supports are used to address Tier 1 actions. Staff are not referred to HR for Tier 1 actions unless they continue after appropriate intervention and support.

**Tier 2 actions** are of a serious nature and may pose a threat to the health, safety or property of any person. An administrator/HR is notified when a Tier 2 action occurs. Staff may be suspended for Tier 2 actions.

**Tier 3 actions** are of a serious nature and , when they occur, can be expected to pose a threat to the health, safety or property of any person. An administrator/HR is notified when a Level 3 action occurs. Staff will be suspended for any Level 3 action, and disciplined up to termination.

Kairos Academies may use this progressive discipline process at its discretion. Disciplinary action may include, but is not limited to, any of the following:

- Verbal warning.
- Written warning
- Conference with a supervisor & Performance Improvement Plan
- Suspension with or without pay.
- Termination of employment.

The progression of these steps depends upon the severity of the problem and the number of occurrences. There may also be circumstances when one or more steps are bypassed.

## Grievance Process and Procedures

### Employee Grievance Procedures (Discipline, Termination, and Workplace Safety)

The purpose of this procedure is to provide for the exclusive internal method for resolving grievances concerning discipline, termination, and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure.

#### Definitions

- **Grievance:** A “grievance” is defined as any complaint that concerns discipline, termination, or workplace safety.
- **Grievant:** A “grievant” may be any employee or group of employees.
- **Days:** Days The term “days” as used in this procedure shall mean regularly scheduled workdays, unless otherwise indicated.

- **Discipline:** "Discipline" is defined as a suspension (unpaid or paid) or a written reprimand. In addition, an employee who is involuntarily transferred or demoted due to poor performance and suffers a loss of wages, hours or other fringe benefits as a result of such transfer or demotion may also contest the transfer or demotion as discipline.
- **Termination:** "Termination" is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the School Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this procedure, termination shall not include, for instance, a voluntary retirement, voluntary resignation, nonrenewal of contract.

## Time Limits

The time limits set forth herein shall be considered as substantive, and failure of the grievant to file and process the grievance within the time limits set forth in the procedure shall be deemed a waiver and a settlement of the grievance. The number of days indicated at each level should be considered a maximum. The time limits specified may, however, be extended by the mutual consent of the District and the grievant.

## Grievance Processing Procedure

Grievances shall be processed in accordance with the following procedure:

### Step One – Informal Resolution - Principal

An earnest effort shall first be made to settle the matter informally between the employee and the immediate supervisor. A grievance may be initiated through an informal meeting and discussion with the immediate supervisor, the employee and the employee's designated representative. The informal meeting and discussion shall occur within ten (10) days after the facts upon which the grievance is based occurred. If the grievance-based issue is an on-going or repeated issue, the grievance may occur within ten (10) days of the most recent occurrence. The immediate supervisor will give an answer to the grievance. The grievant(s) shall be required to state the purpose of the discussions and event(s) upon which the discussions are based. The immediate supervisor shall notify the grievant (and if applicable and appropriate) the representative of his/her answer within ten (10) days. If the matter cannot be resolved, or if no answer is provided in the above timeframe, the grievant(s) may file a written grievance.

### Step Two – Written Grievance to Human Resource

If the grievance is not resolved at Step One, the grievant(s) shall file a written grievance with the immediate supervisor within ten (10) days after the earlier of the following: (1) receipt of the Step One response; or (2) the District's deadline for providing a Step One response (if no response is provided). The written grievance shall include the facts upon which the grievance is based, the issues involved, the handbook and policy provisions relevant to the grievance, and the relief sought. The grievant may cite only those handbook and policy provisions that were allegedly violated that triggered the discipline, termination or workplace safety issue. The grievance shall be signed and dated by the grievant. Human Resource shall respond to the grievance in writing within ten (10) days. However, if there is an ongoing investigation related to the subject matter of the grievance, the Human Resource shall have until ten (10) days after completion of the investigation to respond to the grievance. If the matter cannot be resolved, or if no answer is provided in the above timeframe, the grievant(s) may file an appeal to the **CEO**.

