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## Kansas City Academy Student & Family Handbook

2023-2024

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## THE KCA STORY

Kansas City Academy was founded in the summer of 1984 when the Loretto School closed. The six founders of KCA were Loretto teachers who shared a deep commitment to the Loretto philosophy of education and desired to continue the dream of creative, personalized, holistic, alternative education started in Kansas City by the Sisters of Loretto in 1901. Thus, to understand KCA, one must know the story of the Sisters of Loretto and Loretto School.

The Sisters of Loretto, one of the first religious communities of women founded in the United States, recently celebrated their bicentennial anniversary. Three young women saw the need to educate children on the Kentucky frontier. As the three worked together, they felt a desire to become "women religious" and asked their pastor to be their spiritual director. They wrote a simple rule defining their intentions. On April 25, 1812, the Sisters of Loretto came into being, with teaching as the primary focus of their apostolate.

The Loretto Sisters expanded west, establishing schools in Illinois, Missouri, Kansas, Colorado, New Mexico, and California. Loretto Academy in Kansas City opened on September 9, 1901. A staff of seven sisters welcomed 22 students (grades 1 through 12), meeting in a converted family home. In 1903, a building was completed at 39th and Roanoke, large enough to accommodate a full 12-year academic program for young women, some of whom were boarding pupils. In 1966 the school moved into a new facility at 124th and Wornall Road, designed to facilitate more innovative, open education. Here, Loretto became a national model for creative education. During the ensuing decade, Loretto became both co-educational and inter-religious.

In its new location and during a transition from religious to lay leadership (1978-84), the school experienced declining enrollment. This, combined with escalating costs, finally necessitated the closing of Loretto School in June of 1984. In response, six Loretto teachers founded the Kansas City Academy as the successor to Loretto. In a letter to Loretto parents and students, they articulated their vision:

"We have a dream, a dream that a school should be a community of co-learners in a creative, flexible, caring, and intellectually stimulating environment. We have a dream, a dream that teachers are facilitators and change agents in this exciting process, encouraging students to reach their fullest potential and to learn how to learn. We have a dream, a dream that students are involved in decision-making that directly affects the learning process because they are equally responsible for the quality of their education. We have a dream, a dream that parents and guardians are active participants in the learning process, augmenting and supporting each student's efforts, and involved, to the extent desired, in the school's policies. This, and much more, is our dream."

The school began by leasing space in the educational facility of the Trinity United Methodist Church at 620 East Armour Boulevard. The school opened on September 4, 1984, with 39 students (grades 7-12) and a staff of nine. The school operated in this leased facility for six years, growing in enrollment to 52 students, achieving fiscal stability, and deciding to expand to include sixth-grade beginning in the fall of 1990. Some of the highlights during the formative period included gathering the necessary furniture and equipment, becoming incorporated, drawing up bylaws and a personnel policy, receiving tax-exempt status [section 501(c)(3)] from the IRS, acquiring accreditation by the North Central Association of Secondary Schools and Colleges, gaining foundation support, and initiating successful fundraising.

A unique and innovative board governance structure was created to represent all constituent groups of the KCA community, giving each group equal representation, and thus making students an integral part of the Board of Directors. From 1984 to 1990, there were many student-initiated accomplishments including the following: the creation of a darkroom in a storage closet; an Advanced French class trip to France and, a year later, to Montreal and Quebec City; an Abnormal Psychology class volunteered at Rainbow Mental Health Center; an AFS student attended KCA; mock trials were enacted by the law classes at the Jackson County Courthouse; art classes exhibited their work at a local gallery; a rotating schedule was introduced so that students would not attend the same classes at the same time each day; students volunteered in soup kitchens and with Habitat for Humanity; students planned and held a school prom; mini-courses were developed in Cartooning, Community Gardening, Sculpture, Art Dress 101, and People Scouts. Additionally, students have produced at least two Theatre productions yearly, one year even taking their productions on the road to area schools.

In the summer of 1991, KCA was able to purchase, renovate, and move to the former Finlay Engineering College at 7933 Main, a facility of 30,000 square feet on 1.56 acres. Able, now, to look back upon this rich history, from the vantage of finally having a physical home, KCA is committed to continuing a warm, relaxed learning environment; mutual respect among students and teachers; religious, economic, and ethnic diversity; an emphasis on social responsibility and justice; and, a commitment to continuing the philosophy on which KCA was founded.

This philosophy was originally formulated in 1982 as the Loretto philosophy. It brought to fruition the lived experience of the whole tradition of a school founded, nurtured, and indelibly influenced for over 80 years by a commitment to innovative, student-centered education. That statement became the official founding document of KCA.

## THE KCA PHILOSOPHY

Kansas City Academy was founded upon a unique and thoughtful philosophy statement. Our statement aims to help students, faculty, parents and board members reach for the ideals in life that the school strives to model. It is a creed, not only for the time we spend at school but also for the remainder of our lives.

We create a safe and caring community of co-learners in which:

- The uniqueness and worth of each individual are unconditionally accepted and respected.
- Diversity is celebrated.
- Interreligious dialogue and understanding are encouraged.
- Collegial and participatory decision-making is practiced.
- Responsible freedom is expected.
- Active, open communication is a way of life.

We provide a creative, flexible, and intellectually stimulating learning environment in which:

- Education is understood holistically.
- Learners are encouraged to strive for excellence at their own pace and are challenged to discover and develop their fullest talents.
- Learners experience a variety of teaching and learning styles.
- Motivation occurs cooperatively rather than competitively.
- Learning how to learn is as important as what one learns.
- Mutual evaluation is an ongoing and integral part of the learning process.
- Learners are challenged and supported in their struggle and search for meaning.
- The ground is laid for seeing all of life as an educational venture.

We prepare learners for responsible participation in their society by encouraging:

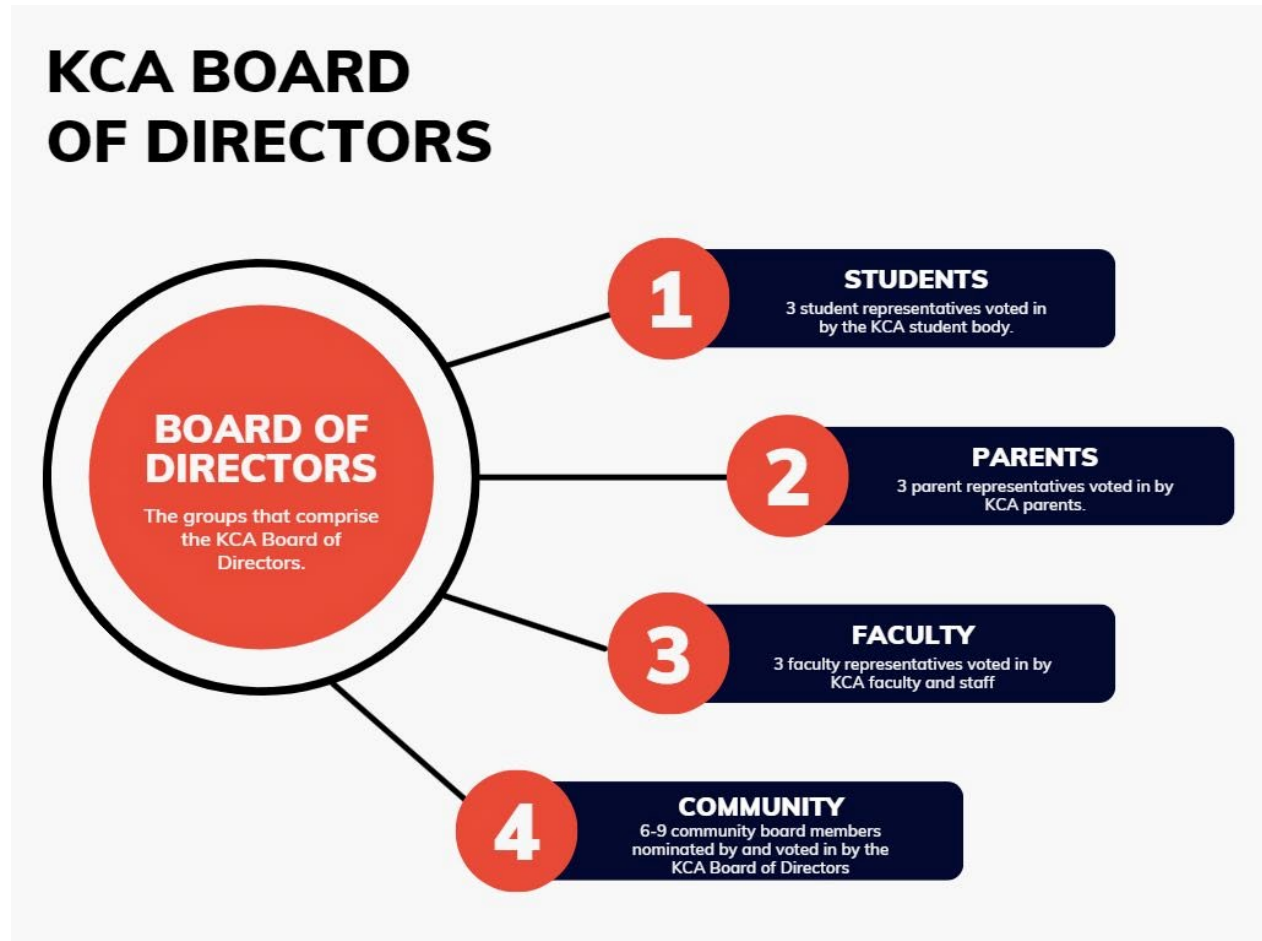
- critical thinking
- a broad worldview
- an awareness of global interdependence
- a passion for social justice
- a commitment to be change agents in the creation of a new future for themselves and others

**MISSION:** Kansas City Academy is a personalized learning community that respects individuality, encourages independent thinking, and values creativity in all disciplines.

