KC International Academy

Many Different Countries, One Awesome School

FAMILY HANDBOOK

414 WALLACE AVE KCMO 64125 – GRADES K-8
Phone# 816-300-2001
Fax# 816-920-6629
www.kcia.us

Superintendent – Dr. Stacy King
Middle School Principal – Jamie Jansen
Elementary School Principal – Hannah VanAusdal

2026-27 School Year

Dear Parents and Guardians,

Welcome to KC International Academy (KCIA). We are pleased that you have chosen to enroll your child at KCIA. The school year promises to be exciting and rewarding, as our caring and professional staff is eager to work with you to provide the best education for your child.

To help us work together we have prepared the Student/Parent Handbook as a reference guide. Of course, when you have questions or concerns the handbook does not address, please feel free to call or stop by the office to arrange a meeting.

Your participation and support is vital to your child's education. Therefore, we hope to see and hear from you often. Working together, the school and family will provide your child with the necessary tools to succeed both in school and in life.

Sincerely,

Dr. Stacy King - Superintendent
Jamie Jansen - Middle School Principal
Hannah VanAusdal - Elementary Principal

KC International Academy Code of Conduct

KC International Academy (KCIA) students are expected to conduct themselves in a positive, respectful manner at all times and in all areas of the buildings and on school buses. KCIA teachers and staff will conduct themselves in a manner that creates a positive, caring environment conducive to learning.

Learning Zone Behaviors

All KCIA students, teachers and staff will observe and implement the following expectations every day, every minute and in every location:

- Keep hands, feet and body to self at all times
- Follow directions from all adults the first time
- Be respectful of everyone
- Inside voices at all times
- Walk directly to destination in an orderly manner
- Kind, caring, respectful words only
- Report problems to a caring adult and ask for help to make good choices
- Love does work
- Treat people the way you want to be treated

STUDENT DISCIPLINE

Students who make a choice to not follow the learning zone behaviors will follow a leveled approach to discipline. KCIA follows the principles of Conscious Discipline. Habitual misconduct that disrupts the learning of others and any Safe School Act violations will not be tolerated and could result in In-School Suspension, Out-of-School Suspension, or expulsion from KCIA.

Instructional Hours:
Middle School 5th-8th: 7:30 a.m. - 2:30 p.m.
Elementary K-4th: 8:30 a.m. - 3:30 p.m.

Arrival Time: It is important that students arrive on time every day for maximum learning to take place. All students should arrive by 7:15 AM (Middle School) or 8:15 AM (Elementary) for breakfast. Instructional minutes begin at 7:30 AM (Middle School) or 8:30 AM (Elementary).

Attendance Guidelines:
Strong attendance is a key factor for student success in academics as well as social-emotional development. KCIA seeks to work with families to support strong attendance and the best possible educational experience for students. KCIA requires families to maintain a ***90% or stronger attendance rate throughout the school year.***

Attendance is taken and reported to the state of Missouri by the minute. Full days, partial days and tardies all reduce attendance percentage and affect the student's attendance record. At times students may need to miss occasional school time. Students with minor illnesses may attend school. Illness that requires students to stay home from school include fever, diarrhea and vomiting until clear of these symptoms for 24 hours. Parents should contact the school nurse at 816-300-2020 if unsure of when a student may return from an illness. Students should attend partial days before or after dental/doctor or other appointments to avoid missing a whole school day.

Parents are expected to communicate with the school whenever a student will be absent. Parents must call 816-300-2055 no later than 8:15AM to report any and all absences and the reason for the absence.

KCIA uses the AMI Attendance option for inclement weather days. The school will alert families via robocall, text and email messaging when an AMI day is being used. This means that there is no school in the building but students must complete the work packet supplied by the classroom teacher and return it to school for attendance credits on AMI days. Students who do not return the completed packets to school will receive an **absence** for AMI days.

The school will alert parents via mailed letter should attendance fall below the required 90% attendance expectation. KCIA expects parents to communicate with the school regarding absences and to request assistance should a child's attendance fall below 90%. The following supports can be requested by parents in efforts to improve attendance:

- Parents can contact the school counselors for assistance if the child is experiencing anxiety or social-emotional distress that is interfering with attendance. Call 816-242-4206 and ask to speak with a counselor. Parents can contact the child's teacher and/or principal if academic
- difficulties are impacting student attendance
- Parents can contact a Family and Community Engagement Coordinator to complete a Family Needs Assessment if factors such as food scarcity or lack of resources for clothing, shoes, coats, etc. are affecting attendance
- Parents can contact the McKinney Vento liaison, Jennifer Wilson, if a housing transition/loss of housing is affecting student attendance.
- Parents can download the First Student FirstView app to view bus information and set notifications for bus arrival times to avoid missing the school bus.