### **Step Three – Appeal to CEO**

If the grievance is not resolved at Step Two, the grievant may appeal the written grievance with the Superintendent within ten (10) days after the response at Step Two or if no response is provided within ten (10) days of the deadline for the response. The Superintendent shall meet with the grievant(s) and/or the employee's designated representative and the principal or immediate supervisor within ten (10) days after receiving the written grievance. The Superintendent shall respond to the written grievance within ten (10) days of the meeting or at a later date as determined by the Superintendent if further investigation is warranted. The Superintendent shall indicate in writing the disposition of the grievance and forward it to the grievant and (if applicable and appropriate) the grievant's representative. If the matter cannot be resolved, or if no answer is provided in the above timeframe, the grievant(s) may file an appeal to the impartial hearing officer.

### **Step Four – Appeal to School Board**

If the grievance is not resolved at Step three, the grievance may be appealed to the Board within ten (10) days after the decision at the prior step with the hearing taking place no more than 30 days after the initial filing.

The Board shall render a written decision that affirms, reverses, or modifies the decision of the hearing officer. Such decision shall be rendered in a timely manner and shall be sent to the administration, the grievant, and (if applicable and appropriate) the grievant's representative. The Board's decision is final and may not be appealed. All Board actions throughout this process shall comply with requirements of Missouri's Open Meetings Law.

## Strict Adherence to Time Limits

The time limits specified in this complaint procedure will be observed and applied strictly and will not be extended without the prior written consent of the employee and the applicable level of supervision responsible for the review. If an employee fails to comply with any time limit, the complaint shall be deemed automatically withdrawn and the proceeding terminated with prejudice.

## Dress Code and Grooming

Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene. An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with the following additional standards:

1. Employees are expected to dress in a manner that projects a professional image for the employee, district, and community. This includes clothing, footwear, piercings, tattoos, and any other area of dress and grooming.
2. Style of clothing for employees should always reflect a professional and business-like atmosphere and clothing should not cause a disruption of the education process or professional work environment. This guideline applies to regular workday, in-service, and summer employment time.
3. Administrators and supervisors shall have the discretion to determine appropriateness of attire for all personnel in certain grades or subjects (physical education, agriculture, auto mechanics, building trades, special education) or for medical necessities.

## Acceptable Attire

- Kairos-branded shirts or outerwear
  - Shirts must cover midriff and undergarments
  - Straps must be minimum 2 fingers' wide
- Khakis, jeans, shorts, skirts, or capris
  - May not sag or be excessively loose, tight, and/or short
  - Shorts, skirts, and dresses must be at least fingertip length or have a 3 inch inseam
- Shoes
  - Shoes should be closed-toed and flat when working in hazardous areas (ie: a science lab)

## Unacceptable Attire

- Chains, spiked jewelry, or jewelry/accessories that represent violence
- Clothing or accessories of any kind encouraging drug use, illegal activities, or gang-affiliation
- Shirts with holes/rips
- Sunglasses inside the school building
- Pajamas or slippers
- Any clothing that is see-through

Employees are expected to come to work appropriately attired. If an employee experiences uncertainty about acceptable, professional formal business attire for work, they should ask their supervisor.

## Discrimination, Harassment, and Retaliation

### PURPOSE

Kairos expects every employee to show respect for all of our colleagues, geniuses, employees, families, and community members. Professional conduct furthers the Organization's mission, promotes productivity, minimizes disputes, and enhances our reputation. Accordingly, this policy forbids any unwelcome conduct that is based on an individual's race, color, religion, sex (including pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), sex stereotyping (including assumptions about a person's appearance or behavior, gender roles, gender expression, or gender identity), gender, gender identity, gender expression, national origin, age, mental or physical disability, ancestry, medical condition, marital status, military or veteran status, citizenship status, sexual orientation, genetic information, or any other protected status of an individual or that individual's employees or relatives. We interpret these protected statuses broadly to include both the actual status and also any perceptions and assumptions made regarding these statuses. The Organization is thus committed to providing a work environment that is free of unlawful discrimination, including harassment that is based on any legally protected status. Kairos will not tolerate any form of harassment that violates this policy.

### COVERAGE

This policy and the law forbid any employee, manager, supervisor, officer, director, client, vendor, or any other third party that an employee encounters in connection with Organization business, to harass, discriminate, or retaliate against any Organization employee, applicant, contractor, intern, or volunteer, on the basis of any legally protected status or activity. This policy also prohibits offensive conduct that does not rise to a violation of law, as explained below.