**VISION:** Kansas City Academy graduates are active, responsible participants in the world.

## GOVERNANCE STRUCTURE

Kansas City Academy is an independent, coeducational school for students in grades 6-12. The diagram below illustrates how the governance structure of KCA functions:



### Board of Directors

As a Missouri Not-For-Profit Corporation, KCA is governed by a Board of Directors. The Board is designed to be uniquely representational in its membership to provide an avenue for maximum participation in decision-making and responsibility for the ongoing success and growth of KCA.

Members include elected representatives from the parent body, the student body, and the faculty/staff. These members, in turn, receive nominations and elect an equal number of additional members from the Kansas City community at large. Community board members are selected to bring a variety and balance of expertise to the Board.

The Board meets a minimum of four times a year, with the Annual Meeting held at the school in May. All meetings are open.



The Board of Directors is responsible for hiring and evaluating the Principal who serves as KCA's chief administrator and is an *ex-officio* member of the Board.

### Board Committees

The Board of Directors has established the following working Committees and encourages wide participation by KCA community members. To express your interest in working on one of these committees, please contact the chairperson of the Governance Committee.

- Executive Committee
- Development Committee
- Finance Committee
  - Investment sub-committee
- Financial Aid Committee
- Governance Committee
- Facilities Committee
- Long-Range Planning Committee

### Advisory Council

The KCA Advisory Council, initiated during the 1990-91 school year, functions in an advisory capacity to the school. Advisory Council members are invited to membership for a three-year term which may be renewed by mutual agreement. The Advisory Council assists the KCA staff, faculty, and Board by promoting community support and volunteer help, developing financial and in-kind resources, providing professional advice as able, and fostering constructive relationships with key individuals, businesses, and agencies in Kansas City.

### Administration

The Principal, with the assistance of the administrative support staff and faculty, is responsible for the day-to-day management of KCA, including curriculum, student discipline, and hiring of faculty/staff. The administrative team is responsible for overseeing the direction of the school in a manner that encourages and facilitates collegial and participatory decision-making and promotes active and open communication throughout the KCA community.

### Councils

#### Student Council

The Student Council is composed of all currently enrolled students. Participation in Student Council meetings and activities is voluntary and open to all students. Students in each grade elect one Council Representative. The Student Council has the responsibility for representing the student's point of view in decisions that will affect them, for keeping avenues of communication active and open among the students and the faculty/staff/administration, and for monitoring and encouraging student faithfulness to the KCA philosophy. The Student Council works closely with the Principal.

Additionally, the Student Council assumes leadership and responsibility in the following areas:

- Planning and organizing student activities
- Providing input on curriculum offerings
- Providing input on additions or changes to school policies and procedures
- Providing input in the hiring and evaluation of faculty/staff

### **Faculty Council**

The entire faculty, staff, and administration make up the Faculty Council. They elect representatives to Board membership and, in conjunction with the administrative team and support staff, are responsible for the day-to-day functioning of KCA.

The Faculty Council is specifically responsible for curriculum development and scheduling, establishing and maintaining KCA's disciplinary policy, participating in budget planning and monitoring of expenditures, and maintaining and evaluating faithfulness to the KCA philosophy.

### **Parent Council**

All KCA parents and/or legal guardians of currently enrolled students are members of the Parent Council and are encouraged to become active in supporting KCA's academic and social activities. The mission of the Parent Council is to provide a forum in which parents can share information, support each other, and support the mission and philosophy of the school.

Parent Council dues are included in the annual fees and are used to support the activities of the Parent Council, such as teacher appreciation, Ultimate Spirit Quest, stipends for speakers, and website grade posting.

### **The Learning Cooperative**

"The Learning Cooperative" is the legal name of the not-for-profit corporation doing business as Kansas City Academy.

### **Membership**

Currently enrolled students, parents/legal guardians of any currently enrolled students, and currently employed faculty, staff, and administrative personnel are members of the KCA Learning Cooperative.

All members of the Learning Cooperative are entitled to vote for and/or be elected as Board Members from their respective constituencies.

### **Board Member Elections and Annual Meeting**

The election of board members takes place in each council before the Annual Meeting held in May. The Annual Meeting is a joint meeting of the KCA Board and Advisory Council.

## ACCREDITATION

Kansas City Academy is fully accredited by the [Middle States Association of Colleges and Schools](#) Commissions on Elementary and Secondary Schools (MSA-CESS) as an independent, college-preparatory school, grades 6-12.

## ADMISSIONS POLICY

KCA is designed to meet the needs of students with average and above-average academic potential. Students who, when challenged, show evidence of creativity, personal responsibility, or independence are most likely to succeed in this setting.

Prospective students and their parents are asked to visit the school and to interview with the Principal. It is important that both parents and students understand the school's philosophy and that students desire to continue their education in this setting with parental support.

Following the school visit, admission is based on a composite evaluation of:

- academic potential
- past academic performance
- student's personal goals
- attendance records
- test data, writing sample, & admissions interview
- evidence of personal responsibility (job, community service, etc.)
- special needs, interests, or talents
- evidence of intellectual curiosity
- Reference letters
- Parent interviews

Decisions of acceptance or non-acceptance are made by the Admissions Committee which consists of the Principal, and two or more representative faculty members. Students accepted for admission may be sent an offer to enroll or may be placed on a waitlist when enrolling that student would cause one or more required classes to exceed maximum capacity. Variables considered when determining maximum capacity include but are not limited to, classroom space availability, type of curriculum offered, and needs and abilities of the existing student body.

KCA admits students of any race, color, disability, religion, sexual orientation, gender identity, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on sex, race, color, disability, religion, sexual orientation, gender identity, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

## CURRICULUM

At Kansas City Academy education is understood holistically. Critical and reflective thinking is encouraged as students assimilate their learning, form values, and learn to take responsibility for their lives and their education.

At KCA, “Crew” is an integral part of the curriculum. Crews will be grouped by grade level. Crew time will focus on:

- Academic mentoring and tutoring
- School-wide service projects
- Self-exploration
- Development of a reflective attitude
- Post-high school planning preparation
- Being active KCA community members

In addition, students will participate in school-wide Community Circles. The Community Circle may include:

- Welcoming and adjourning rituals
- Sharing of hands-on projects
- Tackling concerns of the student body

The KCA curriculum also includes an emphasis on Habits of Work (HOW). Habits of Work is a way of assessing and communicating to families the follow through and dedication of their students. At appropriate intervals, student performance is assessed as it concerns these expectations:

- HOW #1
  - I come to class ready to learn. That means that I have my materials on my desk and I am immediately on task and working hard.
- HOW #2
  - I actively and respectfully participate in class.
- HOW #3
  - I assess and revise my own work to produce a quality product.

Each student’s performance in regard to these three benchmarks will be regularly communicated to families via e-mail and will play a central role in Parent-Student-Teacher conferences.

All elements of the KCA curriculum are designed to encourage and challenge students to observe, question, create, analyze, and evaluate. In this process, they develop critical thinking and problem-solving skills. They are given the opportunity to do original, creative work in all academic areas -- becoming historians, scientists, mathematicians, writers, artists, etc. In this educational setting, faculty members become co-learners, resource persons, and facilitators of learning. This approach to education highlights the interdisciplinary nature of all learning. The curriculum is organized to provide students in grades 6 through 12 with a broad yet solid academic foundation in preparation for lifelong learning, which for most KCA graduates includes college-level work.

### High School (Grades 9-12)

The table on the following page outlines the twenty-four credits required for graduation, not including Crew. Students earn 0.5 credits for each semester-long course and 1.0 credit for each year-long course satisfactorily completed. In addition to the required credits outlined below, High School students (grades 9-12) must earn .25 Crew credit per semester of enrollment.