Should attendance continue to decline throughout the year, parents will be required to attend a meeting with school administrators and sign an Attendance Agreement in order for the student to remain enrolled at KCIA. Failure to respond to requests for or to attend scheduled meetings may result in any of the following actions:

- Withdrawal from KCIA and enrollment in another school choice within 10 days
- A report to the Children's Division that the student is in violation of Missouri's compulsory attendance law
- Chronic absenteeism is defined by the state of Missouri as missing 10% or more of school days. KCIA and every public school in Missouri is required to report chronically absent students to the state of Missouri.

Parents should use the Infinite Campus Parent Portal to monitor their children's attendance and absentee information and contact the Director of Student Services (816-300-2004) with questions about attendance throughout the school year.

Elementary Attendance Plan
2026-2027

Regular attendance of students is required by law and is a most important factor in assuring student success. The administrators will monitor student attendance throughout the year. Regular attendance is defined as 95% of the school year. Parents are to notify us of a student's absence, late arrival or early release. Please contact the school office by 8:15 a.m. by calling. This is to be done each time a student is absent from school, or needs to leave school early. Students arriving late or leaving early can cause disruption to an effective learning environment, impacting all students. While we understand there are certain circumstances where students need to arrive late or leave early, we ask that you please keep these disruptions to a minimum. ***If a student reaches a ten percent absence rate, the school will report the absences to the proper authorities.***

If your student(s) are absent due to a vacation, please notify the front desk, administration and your student's teacher(s) prior to your departure. Absences due to vacation are strongly discouraged.

Tardiness: A student is considered tardy if they arrive in classrooms after 8:30. Consistent or habitual tardiness is a serious offense. In some cases, where tardiness continues to be a problem, it may be necessary for parent(s) or guardian(s) to explore other educational options to ensure that the child's educational needs are being met and limited interruption is maintained for teachers and other students. If appropriate, the proper authorities with the State of Missouri will be contacted. Habitual tardiness is defined as 5 days per semester. Parents will be contacted by administration if the student exceeds 5 tardies per semester.

Daily Time Schedule: The following schedule will be used

- 8:10 am-Students may enter the building and go to their supervised designated areas and eat breakfast
- 8:30 am- The instructional day starts and students will be counted tardy
- 3:25 pm- School ends and students are dismissed

Make-Up Work: Students must make-up all work missed due to absence. The student should contact the teacher for information as soon as possible. If a student is absent for two days or less, work should be made up as soon as possible. If a student is absent for more than two days, work must be completed within one school week. If a student has an extended illness, assignments may be requested through the office before 9 a.m. on the day needed. Vacations are discouraged during scheduled school days. Extended absences for the purpose of vacation may cause a student to fall behind his or her work. Lessons missed

due to vacation will not be retaught by the teacher. It will be the parents' responsibility to catch your student up to the current lesson. Please know it is the student's responsibility to speak with the teachers regarding make-up of all missed work, including tests. Incomplete grades may be given under special circumstances at the end of a grading period. Please note that as the students move to higher grades, it becomes more difficult to make up missed work when they have missed classroom instruction. ***If a student has incomplete assignments, staff may keep them back at school during recess or a field trip to complete the work.***

Student retention: Any student who misses more than fifteen days will be retained to their current grade level for the next school year.

Middle School Attendance Plan:

Regular attendance of students is required by law and is a most important factor in assuring student success. The administrators will monitor student attendance throughout the year. Regular attendance is defined as 95% of the school year. Parents are to notify us of a student's absence, late arrival or early release.

Make up Work:
Students are responsible for completing all work assigned during their absence. It is the student's responsibility to check with teachers and Infinite Campus to determine what needs to be made up.

Retention:
If a student misses more than 15 days, there is a possibility for retention.

Assessment Policy: There is no opt-out policy at KCIA in regards to state assessments per state standards. We are accountable for each student taking the annual state assessment.

After School Activities: A variety of after school activities will be provided for students in grades 3-8. In order to participate, permission slips will be provided and must be signed by a parent/ guardian. Transportation will be provided.

Bullying: Bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

Bullying is prohibited at KCIA, on school property, at any school function, or on a school bus. All reports of bullying will be investigated by the administration. If found true, the student(s) will be disciplined in accordance with the Student Code of Conduct. "Bullying" means intimidation or harassment by individuals or groups, that causes a reasonable student or students 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, but is not limited to, physical actions, including gestures, verbalizations, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts.

"Cyberbullying" means bullying 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.

Disciplinary actions from school administration in response to cyberbullying are permissible if:
*cyberbullying occurred on school property or on a school bus,
*cyberbullying occurred at or during a school function,
*cyberbullying occurred using school-issued technology,
*cyberbullying occurred using school accounts or logins, or
*cyberbullying disrupts the learning environment.