## **PROHIBITED CONDUCT**

The conduct prohibited by this policy, whether verbal, physical, or visual, includes any discriminatory employment action and any unwelcome conduct that is inflicted on someone because of that individual's protected status. Among the types of unwelcome conduct prohibited by this policy are epithets, slurs, negative stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals because of their protected status. Kairos prohibits that conduct in the workplace, even if it is not sufficiently severe or pervasive to constitute unlawful harassment.

## **SEXUAL HARASSMENT**

Sexual harassment is a problem that deserves special mention. Harassing conduct based on gender often is sexual in nature but sometimes is not. This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or are of different genders.

According to the U.S. Equal Employment Opportunity Commission ("EEOC"), unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct based on sex constitute unlawful sexual harassment when (1) submission to such conduct becomes an implicit or explicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for any employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation. Examples of gender-based harassment forbidden by this policy include (1) offensive sex-oriented verbal kidding, teasing, or jokes; (2) repeated unwanted sexual flirtations, advances or propositions; (3) verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual's appearance or sexual activity; (5) offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons or posters; (6) unwelcome pressure for sexual activity; (7) offensively suggestive or obscene letters, notes or invitations; (8) offensive physical contact, such as patting, grabbing, pinching, or brushing against another's body; or (9) sexual favoritism.

## **REPORTING PROCEDURES**

If you feel that you have experienced or witnessed any conduct that is inconsistent with this policy, then you are to immediately notify your supervisor, another member of management, or a Human Resources representative. These are the individuals who are authorized by this policy to receive and act upon complaints of harassment on behalf of the Organization. This policy does not require reporting harassment to any individual who is creating the harassment.

Any manager or supervisor who is aware of conduct inconsistent with this policy or who receives a report of conduct inconsistent with this policy must report it immediately to the Organization's Human Resources department.

### **ORGANIZATION RESPONSE**

All reports describing conduct that is inconsistent with this policy will be investigated promptly. Kairos may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation proceeds. The Organization will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The Organization might also conclude, depending on the circumstances, either that no violation of policy occurred or that the Organization cannot conclude whether or not a violation occurred.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the Organization will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the positions of the parties involved. Kairos may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of this policy. If the person who engaged in harassment is not employed by Kairos, then the Organization will take whatever corrective action is reasonable and appropriate under the circumstances.

### **DUTY TO COOPERATE**

Every employee of Kairos has a duty to cooperate with the Organization in connection with any investigation conducted by the Organization into allegations of discrimination or harassment, or with respect to any other matter.

### **POLICY AGAINST RETALIATION**

The Organization prohibits any employee from treating any other employee or former employee or applicant adversely for reporting harassment, for assisting another employee or applicant in making a report, for cooperating in a harassment investigation, or for filing an

administrative claim with the EEOC or a state or local governmental agency. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above.

### **CONFIDENTIALITY**

In investigating and imposing any discipline, the Organization will attempt to preserve confidentiality to the extent that the needs of the situation permit and in accordance with applicable law.

## **Harassment of Students**

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. *See Reporting Suspected Child Abuse, and Bullying, for additional information.*

**"Solicitation of a romantic relationship"** means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence of a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
  - a. The nature of the communications;
  - b. The timing of the communications;
  - c. The extent of the communications;

- d. Whether the communications were made openly or secretly;
  - e. The extent that the educator attempts to conceal the communications;
  - f. Any other evidence tends to show the context of the communications between educator and student.
2. Making inappropriate comments about a student's body, creating, or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
  3. Making sexually demeaning comments to a student.
  4. Making comments about a student's potential sexual performance.
  5. Requesting details of a student's sexual history.
  6. Requesting a date, sexual contact, or any activity intended for sexual gratification of the educator.
  7. Engaging in conversations regarding sexual problems, preferences, or fantasies of either party.
  8. Inappropriate hugging, kissing, or excessing touching.
  9. Providing the student with drugs or alcohol.
  10. Violating written directives from school administrators regarding the educator's behavior toward a student.
  11. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.

## Reporting Suspected Child Abuse and Neglect

The Missouri Children's Division relies on people notifying them of their concerns for a child's safety. Mandated reporters make up almost 75 percent of calls to the Missouri Child Abuse and Neglect hotline with school professionals reporting more than any other category of workers, including police or medical personnel.

In the event that a child discloses abuse or abuse is suspected, school professionals must understand their role as mandated reporters.

### Who is Required to Report?

Teachers, principals or other school officials are mandated (required) to report child abuse and neglect under Missouri law (Section 210.115(4) RSMo).