Students may graduate having earned the ***Credits Required for KCA Diploma***; but for students to be well prepared for college, we recommend they earn additional credits as detailed under ***Credits Recommended for College Bound Students*** based on the college preparatory recommendations published by the Missouri State Department of Education. College entrance requirements may vary. Students, with the support of their Crew Leader/Academic Advisor, are responsible for researching specific admission requirements for colleges they are considering and planning their courses accordingly.

### Middle School (Grades 6-8)

Middle school at KCA provides students with unique opportunities to connect skills and content from their classes to their own lives and to the larger world. Teachers may collaborate to have students examine common themes or ideas across English-language arts, social studies, science, and math. The arts are deliberately integrated into core courses, and the relevance of learning is a focus. Students practice skills and learn content through personalized learning, and they are afforded a variety of ways to demonstrate their understanding.

AREA OF CREDIT	Credits Required for KCA Diploma		Additional Credits Recommended for College Bound Students
English	4	Including <ul style="list-style-type: none"> <li>• 1 unit ELA 9</li> <li>• 1 unit ELA 10</li> </ul>	
Social Studies	3	Including <ul style="list-style-type: none"> <li>• 1 unit US History</li> <li>• 0.5 units American Government</li> <li>• 0.5 units Personal Finance or Economics</li> </ul>	Must include one unit of World History
Mathematics	3	Including <ul style="list-style-type: none"> <li>• 1 unit Algebra 1 -OR-</li> <li>• 1 unit Geometry OR</li> <li>• 1 unit Integrated Algebra &amp; Geometry</li> </ul>	Four sequential units NOT including <ul style="list-style-type: none"> <li>• Pre-Algebra (not for high school credit)</li> <li>• General Math</li> </ul>
Science	3	Including <ul style="list-style-type: none"> <li>• 1 unit Physical Science</li> <li>• 1 unit Life Science</li> </ul>	Including <ul style="list-style-type: none"> <li>• 1 unit Biology</li> <li>• 1 unit Chemistry -OR- Physics</li> </ul>
Foreign Language	1		Two sequential years of same language
Fine Arts	1		
PE / Health	1		
Practical Arts	1		
Senior Seminar	1	Social Justice Capstone course	
Electives	6	Choose from any area of credit to reach minimum total credits	Choose at least 1.0 additional credit of English, Social Studies, Math, Science, or Foreign Language to reach minimum total credits
TOTAL	24	Minimum of 24 credits plus 0.25 Crew/semester enrolled	Minimum of 24 credits plus 0.25 Crew/semester enrolled

## ACADEMIC INFORMATION

### Requirements for Graduation

The requirement for graduation from Kansas City Academy is the satisfactory completion of 24 units of credit, distributed as outlined in the previous section. In addition, high school students must earn 0.25 Crew per semester of enrollment at KCA. Crew credits will be awarded as a pass/fail grade based on the student's participation in Crew. Crew leaders will work with students on defined Crew learning targets and help students track their progress toward satisfactory completion of those learning goals.

Community service hours will be noted on the transcript, but students will not be required to complete a certain number of hours, nor will they earn additional credits for service hours.

To receive a KCA diploma, a student must be enrolled as a full-time student at Kansas City Academy for the three semesters immediately preceding graduation and must have earned a minimum of 8 credits from KCA in that period of time. (Exceptions may be made in individual cases.)

Once enrolled at KCA, a student may transfer a maximum of 1.0 credit per academic year from another accredited institution, subject to the approval and acceptance of Kansas City Academy. This includes coursework taken for high school credit at an area college or junior college, with 3 hours of college credit translating into .5 high school credit.

There are certain occasions when the unique needs of a student necessitate enrolling in a correspondence course or an independent study. Successful completion of such a course is the responsibility of the individual student. A faculty member is involved as a support person to monitor progress toward completion of the course.

All outside coursework must be completed within one year of enrollment at KCA to be accepted for credit towards a KCA diploma. Any exceptions to the credit/curriculum policies enumerated here must be approved by the Principal.

Students will graduate from KCA with 24 or more credits in order to have a well-rounded education and be fully prepared for further educational opportunities.

### Crew Leaders / Academic Advisors

Each student is assigned to a Crew Leader/Academic Advisor who works with the student in planning his/her/their academic program, evaluating overall progress and dealing with personal issues related to academic progress including a strong focus on effective habits of work. In case of academic concerns, the parent should contact the student's Crew Leader/Academic Advisor.

### Scheduling

Scheduling is a joint effort involving faculty, students, and parents. Course offerings are discussed and planned by the faculty and students. Students select their courses in consultation with an Advising Team member. Parents are encouraged to review course selections and approve or discuss concerns with a member of the Advising Team.

## Schedule Changes

Students may request a change in their assigned schedule by consulting with their Crew Leader/Academic Advisor and completing a schedule change request form, available from the Registrar. Requests for schedule changes must be approved by the parent as well as the teacher whose class the student is dropping and the teacher whose class the student will be entering. Schedule changes should be completed within the first two weeks of the new semester.

## Homework Policy

To foster the development of life skills such as organization, time management, study skills, personal responsibility and initiative, homework is considered an essential part of each teacher's curriculum. This is in addition to KCA's philosophy of providing a hands-on, creative environment for learning.

The purpose for and amount of homework a student has will vary according to grade level and academic course load. Middle school students can expect to have about forty-five minutes of homework per day. Generally, this homework involves reading, writing short essays, answering questions from a text, and vocabulary development. The majority of middle school work can be completed during the school day, either in class or meeting with a teacher during Tutoring Time.

Ninth and tenth grade students can expect to have at least an hour of homework per day. Homework in these grades is diverse in nature, scope, and purpose. Generally, it is used for reinforcement of learning and reflection on reading.

Juniors and Seniors can expect to have an hour or more of homework per day. Some of these assignments are long-term projects involving inquiry learning and application of knowledge. Good time management and effective organization are important skills for these students to be successful with the independent nature of these assignments.

Failure to complete assignments can result in a lower grade and/or loss of credit. Teachers will inform parent(s) if a student fails to submit homework on a regular basis. If a student needs extra assistance with homework, he/she/they can arrange to meet with a teacher during tutoring time.

## Tutoring Time

Academic mentoring and tutoring time will be provided during each week. Teachers will be available to give extra help and/or answer questions. Students or teachers may also make arrangements to meet with teachers after school for tutoring time.

## Unscheduled Time

The normal class load for high school students to earn required credits is six or seven classes per semester. Students may be scheduled into a study period in lieu of a 7th class.

If a student is scheduled into a study period, he/she/they must report to the supervising teacher during the study period and remain on campus, except in the case of seniors who have senior privilege.

Students who have unscheduled time must respect classes that are in session and others who are studying by refraining from noise that would disrupt classes and individual study.



## School Counseling

Personal growth in students is defined as their expanding awareness of themselves and their uniqueness as total persons. KCA's school counseling program attempts to promote this growth by supporting students through academic, individual, and social support, along with classroom guidance.

The school counselor actively encourages and challenges students to identify and develop their potential. They strive to be a source of assistance to the students, parents, and teachers when decisions need to be made, problems solved, or values clarified. The Counselor may recommend or make referrals to outside counseling and resources for a student. Outside counseling and resources are the financial responsibility of the student's parents or guardians.

The Counselor works closely with students new to KCA in the orientation process and is available to work with individuals or groups of students in the areas of college and career guidance/counseling. The school counselor also promotes social-emotional learning. The counseling program supports school-wide support and works to connect the KCA community to other collaborative Kansas City resources.

## Testing (standardized)

All students must participate in the following grade appropriate standardized testing:

- All 8th – 10th grade students take the PreACT test, which is part of the ACT Education Planning and Assessment System. The testing components vary by grade level.
- All Juniors take the PSAT test which supports college and career planning and provides entry into National Merit Scholarship competition as well as other scholarship and recognition programs.
- Juniors and Seniors are strongly encouraged to take the American College Test (ACT) and/or the Scholastic Aptitude Test (SAT) at least twice.

The Crew leaders are responsible for returning and interpreting standardized test results in private conference with the student and/or the student's parents. (Note: non-standardized summative and formative assessments are utilized throughout the curriculum in accordance with best practices.)

## 8<sup>th</sup> Grade Review

The Crew Leaders for 8<sup>th</sup>-grade students will conduct a review of those students to be presented during Parent-Teacher Conferences in the Spring of the student's 8<sup>th</sup>-grade year. The review will ascertain readiness for entry to high school.

## Junior Review

Each Junior and their parents and an Advising Team member meet to evaluate the student's total academic program and make recommendations for the senior year in preparation for and anticipation of future goals. Junior Reviews are typically held during the first semester of the Junior year. The Junior Reviews also help the school prepare for advanced, remedial and/or special interest courses in light of the college and career plans of the students. The Junior Crew Leaders oversee the Junior Review process.

