KCIA Elementary Family Guide

2026-2027 School Year

At KCIA, we are committed to providing a safe, supportive, and engaging learning environment where every child can succeed. We value our partnership with families and appreciate your support in helping your child be successful every day.

Attendance- Regular attendance is one of the most important factors in student success.

School Hours

- **8:10 a.m.** – Students arrive and eat breakfast.
- **8:30 a.m.** – Instruction begins. Students arriving after 8:30 a.m. are considered tardy.
- **3:30 p.m.** – Dismissal.

If your child will be absent, please call 816-300-2060 and leave a message. If we do not hear from you by 9:00, you will receive a call from the administration to check in on your student.

Students are expected to make up all missed assignments. Work will be available for pickup after **2:00 p.m.** on the day of the absence.

If attendance becomes a concern, the school will work with families to develop a plan for improvement. Excessive absences will be reported to the state, and students with more than **15 absences** will be considered for retention.

Behavior- Our school expectations are simple:

- **Be Kind**
- **Be Respectful**
- **Be Efficient**

Teachers teach and reinforce these expectations every day while recognizing students for making positive choices.

If a student struggles to meet expectations, staff will use a consistent approach:

1. Reminder and redirection.
2. Second reminder with an opportunity to make a better choice.
3. Reflection and additional support, which may include a different learning space, meeting with school staff, or parent communication.

If additional support is needed, administrators will partner with families to develop a plan that helps students be successful.

Grading- Our grading practices are designed to provide an accurate picture of your child's learning.

- Teachers record **at least two grades each week in every subject area.**
- Grades may come from classwork, quizzes, projects, observations, and other classroom activities.
- Report cards will be found on Infinite Campus

Families are encouraged to review grades inside Infinite Campus regularly and communicate with teachers if questions arise. **If you have trouble logging into Infinite Campus please message Sara or Hannah for your login.**

Bus Behavior- To help keep everyone safe, students are expected to:

- Stay seated while the bus is moving.
- Use a quiet voice and keep hands, feet, and objects to themselves.
- Listen to and follow the bus driver's directions.

Bus write ups will be sent to principals and parents will be contacted. If a student continues to struggle on the bus, the Director of Student Services will determine next steps, which could include removal from the bus.

Communication- We believe strong partnerships between school and home help students succeed. You will receive a weekly newsletter from your student's teacher and a quarterly newsletter from the principals.

You can expect communication about:

- Student successes and celebrations
- Academic progress
- Attendance concerns
- Behavior concerns
- Important school events and reminders

Please keep your contact information up to date so we can reach you when needed.

Working Together

Thank you for partnering with KCIA to ensure your child attends school regularly, demonstrates positive behavior, and works hard each day. Together, we can help every student grow academically, socially, and emotionally.

KCIA Expectations
Be Kind. Be Respectful. Be Efficient.