## Legal Requirements of a Mandated Reporter

If a mandated reporter 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 Children's Division (Section 210.115(1) RSMo). **The hotline number is 1-800-392-3738.**

## Criminal Background Review

As a condition of employment, Kairos Academies will obtain criminal record summary information from the local, state and national law enforcement databases. In addition, Kairos Academies conducts Missouri Automated Criminal History System (MACHS) checks on all employees upon recommendation for employment. State law requires MACHS checks to be done on teachers. This MACHS report screening process helps to ensure that employees working at Kairos Academies are able to provide a safe and healthy environment for all students. Kairos Academies will not employ a person who has been convicted of a violent or serious felony nor been declared a sex offender by any State or jurisdiction. Kairos Academies shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification.

Reasonable background inquiries and checks are required for any volunteers who have unsupervised contact with students. Prior to the usage of any volunteer in a role which may allow unsupervised contact with students, the school leader, besides checking appropriate references, shall also submit required documentation to Kairos Academies administration, signed by the prospective volunteer.

In accordance with this legal authority, criminal history reviews of employees (or volunteers whose duties are performed where students are regularly present) may be obtained at any time during employment or volunteer service. Information collected on an individual to comply with the requirements listed above is confidential and may not be released except as authorized by law or with the consent of the person who is the subject of the information.

All employees and applicants must complete the Authorization for Criminal History Background Check form distributed as part of Kairos Academies's new hire process.

## Background Process:

- Upon being granted an interview, an employee undergoes a soft background check using our Raptor reader at the reception center **(ALL INTERVIEWEES MUST HAVE ID PROCESS THROUGH RAPTOR).**

- When the hiring manager sends an offer letter to the candidate, they are obligated to contact and verify references provided by the candidate.
- Candidates are required to undergo fingerprinting for a state background check, with a turnaround time of one to two weeks.
- If a candidate does not pass the background check, immediate processing of their separation from Kairos will be initiated.

## Employee Arrests and Convictions

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator.
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude. Moral turpitude includes the following:
  - Dishonesty
  - Fraud
  - Deceit
  - Theft
  - Misrepresentation
  - Deliberate violence
  - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
  - Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
  - Felonies involving driving while intoxicated (DWI)
  - Acts constituting abuse or neglect under the Missouri Law

## Drug-Free Workplace Requirements

Kairos Academies intends to provide a safe and drug-free work environment for our students and employees. Kairos Academies maintains an alcohol-, smoke-, and tobacco-free work environment. It is a violation of state law to ingest or possess alcohol or smoke or use tobacco products (including, but not limited to, e-cigarettes, cigarettes, pipes, cigars, snuff, or chewing tobacco) on Kairos Academies property or during Kairos Academies-related or Kairos Academies sanctioned activities, on or off campus. Any violation of this policy may result in immediate termination.

With this goal in mind, we have established the following policy for all Kairos Academies employees.

Kairos Academies explicitly prohibits:

- The unlawful manufacture, distribution, dispensation, possession, or use of narcotics or other illegal drugs, alcohol, cigarettes, e-cigarettes or prescription medication without a prescription on Kairos Academies premises or while attending a school-sponsored or school-related activity.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from school property, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk Kairos Academies reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, on Kairos Academies property, or while attending a school-sponsored or school-related activity. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Employees who violate this policy may be terminated from employment.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including termination. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

## Conflict of Interest

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

## Associations and Political Activities

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization. An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of district resources including work time for political activities is prohibited. The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

## Safety and Security

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies for additional information.

Employees must follow established protocols and respond to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact the Operations department.



## Weapon and Firearms Possession

Section 571.010 RSMo prohibits the possession of firearms and dangerous weapons on the physical premises of a school, any grounds or building on which an activity sponsored by a school is being conducted, or school transportation vehicle. Any violation of this policy by a Kairos Academies employee may result in immediate termination. To ensure the safety of all persons, employees who observe or suspect a violation of this prohibition should report it immediately to their supervisor.