## Passages 8<sup>th</sup>, 10<sup>th</sup> & Senior Seminar

Passages is a multi-year program used to track and evaluate our students' learning and growth. Passages require the completion of various projects and reflections which are compiled in a portfolio of work. As a holistic program of evaluation, students use this portfolio to demonstrate how they have grown not only as a student but also as a person, connecting that growth to the KCA philosophy and qualities of a KCA graduate. Passages are completed during the 8<sup>th</sup> and 10<sup>th</sup> grades and culminate in 12<sup>th</sup> grade with a year-long social justice senior capstone course.

## Evaluations

Each student's progress and performance are evaluated in several ways throughout each course.

- Self-evaluation
  - As mid-semester approaches, students prepare a portfolio of their work in each of their classes, and for the KCA habits of work. Students provide reflections about their work to be shared with their parents and teachers at Parent-Student-Teacher conferences.
- Written evaluation
  - At mid-semester, teachers must also prepare written evaluations or grade reports of each student's academic progress, including habits of work. These evaluations identify both strengths and weaknesses and make recommendations for improvement. These evaluations take into consideration attitude, effort, motivation, study habits, attendance, and class participation, as well as quality of work and academic achievement and progress. These written evaluations, plus the student's self-evaluations, form the basis for Parent-Student-Teacher Conferences.

## Parent-Student-Teacher Conferences

Parent-Student-Teacher Conferences are held twice a year at mid-semester both fall and spring. (See calendar for specific dates and times) These conferences provide a time for parents, students, and teachers to review and discuss the student's academic progress and to set goals for the remainder of the semester. Students are welcome to be present and participate actively in the discussion.

## Grades

At the end of the semester a letter grade is given for each course: A-outstanding, B-above average, C-average, D-below average, F-failing, P-pass, I-incomplete, WD-withdrawn.

For a student to receive an incomplete grade, they must have experienced circumstances outside of their control that have made them miss multiple days of school (i.e., personal injury, family crisis, mental health crisis, etc.). If a student receives an incomplete (I), he/she/they have 30 days beyond the end of the semester to complete and hand in the required work. After 30 days, the teacher will determine and issue the grade and credit earned.

## Grade Point Averages

Grade Point Averages (GPAs) are calculated on a 4.0 scale.

Courses taken Pass/Fail or Credit/No Credit do not affect the GPA.

If a student fails a course, the "F" and "0 Credit" are recorded on the transcript and reflected in the semester and cumulative GPA. (i.e., the semester GPA and cumulative GPA are based on credits attempted.)

If a student retakes a course, the grade and credit earned replace the original grade and credit. (Usually a student retakes a required course they have failed. However, sometimes - for review - a student will retake a course previously passed. In this case, the better of the two grades stands and is used in the cumulative GPA calculation. No additional credit is granted.)

Honors courses, whether taken at KCA or another accredited high school are weighted by  $\frac{1}{2}$  grade point (e.g., an honors course B would be averaged in as a 3.5 instead of a 3.0).

College level correspondence courses transferred in for high school credit will be treated as an honors course (see above). College courses taken at an area college that are transferred in for high school credit are weighted by 1 grade point (e.g., a college B would be averaged in as a 4.0 instead of a 3.0).

## Additional Grade Reports

In addition to the formal mid-semester and end-of-semester evaluations outlined above, parents are expected to log-in to the FACTS Portal regularly to stay informed of their student's academic performance. Parents may view assignments, attendance, and daily grades in individual classes via FACTS Portal.

Should parents desire more detailed information or a conference, they are encouraged to email the teacher to schedule a telephone or personal conference with the individual teacher and/or Crew Leader/Academic Advisor.

## Transcripts

The transcript is the official record of all coursework taken at Kansas City Academy and any credits accepted by transfer from a previous school or other educational institution. Kansas City Academy has partnered with Parchment to order and send transcripts and other credentials securely to colleges and universities. Students may request transcripts by clicking the link on the KCA website.

## Part-time Students

There may be the rare high school student who will fulfill KCA's graduation requirements and exhaust the curricular offerings at KCA in less than the normal four years. If such is the case, the student must inform the Principal and Director of Admissions at the time of the Junior Review of his/her/their intention to enroll as a part-time student in the senior year. Part-time status is defined as being enrolled in a maximum of 3 classes. A student enrolling as part-time for the full year will pay 60% of the regular

tuition. A student enrolling as part-time for the second semester only will pay 80% of the regular tuition for the year. Part-time Seniors are encouraged to dual enroll in college courses, to begin a training program in one's chosen career, or to earn money for one's future education.

Kansas City Academy also offers a part-time, per-course fee structure for home-schooled students in grades 6-12 who wish to enroll in up to two classes at KCA.

### **Dual Enrollment**

Senior students (full or part-time) may arrange to attend an area college to take courses for college credit while still enrolled at KCA completing their high school requirements. Timing of such scheduled off-campus classes may not conflict with classes scheduled at KCA. This dual enrollment is arranged by the student and approved by the college and the Principal. The student assumes responsibility for tuition for the college courses in addition to his/her/their KCA tuition.

## **NON-ACADEMIC POLICIES AND PROCEDURES**

### **Crisis Management Plan**

To ensure the safety of our community (students, faculty, and visitors), we maintain a Crisis Management Plan. The Crisis Management Plan covers procedures for situations including fire, tornado, earthquake, unauthorized visitors on campus, bomb threats, etc. Faculty and staff are updated on these procedures annually before the start of the school year and drills are conducted during the year in preparation for possible fire, tornado, earthquake, and lock-down events.

### **Attendance Policy**

Attendance is taken at 8:30 AM each day and at the beginning of each class period throughout the day. Students arriving at school after 8:30 AM must sign in at the office so that their attendance can be registered. Parents are to notify the school no later than 9 AM if their student will not be in school that day.

Attendance and participation in class are key to a student's success as a learner as well as to the effectiveness of the class. To successfully engage in KCA's holistic, hands-on approach to education, students are expected to attend at least 90% of all class meetings. Thus, it is important for families to schedule doctor's appointments, family vacations, etc., so as not to interfere with a student's class attendance.

If a student's absences reach a point where the 90% attendance standard for the semester cannot be met and the student is in danger of failing one or more classes, the student will be notified, and an Attendance Contract will be negotiated between the student and the Principal, signed by both parties as well as by the student's parents. The purpose of an Attendance Contract is to give the student an opportunity to earn credit for a class by fulfilling specific requirements which may include, but are not limited to, completing make-up work, doing additional independent projects, making up class time, improving attendance record, etc.

In the case of an unforeseen, but unavoidable, extended absence (such as illness or accident), the faculty will work with the student by providing make-up work to be completed within a reasonable length of time.

Unexcused absences (cutting classes) are not acceptable. Parents will be notified by a phone call from the teacher if their child "cuts" a class. "Cuts" will be recorded in the student's file. Repeated class cutting will necessitate a conference with the parent, student, Principal, and/or Crew Leader/Academic Advisor to negotiate a Contract for Change.

### Tardy Policy

There are no bells. Thus, students must take responsibility for watching the time and getting to their classes on time. When a student arrives to class with less than 40% of the class time remaining, the late arrival will be counted as an absence rather than a tardy.

Arriving to class on time and prepared to learn is a vital habit required of students practicing responsible freedom. Therefore, students may be assessed on their attendance and that assessment will be included in their Habits of Work report. Failure to arrive on time and prepared to work will negatively impact a student's ability to meet their potential in all classes.

After seven tardies (regardless of excused or unexcused) within a semester, the Principal will contact the student's parents or guardians and the student may be put on an Attendance Contract. After 14 tardies (regardless of excused or unexcused) the student may be referred to the Disciplinary Committee.

### Lunch

Lunches are to be eaten in the Student Lounge, designated classrooms or outside in supervised areas. Students are encouraged to participate in KCA's healthy foods initiative which includes hot, healthy lunches four days per week, and an organic vegetable garden and hoop house on our grounds. Other options include bringing lunch from home. Microwave ovens are available for heating food and a refrigerator is available for cool storage.

Parents of an individual student who is a KCA senior may give permission for their student to leave campus during the lunch period by authorizing "Off-Campus Lunch" on the Parent Agreement section of the electronic enrollment packet. Both the parent and the student must acknowledge their understanding that when the student is off campus, they are removed from the legal care and custody of the school.

No external food or drink deliveries will be allowed on school premises during school hours, including breakfast, lunch, and any scheduled breaks. External food and drink businesses, such as restaurants, fast-food chains, or delivery services, are prohibited from delivering directly to students within the school premises.

The school reserves the right to suspend and/or terminate this option for an individual student if it is abused in any way (e.g., leaving campus early or returning late to class, taking a student with them who does not have parental permission to be off campus, leaving campus at times other than the lunch period, or returning to campus unprepared for class). Off-campus lunch permission will be terminated or suspended for behaviors that interfere with academic learning in afternoon classes such as being disruptive or excessively lethargic. Parents will be notified and/or called in for a conference with the Principal if the school determines that suspension or termination of the option is necessary.