Classroom Parties: Students may bring snacks or treats for holiday parties as requested by the classroom teachers. Please ensure all food and/or drinks are peanut free and delivered in unopened, original packaging. All items must be purchased; no home baked goods. Please check with your classroom teacher to ensure you have enough treats for each student in the classroom. For K-5 grade classrooms, parties will start at the end of the day.

Home birthday party invitations should not be handed out at school. Parents may supply a birthday treat (no more than 2 items allowed) or trinket for the students that will be distributed at the teacher's discretion. Trinkets are welcome in place of food. Birthday parties are not allowed at school.

Conferences: Parent-teacher conferences are held throughout the school year. It is extremely important that all families attend parent teacher conferences. Dates are listed on the district calendar that every family receives. Additional conferences may be arranged with the classroom teacher as needed.

Dismissal Procedures: Staff members do not excuse students during the school day unless the building principal or his/her designee has given prior approval. Any student leaving school early must have a parent/legal guardian sign him/her out of the office. A designee that is at least 18 years of age can be appointed by the parent/legal guardian to sign the student out at the office. The office will verify that the designee has received permission prior to releasing the student. Designees may be asked to show a photo ID upon arrival. To improve efficiency, it is asked that parents/guardians notify the office that a designee will be checking their child out early. All changes (temporary or permanent) in transportation should be communicated in writing and/or in person to office staff by the parent or legal guardian (communications through students cannot be accepted). When in doubt, the latest transportation form will be used to determine transport home. Students are called to the office after the parent or designee arrives. Student's attendance records will be impacted when they are signed out before the end of the regular school day (2:30 p.m. for Middle School or 3:30 p.m. for Elementary School).

All changes (temporary or permanent) in transportation should be communicated in writing and/or in person to office staff by the parent or legal guardian (communication through students cannot be accepted). **A change in your child's regular dismissal routine (different means of transportation or someone different coming to pick your child up) must be communicated to the office no later than 1:00 PM.** An email or voice message left with the classroom teacher does not guarantee the message will be received that day. All transportation changes should be communicated to the office. Note,

consistency with dismissal is crucial to the safe and efficient dismissal of students from school.

School personnel will follow all legal documentation on file. Unless legally documented otherwise, students will be released to either parent identified on the child's birth certificate. Should documentation change during the school year, please notify the office and provide them with updated papers.

In the event that the parent/guardian cannot be reached, students may be released to individuals listed as emergency contacts. An emergency contact is one that is contacted in the event that the parent/guardian cannot be reached. Because of confidentiality, information cannot be shared with the contact unless directly instructed by the parent.

K-8 Personal Electronic Devices Usage Policy: No student may display or use an electronic personal communications device from the beginning of the school day until the end of the school day, including, but not limited to, instructional time, meal time, breaks, time between classes, and during study halls. The school is not responsible for any lost or stolen electronic devices. Cyberbullying will not be tolerated. Bullying of any type will be handled in accordance with the Student Code of Conduct. If there is a health-related reason to use a phone during the school day, please contact the student's teacher or principal so that a written plan can be discussed.

Progressive Response:
First Offense:
Device collected and held until the end of school day.
Student reflection conversation.
Second Offense:
Device collected and held.
Parent/guardian pickup required.
Student reflection conversation.
Third Offense:
Device collected and held.
Device will be held until a parent/guardian meeting is held with building level administration.
Student reflection conversation.
Fourth Offense or More:
Device collected and held.
Device will be held until a parent/guardian meeting is held with the superintendent or designee.
Student reflection conversation.
Plan developed for additional checks before starting the school day.
Emergency Numbers: Please call the school office when a home address, email, phone number, cell number, or emergency contact number changes. It is important for your

child's welfare that the school is aware of all changes. Parents/guardians may also be notified via district calling system in the event of emergencies, early dismissals, etc. Additional emergency contacts for dismissal must be added in person or in writing. Phone call requests will not be honored.

Emergency Procedures: Schools regularly practice emergency drills, i.e. fire, tornado, intruder, disaster, etc. to establish and promote protocols during the event of a real emergency. In the case of an emergency, tornado, fire alert, intruder, etc., all persons will adhere to the building evacuation/safety procedures. It is very important during these periods that telephone lines remain open so school staff can communicate with emergency services. Please do not call the school. Communication will be made with parents as quickly as possible. Building or district staff will follow district and school guidelines for safety purposes. Students will not be dismissed until all clear has been given. Access to school property will be controlled.

Enrollment: To enter kindergarten, a child must be five (5) years of age by July 31. To enter first grade, a child must be six (6) years of age by July 31. All students entering KCIA must satisfactorily meet all residency, academic, age, immunization, health, disciplinary, and other eligibility prerequisites as established by the KCIA Board of Education policy, state law, and the Safe Schools Act. Students transferring into KCIA will be assessed to determine grade level placement.

