

Kansas City Public Schools

Parent Handbook

Pre-K Extended Learning Program

2020-2021



Introduction

The Pre-K Extended Learning program is operated and staffed by KCPS employees and is separate from the LINC program. Parents pay a monthly fee for their student to attend the program; household size and income determine family fee amounts.

The information in this ***Parent Handbook*** is provided to assist us in working together to best serve your family's needs. ***Please review this handbook carefully and contact the Early Learning Department if you have questions regarding this information or the Pre-K Extended Learning program.***

The Early Learning team looks forward to working with you and your student in the Extended Learning Program and wish to thank you for choosing KCPS for your child's early education experience.

Kansas City Public Schools Vision Statement:

Kansas City Public Schools (KCPS) envisions its schools as places where every student will develop a deep understanding of the knowledge and skills necessary to pursue higher education, obtain family-supporting employment, contribute to the civic well-being of the community, and have the opportunity for a rewarding and fulfilling life.



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Code of Conduct

KCPS has the following expectations for KCPS Early Learning families and staff:

- To ensure a safe environment for all children, parents and visitors will exhibit patience and self-control in managing their child's behavior as well as any complaints or grievances they or their child may have.
- To provide a safe environment, adults will supervise children at all times in the building and parking lot.
- To ensure safe passage during pickup and drop off, parents will park in the assigned areas of the school grounds and parking lot.
- To ensure maximum program benefits, parents will adhere to all attendance policies and ensure their children arrive and depart school on time.
- To ensure an environment that treats all children and adults with respect and dignity, visitors and staff will refrain from loud talking or shouting, cursing, name-calling, quarrelling, verbal or physical fighting, displays of anger or making rude remarks to staff, children, or other visitors/parents.
- To provide the best possible role models for the children in our care, parents and visitors are encouraged to dress with care when visiting school, volunteering in the classroom, or bringing and picking up their children. (e.g. refrain from wearing clothing with obscenities or that make reference to drugs/alcohol, or clothing that is of a revealing nature) and to refrain from excessive displays of affection.
- To ensure a healthy environment, visitors will not smoke; will not bring alcohol or any other drugs, firearms or weapons onto the school property including the parking lot area.
- To ensure parents are aware of important program guidelines and regulations parents will review and adhere to the Early Learning Parent Handbook and to direct questions to the Office of Early Learning.
- To provide a means for addressing a concern or complaint, parents and visitors will follow the KCPS grievance procedures provided at the end of this handbook.
- To maintain a safe and educational environment for the children, parents and visitors will follow the directions of the KCPS staff and employees, including administrators, teachers, custodial and kitchen staff, bus drivers, and aides.
- To support children's social, emotional and intellectual growth, parents agree to be supportive of the goals of the classroom and the school in assisting their child.

Link to KCPS Student Code of Conduct:

[KCPS Student Code of Conduct](#)

Contact Information

- **Extended Learning Teacher** _____ Classroom phone #:
- **Extended Learning Teacher** _____

- **Coordinator, Early Childhood** **Susan Wright** Office phone # 816-418-5258
Mobile/text#: 316-708-0627
Email: suwright@kcpublicschools.org

- **Early Learning Specialist** **Debbie Ervay** Office Phone # 816-418-5213
Mobile/text#:
Email: dervay@kcpublicschools.org

- **Fee payment**
(by mail or in person) **Board of Education** 2901 Troost Avenue
KC, MO 64109
Attention: Treasury
 - **My Payments Plus (online)** www.mypaymentsplus.com
 - **MPP Helpdesk:** support@mypaymentsplus.com
Phone: (877) 237-0946

Early Childhood Education Locations @ KCPS

Educational Program hours: 8:00am to 3:00pm -- Monday through Friday

John T. Hartman:	8111 Oak Street, KCMO 64114
Longfellow:	2830 Holmes Avenue, KCMO 64109
Pitcher:	9915 E 38th Terrace, KCMO 64133
Primitivo Garcia:	1100 E 17th Street, KCMO 64108
Trailwoods:	6201 E 17 th Street, 64126