## Leaving Campus

### Sign-out/Sign-in Book

If a student needs to leave campus during the day (before 3:30 PM), written or telephoned parental permission is required. The student is to sign out in the office as he/she/they leaves and sign in upon returning.

### Senior Privilege

Seniors may be given the privilege of leaving campus during their free period(s) with parental permission. Parents must authorize "Senior Privilege" in writing to grant their senior student permission to exercise this privilege with the understanding that when their child is off campus, they are removed from the legal care and custody of the school.

The school reserves the right to suspend or revoke this privilege should the student abuse it in any way, e.g., returning late for a class, taking an underclassman (or a senior without parental permission) off campus, or returning to campus unprepared for class.

### Infractions

Parents will be notified if KCA becomes aware that a student has left campus during the school day without the required parental permission. A second infraction will result in a parent conference with the student and the Principal to implement consequences that will assist the student in learning to abide by the policies and guidelines of the school community.

### Field Trip Permission

Field trips are an integral part of the learning in many classes at KCA as the city becomes our classroom. Thus, it is required that each student have parental permission to participate in such faculty-sponsored off-campus learning experiences. Parents must complete and electronically sign a Transportation Authorization agreement as part of electronic enrollment each academic year.

### Health and Emergency Information

State law requires that each student be fully immunized or have written exemption from immunization on file. KCA requires that each family provide documentation of all state required immunizations on or before the student's first day of school.

Parents are encouraged to provide or update all demographic, medical and emergency contact information in FACTS via the Family Portal at the beginning of each academic year or whenever information changes. These forms populate the school database with contact information to be used in case of illness or an accident at school as well as other health information, e.g. special health problems, allergies, prescription medications the student may be taking, etc.

The electronic enrollment form provides an option for parents to authorize Kansas City Academy to administer non-prescription medications listed on the form. OTC medications not listed on the form or prescription medications that must be administered during the school day require a Medication Permission Form (available in the KCA office).

### **Drugs/Alcohol Use and/or Possession**

Use, sale, arranging for sale, possession, purchasing drug paraphernalia, or being under the influence of drugs and/or alcohol in the building or on school property, anytime during the school day (8:15 am – 3:45 pm) is strictly forbidden, and may be cause for dismissal. Any infraction will result in immediate notification of one's parents, with required leaving of the school and suspension from school with possible termination of enrollment. The Principal will assess the situation and reserves the right to make a referral to an appropriate professional for a chemical dependency assessment at the student's expense. The student will not be permitted to return to school until a conference is scheduled with the student, his/her/their parents, the Principal. Continued attendance will be conditional upon behavior as defined by a mutually agreed upon contract which includes follow-through on the recommendations from the assessor if a referral was made. A second violation of this policy may result in immediate termination of the student's enrollment at KCA.

### **Non-Smoking & Non-Vaping Campus**

Kansas City Academy is a non-smoking and non-vaping campus. Smoking or vaping on or near campus is prohibited. Students who smoke or vape on or near the campus, at school-sponsored events, or on field trips, will be fined \$100 for each occurrence and it will be handled as a disciplinary infraction. All money from fines will be donated to the American Cancer Society. Parents will be notified if their student receives a smoking or vaping fine.

### **Weapons Policy**

Any student endangering themselves, or others, or threatening to do so, immediately affects the welfare of the entire KCA community. Possession, distribution, use or sale of a weapon by any person, except where authorized by law, shall be prohibited on school property, at all school related activities, or activities involving the Kansas City Academy.

A weapon shall be defined as any instrument, device, or projectile that could reasonably be used for attack or defense against an opponent, adversary, or victim; or any instrument or device that could reasonably be used to threaten, intimidate, or inflict physical injury or harm to another person. A weapon may include normal school supplies, household items or other materials when used for attack or defense against an opponent, adversary, or victim; or when used to threaten, intimidate, or inflict physical injury or harm to another person.

A violation of this policy may result in the immediate suspension of the student(s) followed by referral of the incident to the Disciplinary Committee for review and recommendation for disciplinary action will be provided to the Principal. Students who possess weapons are subject to being referred to the appropriate legal authorities, contracts, suspension, possible expulsion, and/or other disciplinary action deemed necessary at the sole discretion of the Principal. Professional evaluation and care may become a requirement for continued enrollment. All such evaluations and counseling sessions shall be the financial responsibility of the student's parents. The faculty is responsible for documenting any violation of this policy by filing an incident report with the Principal.

## Non-Harassment Policy

### Policy Statement:

Kansas City Academy is committed to providing a school environment that is free of all forms of harassment. Kansas City Academy reaffirms the principle that its students, faculty, staff and administrators have the right to be free from discrimination in the form of harassment because of age, religion, disability, economic status, gender, national origin, race, sexual orientation, or gender identity.

In keeping with its commitment, Kansas City Academy strictly prohibits any type of harassment (including, but not limited to, age, religion, disability, economic status, gender, national origin, race, sexual orientation, or gender identity) from any individual including, but not limited to, any student in all school buildings, on or about school grounds, at all school activities or activities involving Kansas City Academy students, or in any vehicle when that vehicle is used to transport students for Kansas City Academy.

### Definitions:

Harassment includes, but is not limited to, unwelcome or offensive jokes, comments, gestures, physical conduct, other unwelcome verbal conduct concerning age, religion, disability, economic status, gender, national origin, race, sexual orientation, or gender identity, which has the effect of creating in a reasonable person an intimidating hostile, or offensive educational or working environment.

“Harassment” in this document shall cover single instances, as well as repeated instances.

Sexual harassment includes, but is not limited to, the following types of behaviors:

- Repeatedly asking someone for a date and refusing to accept “no” for an answer.
- Comments about an individual’s body.
- Sexual remarks.
- Jokes and innuendoes.
- Obscene gestures.
- Inappropriate touching.
- Lifting skirts, pulling at clothing, snapping bra straps.
- Cornering or blocking a student’s passage.
- Displaying pornographic pictures or sex related objects.
- Asking about another person’s sex life.
- Requests for sexual favors

### **OR WHEN**

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment (or enrollment), OR
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such an individual’s employment (or academic standing), OR
- Such conduct has the purpose or effect of substantially interfering with an individual’s work (or learning) performance or creating an intimidating, hostile, or offensive working (or learning) environment.



### Reporting:

Any student who believes they have been subjected to harassment within the school environment is encouraged to promptly report this to the Principal or any staff member with whom they feel comfortable. Any staff member who believes they have been subjected to harassment within the school environment is encouraged to report this to the Principal or to the President of the Board. The reporting should be initiated as soon as possible. Any individual who reports harassment will not be retaliated against for making such report. Complaints will be handled as quickly, confidentially, and fairly as possible.

Any staff member receiving a complaint shall report it on the Harassment Reporting Form (see Appendix) and provide it to the Principal or the President of the Board. Complaints of harassment will be treated as confidentially as possible, recognizing the potential need to:

- Investigate the alleged harassment.
- Notify the parent or guardian when the student is an un-emancipated minor.
- Make report(s) if required by law.

This policy shall not be used to bring frivolous or malicious charges against students, faculty, administrators or staff members. Disciplinary action shall be taken against any person bringing a charge of harassment in bad faith.

### Consequences of Violation:

Any person found to have violated the Non-Harassment Policy will be subject to discipline determined by the Principal or Board President in his/her sole discretion. Nothing within this Policy or within the Employee or Student and Family Handbook, should be understood to be a limitation on the Principal's or Board President's right to decide what discipline is appropriate. Consequences for students could range from verbal warning to expulsion, and employee consequences could range from verbal warning to termination of employment. (If counseling is suggested by the school, any costs associated with the counseling will be the responsibility of the employee, or parent or guardian of the student.)

### Non-Retaliation:

Any member of the Kansas City Academy community who threatens, intimidates, or takes retaliatory action against another member for making a complaint of harassment will be subject to disciplinary action, including separation or termination (or expulsion from school).

Kansas City Academy encourages any member of the community to raise questions they may have regarding discrimination, harassment, or this Policy with the Principal or Board President. Each person in the Kansas City Academy community has the right to participate fully in the life of the school without harassment.

## Acceptable Use Policy for Computing and IT Resources

Kansas City Academy recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that students are expected to follow when using school technologies including, but not limited to, equipment, software, networks, data, and telephones whether owned, leased, or otherwise provided by Kansas City Academy or when using personally owned devices on the school campus. Users of the network or other technologies are expected to alert IT staff immediately of any concerns for safety or security. We make a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damage that result from misuse of school technologies.

Kansas City Academy expects all members of its community to use computing and information technology resources in a responsible manner; respecting the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, and all pertinent laws and school policies and standards. Members will recognize that access to computing technologies is a privilege and treat it as such.

This policy applies to all users of KCA's computing and information technology resources including faculty, staff, students, guests, external individuals and/or organizations and individuals accessing external network services, such as the Internet via School facilities.