Field Trips: Field Trips are a valuable and fun learning experience for the students. If students are scheduled for a field trip, parents/guardians will be notified. Permission for field trips will be sent home at least four days prior to the scheduled field trip. Parents can deny permission prior to any field trip. The child is still expected to attend school. Siblings are not allowed to attend field trips due to insurance liabilities. If a parent chooses to transport their child to and from the field trip, the student must be signed in and out with the school personnel. Anytime the student is not under school supervision he/she will be counted absent.

Due to behavior concerns, parents or an adult designee assigned by the parent may be required to chaperone field trips in order for their child to attend. In some situations, a child may not be allowed to attend a field trip due to behavior or having attendance below 90%.

Field Trip Chaperone Guidelines: The safety and security of our students is the most important thing to consider when leaving school grounds. Not all trips will require a chaperone. With this in mind, the following expectations must be adhered to:

Who can go:

- Parents/Guardians of students
- Must be at least 18 years' old
- Siblings cannot attend
- In the event of more chaperone applicants than spots, chaperones will be chosen based on a lottery system (depending on circumstances)

While on the trip:

- Parents may need to provide their own transportation when room is not available on the bus
- Pictures should not be taken of any student that is not your own
- Be with/monitor your group the entire field trip
- Groups need to stay together at all times- this includes bathroom breaks
- Adhere to the schedule given/communicated with you
- Comply with all directions from teachers or facility/staff
- Typical school rules apply

Please refrain from:

- Use of tobacco, profanity or drugs/alcohol
- Giving food or snacks to students – this includes drinks, candy, gum, etc.
- Purchasing anything for your group
- Cell phone use unless it is an emergency or you are contacting the teacher
- Leaving early, if at all possible

Please understand that these rules must be followed. These rules are intended to keep every student safe while we are on our field trips. If you have any questions, please contact your student's teacher.

Harassment/Sexual Harassment: Sexual Harassment includes staff to student, student to student, or student to staff. Students or staff who believe they have been a victim of sexual harassment or have witnessed sexual harassment should report such immediately to the building principal or the next level administrator. If allegations are found to be true, disciplinary action will be taken in accordance with board policy. There will be no adverse action taken against individuals who sincerely believe they are victims or witnesses of sexual harassment. An adverse action of up to and including expulsion to termination could be taken when an individual's actions are proven to be dishonest.

Health Services: A school nurse (RN) is employed full time to staff the health room. Please feel free to call the school nurse if you have any questions regarding services, testing, or contagious diseases. All students must have a current health form on file.
If your child becomes ill at school and is experiencing symptoms such as fever, vomiting, diarrhea, persistent cough, sore throat, or signs of contagious conditions (e.g., pink eye or rash), we will contact you to pick them up promptly. Timely pickup helps prevent the spread of illness and ensures your child receives appropriate care and rest.

Return-to-School Guidelines:
Students should remain home and not return to school until:

- They have been fever-free (without the use of fever-reducing medication) for at least 24 hours, **and** other symptoms have significantly improved (e.g., vomiting or diarrhea has resolved for 24 hours), **or** a healthcare provider provides a note clearing them to return.

Head Lice- If the school nurse/designee should discover head lice/eggs on a student, the parent/guardian will be notified. If the presence of lice nits is discovered, the student may be removed from school. All students living within the household will also be checked. The school nurse will recommend to parents/guardians concerning treatments used. To be readmitted to school, the school nurse or his/her designee must examine a student to confirm that no lice nits are present. In keeping with the KCIA policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment.

Immunizations- School nurses review all immunization records of every student in the building. If a child is in need of additional immunizations, you will be notified immediately. In order for students to attend school in the KCIA, all students must be in compliance with state laws regulating immunizations. If you have any questions regarding immunizations, please call the school nurse.

Medication- A medication form must be on file for any medication to be administered to students. All student medication must be in the original container from the pharmacist with the student's name on it. No exceptions are made to this policy. School health care professionals record medications administered and keep medications in a locked cabinet.

Lost and Found: Students are responsible for keeping track of their personal clothing items. The school is not responsible for replacing lost personal items. An area for lost and

found is located in the building. Please contact the office about the location of the lost and found area in the building. Parents are asked to label students personal items. Any items left in lost and found will be periodically donated to charity.

Lunchroom: The cafeteria serves breakfast and lunch each day school is in session. The Community Eligibility Provision (CEP) program which provides every student with a breakfast and lunch meal at no charge is in effect at KCIA. In support of healthy eating habits, students are discouraged from bringing caffeinated drinks, candy, chips, etc. to school for lunch. Providing students with fast food lunches at school is also discouraged. Energy drinks, glass containers, and trading or sharing food is not allowed. Microwaves will not be available to students.