Educational Program hours: 8:20am to 3:20pm -- Monday through Friday

Border Star Montessori:	6321 Wornall Road, KCMO 64113
Harold Holliday Montessori:	7227 Jackson Avenue, KCMO 64132

Educational Program hours: 9:00am to 4:00pm -- Monday through Friday

African-Centered College Prep – Lower:	6410 Swope Parkway, KCMO 64132
Hale Cook:	7302 Pennsylvania Avenue, KCMO 64114
JA Rogers:	6400 E. 23rd Street, KCMO 64129

*****In order to offer the Pre-K Extended Learning Program, fees are charged for participation. Not all Pre-K locations offer the Pre-K Extended Learning program. A minimum number of children enrolled in the program is necessary to make the operation of a program at a school cost effective.**

Extended Learning Program Information and Procedures

Pre-K Extended Learning Enrollment and Fees

In order to offer the Pre-K Extended Learning program, fees are charged for participation. Not all Pre-K locations offer the Pre-K Extended Learning program. A minimum number of children enrolled in the program is necessary to make the operation of a program at a school cost effective.

The Early Learning Office processes applications and enrolls students in the program. Fee payment is collected through the MyPaymentsPlus website www.mypaymentsplus.com; **the full fee amount is due by the fifteenth (15th) of each month** your child attends the program. Failure to pay the full fee amount by the fifteenth (15th) may result in your child being excluded from care beginning on the sixteenth (16th) day of the month.

Call **(816) 418-5213** if you have questions.

- To apply for a seat, or to place your child on the waitlist click this link to complete an application:

[Pre-K Extended Learning Application SY 21](#)

KCPS assesses late fees for the care of children whose parents pick up after the end of the Pre-K Extended Learning Day. Late fees are **\$1.00 for every minute (per child) past the close time of the program.**

Schools cannot accept Pre-K Extended Learning enrollment fees or late pickup fees. Payments are made through the MyPaymentsPlus site on-line, by mail or by appointment at the Manual Career and Technical Training building, 1215 E Truman Road, KCMO, 64109.

Due to the Covid-19 Pandemic, the Extended Learning program will be taking applications for potential start up of the program, but is not guaranteed to open for care when school resumes in person. The monthly fee will be determined if the program resumes for care.

The Extended Learning Program is a fee-based Before and After school program for families of Pre-K children. Eligibility for the program requires proof that parents or guardians are working or in school full-time, or a combination thereof. The fee is \$184 per month. The monthly fee is based on the total cost of staffing the program and is due whether or not your child attends every day.

Arrival and Authorized Release

**Due to the COVID-19 Pandemic, this procedure is modified to limit exposure of staff. Parents will not be permitted to enter the building. Please see the [Extended Learning Child Care FAQs.docx](#) and the [Pre-K Extended Learning Pandemic Addendum](#).*

Children's safety is very important to us. A **parent and/or approved adult** must walk the child into the Pre-K Extended Learning classroom and sign them in. If children are in another location in the building, the adult must sign them in and/or out prior to taking them from the program. Children may not be dropped off before the

Pre-K Extended Learning start time and must be picked up by closing time. At the end of the program day, an adult must sign the child out. **Failure to do this may result in losing the privilege of the Pre-K Extended Learning program.**

The enrollment application contains written authorization provided by the parent or legal guardian with the name, address and phone number of those persons approved to take the child from the school. In order to ensure the safety of children enrolled, parents are required to notify program staff when contact information changes. **Children cannot be released to persons not listed on the Pre-K Extended Learning application.**

Children may only exit the school with a parent/guardian or other designated adult. *NOTE: **By law, either parent named on the child's birth certificate is permitted to pick up the child unless KCPS has on file a legal court document stating otherwise.*** Persons other than the parent picking up the child must present photo identification. Children **will not be released** to an adult not on the approved list **without prior arrangement and photo identification.** *The person responsible for signing out a child must be sixteen (16) years old and have photo identification.*

When children have not been picked up at the close of program hours and the family or emergency contacts cannot be reached, a child abandonment report will be made to local law enforcement officials and/or the Children's Division (CD).