## Visitors in the Workplace

All visitors (including Interviews) are expected to enter any district facility through the main entrance, and provide their ID to get scanned through our Raptor system. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

## Other Topics

### Employee Personal Property

Kairos does not require or mandate that any employee use their personal property to perform their assigned duties. Employees are responsible for their own personal property at all times. There is no reimbursement or insurance coverage provided by the district for the loss of or damage to an employee's personal effects, including items such as money, books, decorations, clothing, electronic devices, or other items that are kept in offices, desks, or personal vehicles, either on campus or while traveling on school business. Employees are urged to carry a homeowners or renter's property insurance policy or other specific property insurance to cover such risk of loss.

### Accounting – Cash in School Buildings

**Cash in School Buildings** applies to all state funds, local taxes, cafeteria or activity funds, and funds raised by students. Any district employee who comes into possession of any district funds shall turn the money into the school office (or designated official) on a daily basis. The employee turning in the money shall be given a proper receipt and shall be responsible for obtaining such receipt. The money turned in shall be deposited in a school vault daily. District funds coming into the hands of any employee from any source shall be kept separate until turned in; no employee shall allow district funds to be commingled with personal funds. In the event of any loss or theft of district funds, the

circumstances shall be reported immediately. A full investigation shall be made to determine the facts.

## General Procedures

### Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and social media sites, notify area radio and television stations, and a phone or text message will be sent using the district's call-out system.

### Emergencies

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with Standard Response Protocol (SRP). Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

### Purchasing Procedures

All requests for purchases must be submitted to the Purchasing department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Purchasing department for additional information on purchasing procedures.

## Termination of Employment

### Resignations

Employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the supervisor.

## Dismissal or Nonrenewal of Contract Employees

Employees on probationary, term, and continuing agreements can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct.

## Discharge of Convicted Employees

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

## Procedures for Separating from the District

When leaving the district, a letter is sent to the employee with information on the continuation of benefits, release of information, and procedures for requesting references. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

# Student Issues

## Equal Educational Opportunities

In an effort to promote nondiscrimination and as required by law, Kairos Academies does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Director of Student Services.

## Student Records

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights.
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

## Parent and Student Complaints

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint. Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint conflict resolution/grievance process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

## Administering Medication to Students

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parents and the medicine in its original, properly labeled container.

Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

## **Student Conduct and Discipline**

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

## **Student Attendance**

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must follow the requirements addressed in the student handbook. Contact the Operations Team for additional information.

# Coversheet

## Review Changes in Student Handbook

<b>Section:</b>	III. Program Committee Updates
<b>Item:</b>	D. Review Changes in Student Handbook
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	Draft of Kairos Academies Community Handbook.docx (1).pdf

# Kairos Academies Community Handbook

Updated 2023-24



**KAIROS**  
ACADEMIES: ST. LOUIS





Dear Kairos Academies students and 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' 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



# Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>Kairos Academies Mission, Vision, and Values</b>	<b>7</b>
Mission	8
Vision	8
Values	8
Statement of Nondiscrimination	10
Migrancy and Homelessness	11
Special Programs	12
<b>Admissions and Enrollment</b>	<b>15</b>
General Admissions and Enrollment Information	16
School Exit Procedures	18
<b>Tuition &amp; Attendance</b>	<b>19</b>
Tuition	19
The Kairos Academies School Calendar	19
Attendance	19
Truancy	21
<b>Required Instruction</b>	<b>23</b>
Required Curriculum	23
Attendance Needed for Credit	23
Curriculum Materials	24
Miscellaneous Provisions Pertaining to Students	25
Fees	26
<b>Health</b>	<b>27</b>
Health-Related Resources, Policies, and Procedures	27
Medical Treatment	31
General Safety and Wellness	32
<b>Student Safety</b>	<b>34</b>
Student Code of Conduct	34
Child Abuse Reporting and Programs	34
Freedom From Discrimination, Harassment, and Retaliation	35

Sexual Harassment	35
Freedom From Hazing	35
Freedom From Bullying and Cyberbullying	36
Interrogations and Searches	37
Law Enforcement Agencies	38
School Visitors	40
Procedures for Use of Restraint and Time-Outs	41
<b>Student Code of Conduct</b>	<b>43</b>
Purpose of the Student Code of Conduct	43
Authority and Jurisdiction	43
Restorative Justice	44
Discipline Policy	45
Student Code of Conduct Offenses and Interventions	45
Additional Information on Code of Conduct Interventions	49
Reporting to Law Enforcement	51
Conferences, Hearings, and Appeals	52
Gun-Free Schools Act	57
Drug-Free Schools Act	58
Glossary/Prohibited Conduct	59
Technology and Student Acceptable Use at Kairos	63
<b>Information for Parents and Important Notices</b>	<b>68</b>
Accommodations for Children of Military Families	68
Student or Parent Complaints and Concerns	68
Rights Under the Protection of Pupil Rights Amendment (PPRA)	71
Annual FERPA Confidentiality Notice	73
Additional Rights for Kairos Parents	75
<b>Appendix</b>	<b>78</b>
Additional Resources	78
School Contact Information	78
Student Discipline Appeals Process	79
Sexual Harassment Policy	79