Materials and School Facilities: Textbooks are supplied free of charge to students. Students are responsible for the care of instructional materials and school property. Students will be charged for lost or damaged materials. When abuse or carelessness results in property damage or loss, students will be required to replace the damaged item, and damage could result in disciplinary action.

Medicaid School-Based Health Services Program: As a result of your child's Individualized Education Program (IEP), KCIA will provide your child's needed direct school-based therapy service(s), i.e., speech/language, occupational therapy and/or physical therapy. Federal funds under Medicaid are available to the district to help cover the rising cost of providing these services.

If your child is or becomes Medicaid or MC+ identified, KCIA will follow federal and state Medicaid regulations to claim entitled reimbursement for the direct school-based therapy services provided to your child. Regulations include review and consideration of your child's Individual Education Plan (IEP) and possibly other pertinent records, e.g., evaluations and physicals by a physician. The physician will not be one that is retained by the district to determine medically necessary as defined by the Division of Social Services/Department of Medical Services. If the physician reviews your child's records, that review will be performed without charge to you.

Personal Property: During instructional hours, cell phones, or any other electronic device used for communication will be put away. Other personal property or nuisance items are not permitted in school. Students should not carry money on their person. We encourage all students to bring only items which have a direct relationship to class work or school activities to school (may be assigned by the classroom teacher). If unnecessary items are brought to school, the teacher will take them to the office. The parent/guardians may

contact the office to arrange a time to pick up the item(s). The school is not liable for lost/stolen personal items, including money, should students choose to bring personal items to school. Discipline occurrences connected with bringing an unapproved nuisance or personal items will be handled in accordance to policy.

Parent Volunteer Program: Parents are always welcome to help in the classroom, at special events, etc. If you would like to volunteer in your student's classroom or another classroom please contact the school office.

Recess: Elementary school holds outside recess most of the year. Normally, if a student is well enough to be at school, he/she is well enough for recess. A physician's request for a student to be excused from recess will be honored. Unless given permission by a teacher, students' personal game/toys, including electronic games, balls, recess equipment, etc. may not be brought to school. Students will remain inside under extreme weather conditions, i.e., above 90 degrees F or below 25 degrees F and/or if there is a wind chill factor between 10-25 degrees.

Report Cards: Report cards are sent home 4 times a year.

Residency: Parents who enroll their children at KCIA must demonstrate residency at the time of enrollment and annually. Accepted forms of residency verification are a current gas/water/electric utility bill, lease or mortgage statement displaying parent/guardian name and the date. At any time, the school feels the student may have moved from the boundaries of the school, additional checks may be made.

School Closings: If the school closes due to weather or other conditions, announcements are made immediately on KC area television stations, social media (Facebook, Instagram, Twitter) and the school calling system. Please listen for these announcements and do not call the school. The school lines need to be kept open for emergency purposes. Parents must make arrangements at the beginning of the school year for unplanned early dismissal situations. Students should be aware of and understand these arrangements.

School Dress: School dress should reflect respect for self, family, and school. Extremes in dress, which disrupt the learning environment or interfere with the intended function of the school, are unacceptable. The following are some guidelines for appropriate student dress:

- In the school building, hats, bandanas, gloves, chains, sunglasses, or revealing clothing are not to be worn.

- The wearing of clothing, coloring, insignias or other symbols indicating membership in, affiliation with, or support for prohibited organizations, such as gangs, on school grounds or at school sponsored activities is prohibited.
- Sagging, or words on the seat of the pants, is not permitted. Both pant legs must be worn down.
- Shirts and blouses must fully cover the waist. Straps must be at least one inch in width. Spaghetti straps are not allowed.
- Depicting drugs, alcohol, tobacco, sex, violence, or obscenities in clothing is prohibited.
- Dresses, skirts, and shorts must be fingertip length to be considered appropriate.
- Shoes with wheels may not be worn to school.

When in the judgment of the administration, a student's appearance or mode of dress is deemed inappropriate or a distraction to the learning environment, an attempt will be made to notify parents and the student will be required to make modifications.

Security Procedures: The school has a security doorbell system for entering the building. When visiting the school report to the main front door, ring the bell for entry and report to the main office to check. All visitors entering the building must check in at the front office.

Telephones: Student use of the telephone is discouraged, If there is an emergency situation students should reach to school staff or the office. Messages can be taken by the school office and will be given to students before they go home.

Transportation: Bus transportation is a privilege offered free to students. Riding the bus is an extension of the classroom. The same discipline code the regular school uses is in force on the bus. Drivers send home slips with discipline information when a student misbehaves. Suspension may occur for misbehavior on the bus. Students must remain seated while on the bus***. No food or drinks are allowed on the bus.***

Visitors at School: Parents and guardians are encouraged to visit the school for school sponsored events and volunteering. Conferences with the teacher will not be permitted during instructional time. For safety reasons, please sign in at the security desk upon arrival where you will be given a badge to wear. Loitering is not permitted on school property. High behavioral standards are expected by all visitors while on school property. Visitors are also expected to follow the school dress code.