Challenging Behaviors

Staff model and provide an environment of acceptance and kindness, using positive approaches to build a child's self-regulation skills. Parents and staff will work together as a team to support children. **Children who exhibit challenging behavior that does not respond to parent and staff efforts may be refused participation in the program.**

Clothing

Two (2) complete changes of clothing are requested in the event of an illness or accidental spill. Staff will call you to pick up your student if replacement clothing is not available. Provide replacement clothes the next day after soiled items are sent home.

Health

**Due to the COVID-19 Pandemic, this procedure is modified to limit exposure of staff. Parents will not be permitted to enter the building. Please see the [Extended Learning Child Care FAQs.docx](#) and the [Pre-K Extended Learning Pandemic Addendum](#).*

Children enrolled in the Pre-K Extended Learning program must be current on all age-required immunizations. In the event of an outbreak or suspected outbreak of a vaccine-preventable disease in the school, unimmunized children are **excluded** from the Pre-K Extended Learning Program per the KCMO Health Department.

Illness

**Due to the COVID-19 Pandemic, this procedure is modified to limit exposure of staff. Parents will not be permitted to enter the building. Please see the [Extended Learning Child Care FAQs.docx](#) and the [Pre-K Extended Learning Pandemic Addendum](#).*

Children who arrive for Pre-K Extended Learning with signs of illness are not accepted into care. If children become ill during program hours, Missouri Child Care Licensing regulations require staff to send the student home and may require a note from the child's physician before the child can return to school if the child

exhibits any of the following symptoms:

- **Diarrhea:** More than one (1) abnormally loose stool. *Diarrhea is defined as a watery stool.*
- **Fever:** Have a temperature of over 100° Fahrenheit by mouth or, 99° Fahrenheit under the arm or higher. Children must be fever free **without medication** for 24 hours before coming back to school.
- **Infected skin patch:** Crusty, bright yellow, dry, or gummy areas of the skin.
- **Pinkeye:** Tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus.
- **Severe Coughing:** Red or blue in the face or makes high-pitched croupy or whooping coughing sounds.
- **Sore throat or trouble swallowing**
- **Vomiting:** More than one occurrence within a 24-hour period.

Nutrition

During morning and afternoon Pre-K Extended Learning program hours, a snack or light meal is served. **Children may eat only food provided by the program during program hours.** Children with a medical dietary diagnosis and **documented dietary plan of action** provided by a medical professional receive food items appropriate to their dietary needs. Pre-K Extended Learning staff does not use food as a reward or punishment; eating is not required nor denied based on behavior.

Severe Weather Closing

Pre-K Extended Learning closes when KCPS announces school is closed for weather or other urgent reasons. Information on school closings is available through radio, television, phone calls, text messaging and the KCPS website. If school is in session and severe weather closing occurs, children must be picked up as quickly as possible after the announced school closure time.

The KCPS district calendar outlines holiday observances, winter, spring, and summer breaks. The calendar is located at www.kcpublicschools.org. Individual schools may close on additional days to accommodate parent conferences, home visits, and/or professional development.

Transitions

Teachers are responsible for both visually and verbally documenting the location of each child in their care during the Pre-K Extended Learning program hours. Program staff regularly conduct visual head counts and require children verbally respond when their name is read from the program roster.

Birthday Celebrations

Pre-K Extended Learning classrooms will not celebrate birthdays during before/after school hours.

COVID Policies

Current pandemic concerns will alter some policies and procedures listed in this handbook. Please click on the links below for the most accurate and up-to-date information.