A security system has been installed on the network and all workstations at KCA to protect the network and workstations from viruses, spy ware, and hacking. This security system allows the Network Administrator to monitor usage so that unauthorized users can be tracked.

Preserving access to information resources is a community effort that requires each member to act responsibly and guard against abuses. Therefore, both the community as a whole and each individual user have an obligation to abide by the following standards of acceptable and ethical use:

Use of Kansas City Academy computing and information technology resources is granted based on acceptance of the following specific responsibilities:

Use only those computing and information technology resources for which you have authorization.

It is a violation:

- to add to, subtract from, or modify any computing or technology equipment
- to use resources you have not been specifically authorized to use
- to use school technologies at inappropriate times, in unapproved places, without the permission from my teachers and/or KCA staff
- to access someone else's account, password and/or data
- to share your account, password and/or data with someone else
- to shut down a computer that another user has locked so you may gain access to that computer
- to access files, data or processes without authorization
- to purposely look for or exploit security flaws to gain system or data access

- to make unauthorized phone calls

Use computing and information technology resources only for their intended purpose.

It is a violation:

- to install and/or play games on any school computers
- to use personal laptops on the network without up-to-date antivirus program
- to use electronic resources for harassment or stalking other individuals
- to send threats or "hoax messages"
- to send chain letters
- to intercept or monitor any network communications not intended for you
- to use computing or network resources for commercial purposes
- to attempt to circumvent security mechanisms
- to use privileged access for other than official duties
- to use privileges after graduation, transfer or termination

Protect the access and integrity of computing and information technology resources.

It is a violation:

- to install any software without prior authorization from the Technology Director
- to release a virus or worm that damages or harms a system or network
- to prevent others from accessing an authorized service
- to attempt to deliberately degrade performance or deny service
- to corrupt, misuse, alter or destroy information without authorization

Abide by applicable laws and school policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.

It is a violation:

- to make more copies of licensed software than the license allows
- to download, use or distribute pirated software
- to download graphics, photographs, games, music, or any programs
- to upload, download, distribute or possess any pornography

Failure to comply with the appropriate use of these resources threatens the atmosphere for the sharing of information, the free exchange of ideas and the secure environment for creating and maintaining information property and subjects one to discipline. Any member of our community found using information resources for unethical and unacceptable practices has violated this policy and is subject to disciplinary proceedings including suspension of system privileges, expulsion from school, termination of employment and/or legal action as may be appropriate.

KCA reserves the right to limit or restrict the use of its computing and information technology resources based on institutional priorities and financial considerations, as well as when it is presented with evidence of a violation of School policies, contractual agreements, or state and federal laws.

## Social Media Acceptable Use Policy

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

We've created these social networking/media guidelines for you to follow when representing the school in the virtual world. Please keep in mind that as a member of the Kansas City Academy community, you are always a representative of the school, regardless of whether you mention the school specifically.

When posting online, in any forum or social media platform, please do the following:

- Use good judgment.
  - We expect you to use good judgment in all situations and adhere to the school's Code of Conduct.
  - Regardless of your privacy settings, assume that all the information you have shared on your social network is public information.
  - Ask yourself if there are any risks and/or ramifications of what you are posting.
  - Remember not to post anything online that you wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.
- Be ethical and responsible.
  - Don't plagiarize (or use anything as your own, without citing the original creator) content, including words or images, from the Internet.
  - Don't take credit for things you didn't create yourself or misrepresent yourselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.
  - Be aware that among the valuable content online there is also unverified, incorrect, or inappropriate content. Use trusted sources when conducting research.
- Be respectful.
  - Always treat others in a respectful, positive and considerate manner. Remember the Golden Rule: Treat others as you would want to be treated.
  - Do not participate in online conversations where others are being disrespectful, rude or negative towards the school, fellow students, staff or members of the KCA community.
  - NEVER participate in cyber bullying, which includes harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.
- Do not share confidential information.
  - Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online "conversations" are never private. Do not use your birth date, address, and cell phone number on any public website.
  - Do not share private and personal information.

- If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.
- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information of students, parents, or co-workers
- Don't take information you may receive through social networking (such as e-mail addresses, customer names, or telephone numbers) and assume it's the most up-to-date or correct.
- Always respect the privacy of the school community members.
- Please be cautious with respect to images.
  - Respect brand, trademark, copyright information and/or images of the school (if applicable).
  - You may use photos and video (products, etc.) that are available on the school's website.
  - Do not post or tag pictures of others - fellow students or KCA staff - without their permission.
- Please be cautious with respect to other sites.
  - A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. However, the school is ultimately responsible for any content that is shared via school computers. Don't blindly repost a link without looking at the content first.
  - Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school.
  - When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.
- And if you don't get it right...
  - Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it.
  - Apologize for the mistake if the situation warrants it.
  - If it's a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimize the impact it may have.

This is not intended to be an exhaustive list. Students should use their own good judgment when using social media and school technologies. Violations of this policy could have disciplinary repercussions, including:

- Suspension or limitation of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

## Academic Integrity (Plagiarism)

Kansas City Academy regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course requirements represents the original efforts of the individual student. This includes but is not limited to: test taking, homework, class assignments, and the original creation of essays, compositions, term papers and scientific research. All work submitted by a student should be a true reflection of that person's effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, students and families are all important contributors to the upholding of academic integrity in the school learning community.

Plagiarism is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's creative production without crediting the source or committing literary theft.

Examples include the following:

- Turning in a paper retrieved from an Internet source as one's own
- Using another student's work in whole or part and handing it in as one's own
- Using information from an encyclopedia, book, textbook, website, database, etc. without citing the source.
- Using another person's idea, opinion, or theory without citing the source
- Using any facts, statistics, graphics, drawings, pictures, sounds or other piece of information which you found from any source that is not common knowledge, without citing the source
- Using quotations of another person's actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source

As the internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. Many institutions of higher (post-high school) education penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, Kansas City Academy will follow the policy on plagiarism as outlined below.

Plagiarism will result in a "zero" (no credit) on the assigned paper or project. Teachers will provide written documentation of the plagiarism and will use the following procedure:

- Discussion with the student
- Referral to the Principal
- Call to parents by the teacher and/or Principal

When plagiarism is found to have taken place, the student must still meet the minimum requirement(s) of the course by rewriting the assignment according to teacher specifications. The student's grade on the rewritten assignment will be no higher than a "C". Failure to rewrite the assignment will result in an "F" for that assignment. A future plagiarism offense may result in an "F" in the course.

## Cell Phones and/or Electronic Gaming Devices

Students are allowed to bring cell phones and other electronic devices to school and use them during passing periods, lunch, and before and after school. Cell phones and earbuds/headphones are to be put away in backpacks or teacher-provided cubbies during class time, unless indicated otherwise by individual teachers (e.g., if students have permission to look up information on their phones). On occasion, teachers may allow students to listen to music through earbuds/headphones during individual work time; in these cases, phones must be face down. If a student is found to be using a cell phone inappropriately or at a time that disrupts class, it will be collected for the day and either kept by the teacher or turned over to the principal. Collected cell phones will be returned at the end of the school day. If a student has their phone collected three times over the course of a quarter, then they will be required to turn their cell phone in each morning for the remainder of the quarter.

## Dress Expectations for Students, Faculty, and Staff

The following expectations are in place to help ensure a safe, focused, and productive learning environment:

- Clothing must cover genitals, buttocks, breasts, and areolae/nipples with opaque material.
- Shirts must be worn, and pants/shorts/leggings must ride at a level so as to cover the hip bones in front and intergluteal cleft in back.
- Clothing must cover undergarments, with the exception of bra straps, from all angles.
- Students must wear shoes.
- Some activities may require specialized clothing or gear, e.g., a hair net in culinary, safety goggles in science, etc.
- Clothing may not depict, imply, include, advertise, or advocate: violence; weapons; substances illegal for minors; pornography/vulgar sexual acts; nudity; gang symbols/affiliation; profanity; discriminatory/hate speech/images targeting groups based on race, ethnicity, gender identity, sexual orientation, religious affiliation, disability, or any other protected classification.

If a student feels uncomfortable with the clothing choices of another student because those choices do not meet the expectations listed above, they should talk to an adult, who will convey the concern to the Principal. The Principal and an additional staff member will then meet with the (inappropriately-dressed) student to address the problem, if there is one. Possible solutions may include asking a student to put on an outer garment (e.g. hoodie or jacket), sending a student home to change clothes, or having the student's parent bring a change of clothes to school.

If a student repeatedly does not meet dress expectations, they may be referred to the Disciplinary Committee.

## Student Code of Behavior

The Student Handbook establishes rules of student conduct for students enrolled at Kansas City Academy. Students must behave in accordance with these expectations of conduct. However, these expectations of conduct are not exhaustive or all-inclusive with respect to conduct which may result in disciplinary action, including suspension or dismissal from Kansas City Academy.