If you would like to visit a classroom for an extended period of time during instruction (including music, art, physical education, etc.), please contact the classroom teacher 24

hours in advance to make an appointment. Parents should not bring other children or guests to visit the classroom.

Withdrawal Procedure: If it becomes necessary for your child to withdraw from school, please give the school office at least a three-day notice. A copy of the records will be sent to the receiving school. If a student is absent for 10 consecutive days, they are withdrawn and must re-enroll, including proving residency. The school may initiate a report to the Children's Division if a student has missed more than 10 consecutive days.

KCIA Inclement Weather

Alternative Methods of Instruction (AMI) Plan

Missouri law regarding school cancellations due to weather and other emergency situations has changed. At times, when it becomes necessary to cancel in-building attendance due to weather conditions, instruction may continue at home. KCIA will inform parents by robocall, social media and TV listing when in-building attendance is canceled and the AMI plan becomes active. Prior to an AMI day, teachers will send home a packet for students to complete on the AMI day. On the day that students return to the building, students should bring the packet back to school to be counted as a present. Teachers will also contact families on AMI days.

Federal Programs ESEA Information

Parents Right to Know

KCIA is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our LEA is required to provide to you in a timely manner, the following information:

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

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- Timely notice that your student has been assigned or has been taught for four or more consecutive weeks by a teacher who has not met applicable State certification or

licensure requirements at the grade level and subject area in which the teacher has been assigned

Please present a written request for this information to KCIA's Director of Student Services, Jennifer Wilson by email at jwilson@kcia.us or by filling out the request for information form in the school office.

Federal Programs Complaint Resolution Procedures

The Elementary and Secondary Education Act requires certain notifications to parents and guardians when school districts receive federal funds. School districts must annually disseminate federal programs complaint resolution procedures to parents and guardians of students. The Every Student Succeeds Act of 2015 (ESSA) complaint procedures can be found at https://dese.mo.gov/media/pdf/essa-complaint-procedures

Parent and Family Engagement Policy

(2) WRITTEN POLICY.—Each local educational agency that receives funds under this part shall develop jointly with, agree with, and distribute to, parents and family members of participating children a written parent and family engagement policy. The policy shall be incorporated into the local educational agency's plan developed under section 1112 (Title I.A LEA plan), establish the agency's expectations and objectives for meaningful parent and family involvement, and describe how the agency will—

(A) involve parents and family members in jointly developing the local educational agency plan under section 1112, and the development of support and improvement plans under paragraphs(1) and (2) of section 1111(d).(Section 1111 is the State Plan.)

(B) provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;

(C) coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs;

(D) conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying—

(i) barriers to greater participation by parents in activities authorized by this section (with

particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); (ii) the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and (iii) strategies to support successful school and family interactions;
(E) use the findings of such evaluation in subparagraph
(D) to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies described in this section; and (F) involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.

Community Eligibility Provision

KC International Academy is participating in a Free Breakfast and Lunch Program for the current school year (School Year 2023-2024). This alternative is referred to as the Community Eligibility Provision (CEP). All students enrolled at this school may participate in the breakfast and lunch program at no charge. Household applications for free and reduced price meals will not be collected.

Studies have shown that children who are not hungry perform better in school. By providing school meals to all children at no charge, we are hoping to create a better learning environment for our students.

The school breakfast and lunch that we serve follows U.S. Department of Agriculture guidelines for healthy school meals. The Free Breakfast and Lunch Program cannot succeed without your support. Please encourage your children to participate in the school meal programs.

If your children attend KC International Academy, breakfast and lunch will be available to them at no charge.

Non-discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination

Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;(2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

MOCAP

The Missouri Course Access and Virtual School Program is available to students in the state of Missouri. Additional information can be located at: Mocap.mo.gov

KCIA Parent-School Compact

Our school envisions the highest level of success for every student. To accomplish this, families, teachers and students need to work together. Please complete and sign the part of this agreement that applies to you.

Staff Section:
We understand the importance of the school experience to every student and our role as educators and role models. Therefore, we agree to carry out the following responsibilities to the best of our ability:

- The staff will provide an environment conducive to learning
- The staff will communicate classwork expectations.
- The staff will communicate with families regarding your child's progress.
- The staff will help each student grow to his/her fullest potential

Student Section:
I realize that my education is important. I know that I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability.

- I will come to class on time and will be prepared to work.
- I will ask for help when needed.
- I will respect the rights of others to learn.
- I will show respect and cooperate with all adults in the school.

Family/Parent/Guardian Section:
I understand that my participation in my student's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability.