# 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;
- is living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; is living in emergency or transitional shelters;
- is abandoned in hospitals; or is awaiting foster care placement;
- has 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;
- is living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; is migratory;
- or qualifies as homeless because they are living in circumstances described in subdivisions above.

Children who are experiencing homelessness 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:

- Tier 1: Early Outreach (3–4 unexcused absences): Advisors or attendance coordinators will contact families to identify barriers and offer support.
- Tier 2: Formal Notification (5–7 unexcused absences): Families will receive a written notice and must attend a mandatory meeting with the school team to develop a support plan.
- Tier 3: Intervention Plan and Referral (8–10 unexcused absences): The school will issue an official Truancy Notice. The student may be placed on an attendance improvement plan, referred to family support services, and potentially reported to St. Louis Family Court in accordance with state law.
- Tier 4: Pre-Disenrollment Review (11–14 consecutive unexcused absences): Kairos will make a final attempt to re-engage the family and will notify them of imminent disenrollment if absences reach 15 consecutive days.

## Administrative Disenrollment

Students with 15 consecutive days of unexcused absences will be administratively disenrolled. The school will issue written notification to the parent or guardian. Re-enrollment is not guaranteed and requires a formal meeting to assess readiness to return and ensure alignment with school expectations. A report may be filed with local authorities per Missouri compulsory attendance law.



# Required Instruction

## Required Curriculum

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.

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.

## Grading Policy

At Kairos, grades are grounded in the principle that mastery matters more than compliance; they reflect what students know and can do, not their behavior or effort. The school believes growth is expected, so students are given multiple chances to improve. Feedback is seen as essential to progress, with grades used as a tool for reflection rather than punishment. Kairos emphasizes transparency, ensuring that students and families clearly understand what each grade means and how to improve it. These principles create a grading system that supports learning, growth, and trust.

Kairos uses a letter-based grading scale aligned to mastery. An A (90–100%) indicates mastery of all key standards, while a B (80–89%) reflects proficiency on most. A C (70–79%) signals partial proficiency with some foundational gaps, and a D (60–69%) shows limited understanding and a need for intervention. Students earning below 60% receive an F, meaning they have not met the standard and require re-teaching. Per DESE guidelines, grades of D or higher earn credit, but Fs or unresolved Incompletes do not. Grades are also weighted by category: summative assessments and formative assessments each account for 40% of a student's grade, and practice and preparation makes up the remaining 20%.

Kairos Academies Middle School will use a 1-4 scale that's translated into letter grades for transcripts

## Neurodiverse 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 (MOCAP)**

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

- RSMo §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 [RSMo §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 RSMo §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 1 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**

- 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

### **Possible Level 1 Adult Intervention(s)**

- 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 2 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**

- 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
- Sexually inappropriate behavior
- Multiple Level One offenses

### **Possible Level 2 Adult Intervention(s)**

- 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
- If past interventions and supports have been put in place but the behavior continues to escalate, possible disciplinary actions may include:
  - in-school suspension, and/or
  - out-of-school suspension

### **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**

- Multiple Level 1 and/or 2 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)

### **Possible Level 3 Adult Intervention(s)**

- 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 and 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 RSMo 565.020-021;
- Kidnapping under RSMo 565.110;
- First or second degree assault under RSMo 565.050 and 565.060;
- Rape in the first or second degree under RSMo 566.030-031;
- Forcible Sodomy under RSMo 566.060;
- Burglary in the first or second degree under RSMo 569.160 and 569.170;
- Robbery in the first degree under RSMo 569.020;
- Distribution of Drugs under RSMo 195.211-212;
- Arson in the first degree under RSMo 569.040;
- Voluntary Manslaughter under RSMo 565.023;
- Involuntary Manslaughter under RSMo 565.024;
- Felonious Restraint under RSMo 565.120;
- Property Damage in the first degree under RSMo 569.100;
- The Possession of a Weapon under RSMo 571;
- Child Molestation in the first degree under RSMo 566.067;
- Sodomy in the second degree under RSMo 566.061;
- Sexual Misconduct involving a child under RSMo 566.083;
- Sexual Abuse in the first degree under RSMo 566.100;
- Harassment under RSMo 565.090; or
- Stalking under RSMo 565.225

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, RSMo, 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, RSMo

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 systems<sup>1</sup>, 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.
- 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.<sup>2</sup>

### 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.

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<sup>1</sup> "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.