Kansas City Academy reserves the right to establish and enforce any additional standards or rules of conduct that it deems appropriate.

### Student Code of Behavior (as developed by students in 1985)

Students of KCA are expected to respect the property of the school and other persons' belongings. This includes respect and care for other people's cars, keeping the parking lot free of trash, and responsibility for keeping the building and grounds clean.

Students should respect one another's individuality and show a positive attitude toward academic studies. They should encourage one another to take their role in the learning community seriously. Mutual respect is always expected among students and faculty.

The behavior of KCA students should reflect positive attitudes and respect. This includes refraining from the use of language that others find offensive, respecting those in class and in offices by refraining from excessive noise and/or interruptions, concern for the safety of others in the building and in the parking lot, considerate care for the property, and abiding by school policies and community guidelines.

Kansas City Academy promotes academic integrity and recognizes that plagiarism is a violation of that trust.

Responsible Freedom Involves the following:

- Be on time for school
- Be on time for class
- Come prepared (have appropriate materials)
- Stay awake, be attentive, and participate in class
- Don't be disruptive (Note: Physical contact is disruptive whether violence or inappropriate public displays of affection.)
- Stay in class
- Study, do homework, and meet due-date deadlines
- Be considerate of classes and people studying
- Clean up after yourself
- No use, possession, sale of drugs or alcohol on campus or during school hours or activities
- If you need help, ask for it!



## Public Displays of Affection (PDAs)

The only appropriate forms of PDA here at KCA are holding hands and hugging. Please remember to “hug and release” and remember to refrain from touching other students during class times. This means that hugging and handholding may be done in the halls between classes and during lunch, but not during class times or while out in the community for school events/activities such as field work and field trips.

The rationale behind these expectations is that PDA is distracting from learning and uncomfortable for fellow students and adults alike.

## Student Contracts, Suspension, Termination of Enrollment

The goal of KCA’s discipline policy is to maintain a safe and caring community of co-learners where students are challenged, supported, and held accountable in their growth toward responsible freedom. Contracts (provisional status) may be negotiated with a student whose academic performance and /or behavior is unsatisfactory. If the student fails to make the desired change, the next step is to negotiate a Performance Contract. In the case of a Performance Contract, a conference with the student’s parents and the Principal is required. If a student violates a Performance Contract, the student is subject to dismissal.

A student’s willingness to negotiate and enter into a Performance Contract with Kansas City Academy is understood as a desire on the student’s part to be permitted to continue their education at KCA. As such, it requires a commitment to changing inappropriate, disruptive, and/or unsatisfactory behaviors and an agreement to be held accountable for that commitment.

Immediate suspension will occur in the event of the following:

- Physical harm to another student or faculty/staff member
- Repeated verbal abuse or threatening behavior toward another student or faculty/staff member.

The student will not be permitted to return until a conference is scheduled with the student, their parents, and the Principal and a Performance Contract is negotiated. A violation of this contract may be grounds for termination of enrollment.

Teachers are responsible for discipline in their classrooms. If a student’s behavior is persistently inappropriate and disruptive, teachers will communicate with parents by phone, email or in a conference. If following notification of parents, a student’s inappropriate behavior continues, the teacher will refer the student to the Disciplinary Committee (DC). If a student is so referred to the Disciplinary Committee, the DC will meet with the student and make it clear that if the student has to be referred to the Disciplinary Committee a second time, the student might be permanently removed from that class and required to report to a study period. If that occurs, the student will have to make up the credit. Additionally, the student will be referred to the Principal for assistance in resolving the problem, which will include a meeting with the teacher to work out a mutually agreeable plan for the student’s to return to class.

Should this same student be referred by another teacher and subsequently have to be permanently removed from a second class, the student could be referred to the Principal for termination of enrollment.

If after at least 6 weeks on a contract a student believes he or she has made significant progress in fulfilling his or her contract, the student may petition the Disciplinary Committee to be removed from the contract. A student may petition the faculty only once during a school year. See Contract Review Form in the back of the Student Handbook. This form may be obtained from the student's advisor, filled out, and returned to a member of the Disciplinary Committee.

### **Parent Code of Behavior and Parent Involvement**

The following guidelines establish expectations of conduct for parents whose children are enrolled at Kansas City Academy. These state general guidelines regarding the conduct that is expected of parents of students enrolled at Kansas City Academy. The list of expectations of conduct for parents is not, however, exhaustive or all-inclusive. The school reserves the right to establish and enforce any additional standards or expectations of conduct of parents it deems appropriate.

To be successful, Kansas City Academy relies upon the cooperation of its parents. Parents are expected to support the school's mission and policies and share its core values. Administration, faculty, and staff depend upon the support of parents and look to parents to reinforce their work with students. Kansas City Academy and its parents form a powerful team with far-reaching positive effects on children and the entire school community.

Working together, parents and school professionals exert a strong influence on children to become better educated; they also help them to mature by modeling adult working relationships based upon civility, honesty and respect.

In practice, the greatest impediment to effective teamwork between Kansas City Academy and parents grows out of misunderstandings about school decision-making processes: Who makes decisions at Kansas City Academy? How are those decisions made? Kansas City Academy communicates its procedures to parents, who, in turn, share the important responsibility to become informed members of the school community.

### **Parents and the Board of Directors**

Kansas City Academy's highest policy-making body is a volunteer Board of Directors whose membership includes current parents. The Board of Directors does not intervene in the daily operations of the school, such as curriculum development, personnel management, or student discipline. Instead, the Board focuses on policy-making and financial oversight. In the conduct of its official business, the Board acts only as a whole; individual board members, including the Board Chair, have no authority to act unless specifically authorized to do so by the Board acting as a whole.

Parents with concerns about Kansas City Academy or with decisions made by the administrators or faculty are encouraged to contact the Principal. At Kansas City Academy, board members often interact with others within the school community and hear concerns about the daily operation of the school. As a matter of good practice, the Trustees are expected to report these concerns to the Principal.

## Parents and the Faculty and Administration

Parents play an essential and positive role in the life of Kansas City Academy. Not only are parents advocates for their children, but they also support the faculty and administration through extensive volunteer activities and events.

The relationship between parents and the faculty and administration is formally governed by the school's written enrollment contract and policies set forth in various handbooks. When parents choose to enroll their child at Kansas City Academy, they agree to subscribe to its mission, policies, and regulations.

Parents are expected to work cooperatively with teachers and administrators by staying informed about their children and important events in the life of the school. Thoughtful questions and suggestions are welcomed by Kansas City Academy and are committed to providing parents with timely and pertinent information.

Parents best support Kansas City Academy's climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem. Efforts by parents to lobby other parents are counterproductive.

While parents may not agree with every decision made by Kansas City Academy, in most cases, the parent and school will find enough common ground to continue a mutually respectful relationship. In the extreme case, however, a conflict between Kansas City Academy and a parent or parents may become irreconcilable, in which case termination of the relationship between Kansas City Academy and the family may become necessary. Behavior by a parent that causes disruption and disharmony within Kansas City Academy, or otherwise undermines the school's mission, cannot be tolerated and may lead to termination of the relationship.

## Financial Policy

Financial responsibility is assumed for the entire school year by the parent or legal guardian who signs the Student Enrollment Contract. In the case of midyear enrollment or withdrawal, the tuition obligation is calculated as follows: 90% of annual tuition for three academic quarters, 60% of annual tuition for two academic quarters, and 30% of annual tuition for one academic quarter. Tuition is due and payable according to the payment plan specified in the contract. Parents/Guardians may withdraw students only by giving written notice to the school of the student's withdrawal. **NO GRADES, RECORDS, REPORTS, OR TRANSCRIPTS WILL BE RELEASED UNTIL ALL FINANCIAL OBLIGATIONS TO THE SCHOOL (TUITION, BOOKS, FEES, FINES) HAVE BEEN FULFILLED.** All fees and enrollment deposits are non-refundable.

## Past Due Accounts

Tuition accounts are considered past due after three failed attempts by FACTS to withdraw a monthly payment. A per-month service charge (late fee), as indicated in the Student Enrollment Contract, may be assessed on past-due accounts.

### **Delinquent Accounts**

A tuition account is considered delinquent when a scheduled payment is over one month past due. If a tuition account remains delinquent, the parent(s)/guardian(s) are notified, in writing, at least two weeks prior to the end of the current academic quarter, that until the account balance is brought current, or an acceptable payment plan (subject to approval by the Board Finance Committee) is entered into, in writing, and signed by the Principal and the parties thereto, the student is considered no longer enrolled at Kansas City Academy, nor eligible for enrollment the following academic year or quarter. (The revised payment plan may be negotiated with the Principal or a member of the Board Finance Committee). A delinquent account of a student no longer enrolled at KCA will be considered an outstanding debt and may be turned over to a collection agency. Any collection costs incurred, including attorney's fees, shall be the responsibility of the parent(s)/guardian(s).