- I will see that my child attends school regularly and on time.
- I will provide a home environment that encourages my child to learn.
- I will make sure my child gets adequate sleep and has a healthy diet.
- I will encourage my child to engage in reading activities daily.
- I will attend all parent-teacher conferences.

Technology Agreement(s)

Overview

KCIA views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. It is the policy of KCIA to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore resources come responsibilities for the parent and for the student. When signing the Student/Parent Laptop Agreement, you are acknowledging that you understand and accept the information in this document.

KCIA students and families must understand that:

1. All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.
2. All users of the KCIA network and equipment must comply at all times with the KCIA Technology Acceptable Use Policy" Appendix JJ
3. Laptops are on loan to students and remain the property of KCIA.
4. All users are accountable to all school, local, state, and federal laws.
5. All use of the laptop and network must support education.
6. Students and families must follow all guidelines set forth in this document and by KCIA staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all KCIA computers whether on or off the school campus.
8. All files stored on KCIA equipment or the network are property of the school and may be subject to review and monitoring.
9. The term "equipment" or "technology" refers to laptops, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator
10. Students are expected to keep the laptops in good condition. Failure to do so may result in bills for repair or replacement.
11. Students are expected to report any damage to their computer as soon as possible.
12. Students who identify or know about a security problem are expected to convey the details to their teacher/administrator without discussing it with other students.
13. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
14. All users are expected to follow existing copyright laws and educational fair use policies.
15. Students may only log in under their assigned username. Students may not share their password with other students.
16. Students may not loan laptop components to other students for any reason. Students who do so are responsible for any damage or loss of the components.

17. Any failure to comply may result in disciplinary action. KCIA may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
18. KCIA reserves the right to confiscate the property at any time.
19. "Google Workspace for Education Access" will be given to students upon parent approval. Some of these core services involved are: Gmail, Drive, docs, sheets, assignments, classroom, calendar, cloud searches, chrome synchronization, keep, sites, tasks, maps, news, Youtube and other core and additional services.

Electronic Devices

Students need to be respectful, responsible and follow all school technology policies as listed in Board Policy "Technology Acceptable Use Policy" Appendix JJ, while using their personal electronic devices. Electronic devices may be used only with permission from the teacher, only for educational purposes in the classroom. Otherwise they are not to be out or used during the school day.

The use of cell phones and other personal electronic devices are not allowed during the school day. These items should be kept in a secure place during the school day. It is NOT the responsibility of KCIA to track cell phones or other devices that are lost or stolen.

Laptop Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a KCIA-owned computer. In general, this requires efficient,ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action.

Students will receive laptop-related training at school during the first weeks of school.

Electronic Resource Policy and Acceptable Use Procedures

General Guidelines	All use of technology must: Support learning Follow local, state, and federal laws Be school appropriate All activities requiring laptop usage require teacher permission
Security Reminders	Do not share logins or passwords *Exception: students are asked to share passwords with parents or guardians* Do not develop programs to harass others, hack, bring in viruses, or change others' files Follow internet safety guidelines

Activities Requiring Teacher Permission	Sending email Using headphones in class Downloading programs, music, games and videos Playing games
Appropriate Content	All files must be school appropriate. Inappropriate materials include explicit or implicit references to: Alcohol, tobacco or drugs Gangs Obscene language or nudity Bullying or harassment Discriminatory or prejudicial behavior

Thumb Drives, External Devices & Cloud based content/storage

All KCIA rules and guidelines apply to these items plugged in to at school

Laptop Use, Care, and Classroom Routines

Classroom Habits

- Use two hands when moving and handling the laptop
- Center the laptop on the desk.
- Your computer must be charged on your homeroom computer cart every day before leaving the building
- Know where your computer is at all times
- Close the lid of the laptop before standing up.
- Logout, shut down, or put to sleep the computer before walking away from it.
- Follow all directions given by the teacher.

Hallways

- Keep your laptop in the KCIA bag at all times.
- Always use the handle, strap, or two hands to carry the laptop.
- Never leave the laptop unattended for any reason.
- Log-off or lock the computer before you change classes.

Lockers

- Laptops should be stored on the hook or on its side standing up.
- Never pile things on top of it.
- Never leave it on the bottom of the locker.
- Never leave the locker set to open without entering the combination.

If Traveling To and From School with Laptop

- Completely shut down the laptop before traveling.
- Do not leave the laptop in a vehicle.
- Use your backpack or carry the case by the handle or shoulder strap.
- If ever in a situation when someone is threatening you for your

- laptop, give it to them and tell a staff member as soon as you arrive.
  Care of Laptop at Home
    - Charge the laptop fully each night.
    - Use the laptop in a common room of the home
    - Store the laptop on a desk or table - never on the floor!
    - Protect the laptop from:
        - Extreme heat or cold.
        - Food and drinks.
        - Small children and pets

Prohibited Actions Students are prohibited from:

- Putting stickers or additional markings on the laptops, cases, batteries, or power cord/chargers.
- Defacing KCIA issued equipment in any way. This includes but is not limited to marking, painting, drawing or marking any surface of the laptops or place on the bags.
- If such action occurs, the student will be billed the cost of repair or replacement.