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

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 and 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 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: Board Review

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](mailto: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 to 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/governance](http://www.kairosacademies.org/governance))
- 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, 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

### School Contact Information

#### Kairos Academies Network Office

- 314-252-0602
- 2315 Miami St, St. Louis, MO 63118
- [Network Staff Directory](#)

## Kairos Academies Middle School

- 314-252-0602
- 2315 Miami St, St. Louis, MO 63118
- [Middle School Staff Listing](#)

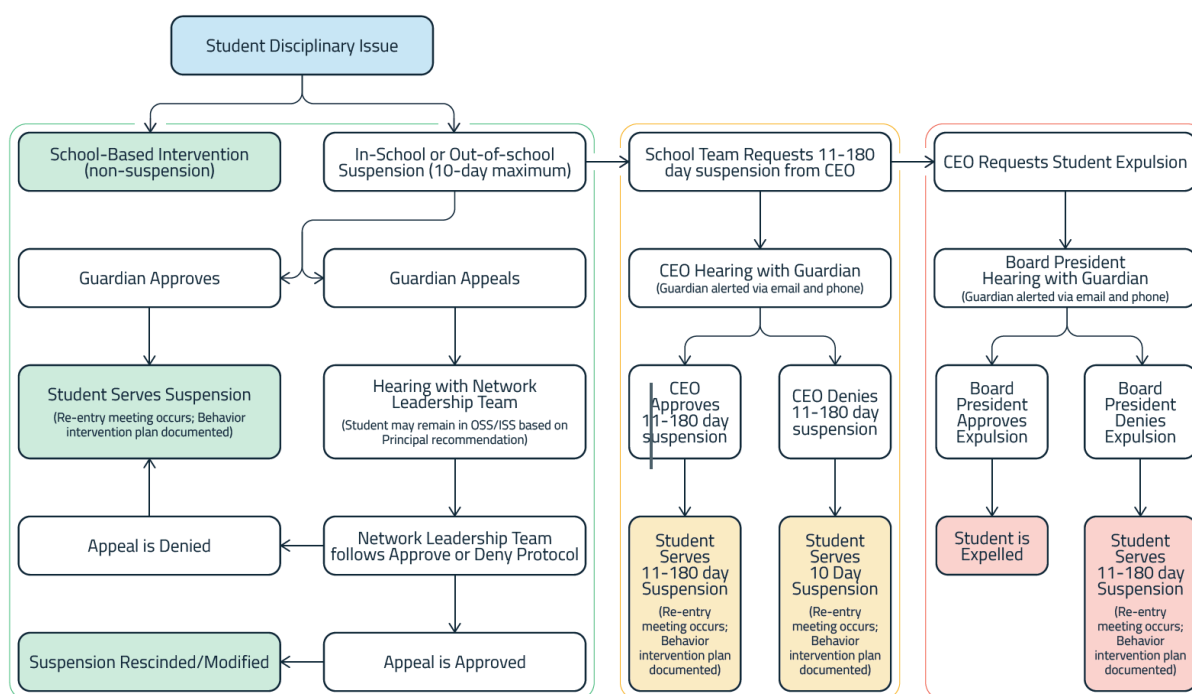
## Kairos Academies High School

- 314-252-0602
- 2315 Miami St, St. Louis, MO 63118
- [High School Staff Listing](#)

## 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.

Title: Mr. Bennie Jackson, Sr. Director of Finance and HR

Email: [Bennie.Jackson@kairosacademies.org](mailto:Bennie.Jackson@kairosacademies.org)

Address: 2315 Miami St, St. Louis, MO 63118

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.

In the event the Title IX coordinator is unavailable or is the respondent to a complaint, reports should instead be directed to CEO Khalil Graham (Khalil.Graham@Kairosacademies.org).

### **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.