### **Student Withdrawal/Termination – Financial Adjustments**

In the event of a student's withdrawal or termination of enrollment, the obligation for tuition is deemed to have accrued quarterly as follows: 100% of annual tuition for four academic quarters, 90% of annual tuition for three academic quarters, 60% of annual tuition for two academic quarters, 30% of annual tuition for one academic quarter, or any portion thereof.

### **Termination of Enrollment**

A student's enrollment may be terminated by the school for the following reasons:

In addition to the attendance policy, twenty continuous school days of no contact from the student or family, unapproved and unjustified by valid documentation

Violation of a student Performance Contract negotiated with and signed by parents, student, and the Principal

Unacceptable student behavior, as determined by the sole discretion of the Principal

Delinquent tuition account (see Delinquent Accounts)

## **GUIDELINES FOR SPECIAL AREAS AND EQUIPMENT**

### **Main Office (Room 202)**

The main office is to be maintained as a quiet space where school business can be transacted without unnecessary interruptions and where official school records are kept. Students are not to be in the main office unless they have permission from a staff member and/or are there on school business (e.g., registering attendance by signing in or out, paying tuition/fees, etc.).

### **Student Lounge (Room 104)**

A student lounge is available, to be developed and maintained by the Student Council, as a place where students can go during unscheduled time to relax, study and/or visit with friends. While talking and listening to music is appropriate in the student lounge, the volume must be kept low enough so as not to be heard outside the student lounge.

### **Faculty Mail Room (Room 202)**

Faculty mailboxes are located adjacent to the main office (room 202). A refrigerator, microwave, and coffee machine are available in this area for faculty use only.

### **Reception Area**

The hall area outside the main office is a public reception area. KCA community members should be sensitive to the fact that this is an area where visitors will often be waiting for an appointment. Parents and visitors must first report to the main office to sign in and receive a visitor's badge to wear while on campus. Visitors without an appointment should only be in the building before and after class times or during lunch.

### **Copy Machines**

The copy machine in the main office is for official school business and is to be operated by the office staff and teachers only. Students may copy school-related materials with permission from a teacher or staff member.

### **Mac Lab / Yearbook Room (Room 102)**

The computers and printers in the Mac Lab/Yearbook room are for student and faculty use. First and foremost, they are to be used for coursework and class assignments. Food and/or drinks are not to be taken into the lab. A student found taking or having food or drink in the lab may lose their computer use privileges.

Internet access for educational purposes is available through school computers and Chrome Books. KCA faculty, staff, and students are encouraged to use these valuable resources during appropriate times. The media/technology resource coordinator will assist anyone who has questions about its use. Students must read and sign an Acceptable Use Policy prior to receiving their computer access password.

### **Parking Areas and Entrances**

Visitor parking is located on 79th Terrace. There are two handicap-accessible spaces directly in front of the north entrance. Students and staff should park in the lot east and south of the building. Students are not to be in the student parking area or in cars during the school day without a faculty or staff escort. All visitors, students, and staff must use the north (79th Street) entrance. The south doors will remain locked for security reasons.

## Restrooms

Restrooms are located on both floors. The two restrooms on the top floor and the restroom in the Black & White Hallway are handicap accessible.

## Lockers

Each student will be assigned a locker on the lower floor in which to keep books and personal belongings. Padlocks will be issued upon request from the facility manager for students who wish to secure their belongings. Only school issued locks will be permitted. Any other lock will be cut off.

Lockers are put in good working condition each summer. Students are encouraged to take good care of their locks and lockers throughout the year and will be held financially responsible for replacement and/or repairs as needed.

## COSTS

### Tuition and Fees

The Board of Directors sets tuition each October for the following school year. Four tuition payment plans are available: payment in full, payment by semester, and two different monthly payment schedules.

### Late Fees and Charges

Grades and transcripts may be withheld until all tuition and fees (including fines) are paid in full and the tuition account is current. (See Financial Policy.)

### Graduation Fees

Seniors are assessed a \$75 fee to help defray the cost of graduation expenses and other senior activities. This fee is due in January of the senior year. Each senior is additionally responsible for the cost of graduation announcements.

### Annual Giving/Fundraising

Tuition alone does not cover the cost of a student's education at KCA. Thus, each family makes a commitment to support KCA above and beyond tuition in two or more of the following ways:

- A tax-deductible donation to KCA's annual giving program
- Tax-deductible donations of items for the Annual KCA Benefit Auction
- Active solicitation of auction item donations from area businesses
- Working on an auction committee
- Working at the Auction and on other fundraisers
- Asking your employer if a matching gifts program is available

- Designating KCA as your donation recipient for employer-sponsored annual giving campaigns
- United Way: write in as “Kansas City Academy”
- Heartland Combined Federal Campaign: [www.heartlandcfc.org/KansasCityAcademy #68660](http://www.heartlandcfc.org/KansasCityAcademy#68660)
- Greater Kansas City Community Foundation: [www.gkccf.org](http://www.gkccf.org)
- Kansas City Academy can be designated using the write-in option and providing the following information:

The Learning Cooperative  
 dba Kansas City Academy  
 7933 Main Street  
 Kansas City, Missouri 64114

- Participating in fundraising programs that provide a percent of profits to non-profit organizations (goodsearch.com, Target Red Card, etc.)
- Contributing at least 10 volunteer hours toward KCA academic and/or social activities

## FINANCIAL AID

### Direct Aid

A limited amount of financial aid is available in the form of scholarships. All scholarships are awarded based on a combination of merit and financial need. Whether or not a student receives a scholarship is based on merit. The actual amount of the scholarship is based on financial need, not to exceed the maximum award for each tuition tier set by the KCA Board of Directors (30%-40% of the total tuition).

In awarding scholarships, we are more interested in the student's potential, goals, seriousness of purpose, character, and his/her/their subsequent growth, success, and contributions to KCA than we are in past successes, achievements, test performance, or auditions. Scholarship recipients should be students who will contribute positively to a caring, sharing community of co-learners where educational excellence is a concern for all. Financial aid requires a new application each school year. A student's eligibility for renewal of financial aid is contingent on the student's positive participation in the school community.

Confidential applications are submitted by families needing financial aid. The priority deadline for making an application for aid for the next school year is February 1. Applications are acted upon and families are notified of financial aid awards by March 15. New students applying for admission to Kansas City Academy after February 1 may also apply for financial aid. Financial aid applications received after February 1 will be considered on a first-come, first-served basis. Individual awards will be based on the remaining financial aid funds available, as well as the criteria outlined above.

### **Work/Study Grants**

An option (other than direct financial aid) available to students is the Work/Study program. This program allows interested and responsible high school students who qualify for financial assistance to earn a tuition reduction of \$1000 in exchange for services rendered to KCA. These services may include but are not limited to, Culinary teaching assistant positions, telephone answering; clerical work; assisting in the library, science lab, or art lab; and custodial tasks. The student on work/study enters into a contractual arrangement with the administration of the school. Students are expected to work the equivalent of one class period per day, each day that school is in session.

There are a limited number of work/study positions available, interested students should contact the Admissions Director.

## **MISCELLANEOUS INFORMATION**

### **School Day**

The school day is from 8:30 AM to 3:30 PM. Regular classes end at 3:30 but students may opt to participate in one or more school activities which typically end at 4:30 PM.

### **Student Arrival and Departure Times**

Students are to arrive at school between 8:15 and 8:30 AM and depart from school between 3:30 and 3:45 PM (12:30 PM on Wednesdays) unless they are participating in an after-school class or activity.

If parents' schedules dictate the need for an exception to the above policy, special arrangements must be made in advance with the office. A student who arrives before 8:15 AM is to come to the 79th Terrace (north) entrance, check in with the staff member on duty and will be required to wait quietly, read, or study in the second-floor hallway until 8:15.

Similarly, if a student cannot be picked up by 3:45 PM (12:30 PM on Wednesdays), arrangements must be made for the student to wait quietly, read, or study in the second-floor hallway until his/her/their ride comes.

### **Early Dismissal / Professional Meetings for Faculty**

Students will be dismissed at 12:30 PM every Wednesday throughout the year to allow the faculty extended time together for professional meetings (evaluation, planning, professional growth). Families are asked to make the necessary transportation arrangements on early dismissal days.



## **Snow Days**

In case of severe weather, parents and guardians will be notified of school delays and/or closings via text and email as soon as a decision is made. In addition, KCA will post notifications on the KCA Current Parents Facebook Page. KCA DOES NOT necessarily follow any other school district regarding school delays and/or closings.

Pay close attention to whether the school has been delayed or closed. If KCA chooses to delay the opening of school, the notification will specify if classes will be delayed 1 hour or 2 hours.

If an administrative decision is made to dismiss school early due to developing severe weather or other emergency situation, parents and guardians will be notified via text, email, and Facebook as stated above. School personnel will contact parents/guardians by phone when instructions for the student's transportation home are required.