Email for Students

Purpose	All KCIA students are issued a KCIA Google email account (Gmail). Gmail allows students to safely and effectively communicate and collaborate with KCIA staff and classmates, giving them an authentic purpose for writing. The effective use of email is: ● A 21st Century communication tool. ● Used in careers and higher education settings. ● A way to meet the National Educational Technology Standards ● (NETS).
Guidelines and Reminders	● Email should be used for educational purposes only. ● Email transmissions may be monitored by staff at any time to ensure appropriate use. This means that teachers may check students' email. ● All -email and all contents are property of KCIA. ● Email should only be used by the authorized owner of the account. ● Students need to protect their passwords.

Restrictions and Limitations	● Student email defaults to a “student only” view in the address book, but students may email teachers and other staff as well. ● Mailbox size is restricted.
Unacceptable Use Examples	● Non-education related forwards (e.g. jokes, chain letters, and images). ● Harassment, profanity, obscenity, racist terms. ● Cyber-bullying, hate mail, discriminatory remarks. ● Email for individual profit or gain, advertisement, or political

Technology Usages

Web Cams

- Purpose
    - Each student laptop is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21srt century tool and to develop 21st century communication skills.
- Example of Use
    - Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:
        - Recording videos or taking pictures to include in a project
        - Recording a student giving a speech and playing it back for rehearsal and improvement
- Safety
    - Please refer to the Parent Responsibility section of this document
    - for suggestions on monitoring student use of technology at home.

Listening to Music

- Listening to music on your laptop is not allowed during school hours without permission from the teacher.
- Permission will be given only for media used to complete a school assignment.

Watching movies

- At School Watching movies on your laptop is not allowed during school hours without permission from the teacher.
- Permission will be given only for media used to complete a school assignment

Gaming

- Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

You are not allowed to load personal software onto your computer.

Desktop Backgrounds and Screensavers

- Any images set as the desktop background must be in line with the Electronic Resource Policy and Acceptable Use guidelines.
- Inappropriate media may not be used as a desktop background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of laptop privileges.

Copyright and Plagiarism

- Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall
- within the Fair Use Doctrine of the United States Copyright Law(Title 17, USC)

Technology Discipline

Behaviors and Discipline Related to Student Computer Use

Tech-related Behavior Violations	Equivalent “traditional” Classroom Violations
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)
Missing case	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	Plagiarism
Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering laptop or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the	Bringing pornographic or other inappropriate content to school in print form

integrity of the network	
Using an electronic resources account authorized for another person	Breaking into or using some else's locker

Tech Violations

Behavior unique to the digital environment without a "traditional" behavioral equivalent

- Chronic, tech-related behavior violations (see above)
- Deleting browser history
- Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
- Unauthorized downloading or installing software
- Attempts to defeat or bypass the KCIA's Internet filter
- Modification to KCIA browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

Unacceptable conduct includes, but is not limited to, the following:

1. Using the network for illegal activities, including copyright, license or contract violations
2. Unauthorized downloading or installation of any software including shareware and freeware
3. Using the network for financial or commercial gain, advertising, or political lobbying
4. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments
5. Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited
6. Gaining unauthorized access anywhere on the network
7. Revealing the home address or phone number of one's self or another person
8. Invading the privacy of other individuals
9. Using another user's account or password, or allowing another user to access your account or password
10. Coaching, helping, observing or joining any unauthorized activity on the network
11. Posting anonymous messages or unlawful information on the network
12. Participating in cyber-bullying or using objectionable language in public or private messages, e.g.,racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous

13. Falsifying permission, authorization or identification documents
14. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
15. Knowingly placing a computer virus on a computer or network
16. Attempting to access or accessing sites blocked by the KCIA filtering system (Securly).
17. Downloading music, games, images, videos, or other media without the permission of a teacher
18. Sending or forwarding social or non-school related email

Laptop Security

- Internet Filtering (Securly) at KCIA School: maintains an on-site internet filtering software package. This program automatically filters all student access to the internet.

Lost or Stolen Equipment

- Reporting Process:
    - If any equipment is lost or damaged, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and a staff member will assist him/her.
- Financial Responsibility:
    - The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed for damaged or lost equipment. Students/families may be billed up to
        - $325.00 for complete damage or lost equipment.
        - Screen replacements cost $100
        - Keyboards and Mouse damage are $75
        - Bag damage costs are $25
        - Chargers if issued are $30