[Extended Learning Child Care FAQs.docx](#)

[Pre-K Extended Learning Pandemic Addendum](#)

[KCPS Reopening Plans - Fall 2020](#)

Extended Learning Program FAQs

1. How can I apply for the Pre-K Extended Learning Program?

Applications can be submitted by completing the application at the link below.

- [Pre-K Extended Learning Application SY 21](#)

2. What are the hours of the Pre-K Extended Learning Program?

The Extended Learning Program operates as listed below. The program is available for a fee of \$184 per month.

- Holliday and Border Star Montessori schools - From 7:00am until the start of the educational portion of the school day and from end of school day until 6:00pm.
- Neighborhood Pre-K schools - From 8am until the start of the educational portion of the school day and from end of school day until 6:00pm.

3. How many children and adults will be in the classroom?

- Each classroom will serve a maximum of twenty (20) children and will be staffed with a lead instructor and teaching assistant. An additional staff member will support check in/check out of children during the extended day portion of your student's school day.

4. Will my child be required to wear a mask?

- Masks are required. All staff, while in the building, are required to wear masks. Parents must wear a mask when dropping off or picking up children. Children in the program will be taught how to wear a mask safely. We encourage you to work with your child on mask safety.

5. Will my child's teachers be required to wear a mask?

Teachers and other professional staff in the building will be required to wear face masks. Face shields and gloves will also be provided and used as indicated.

6. Will children in Pre-K classrooms be required to practice social distancing?

Cooperative play and socialization is important for this stage of development. Several strategies will be utilized to reduce risk in the classroom:

- Children will be assigned to zones in the classroom with 2-3 children. This group will be considered "stable" meaning they will not move into close interaction with children outside of this zoned group.
- Children will be provided individual tubs with their own learning materials so children will not have to share crayons, scissors, pencils, markers, etc.

- Playgrounds will be separated into zones allowing for only one classroom in an assigned area at a time.
- Social distancing will occur when moving throughout the building (restroom and playground only). Children will be taught how to maintain space through fun and creative ways.

7. How will the building and classrooms be cleaned?

Custodial services will thoroughly clean the school building twice per day and will do periodical cleaning of high touch services throughout the day (handrails, restrooms, door knobs, etc.). In addition, each classroom will be equipped with supplies for cleaning shelves, tables, and toys as they are used.

8. How will my child get to their classroom?

One of the most important safety measures we can practice is to reduce the amount of people who enter our buildings. For this reason, parents/guardians will not be allowed to enter the building and walk their child to their classroom. An assigned staff member, wearing appropriate PPE, will meet the parent at the front of the building and will escort their child to their classroom. A health assessment will also occur before entry. Details of this process will be provided at the time of enrollment in the Extended Learning Program.

9. How will I pick up my child from the program?

Upon arrival, the authorized adult will notify the building site supervisor that they have arrived. An assigned staff member will bring your child to you for release. Details of this process will be provided at the time of enrollment in the Extended Learning Program.

10. What steps will be taken to protect my child from being exposed to Covid-19?

Staff and families will receive education on the signs and symptoms of Covid-19 and will be asked to keep their student home should any of the signs or symptoms be present. Upon entry into the building, all staff will receive a temperature check and will complete a health assessment questionnaire. Upon arrival, all children and family members will participate in a temperature check and health assessment questionnaire. Additional safety measures include the use of masks and sanitation practices by all staff. Children will remain in stable groups and will have several handwashing breaks throughout the program day.

11. What happens if a child or staff member gets sick?

If a child or staff member suddenly displays symptoms, they will be isolated from the classroom. The staff member will be asked to go home and the child will wait in isolation (with supervision) until their parent/guardian arrives. Recommended guidelines from the health department will be followed when evaluating a child or staff's return.



Kansas City Public Schools

Welcome Extended Learning Families!

School Year 2020-2021 Updated 01.26.2021

Pre-K Extended Learning Pandemic Addendum

We welcome you to this unique and unprecedented school year! This addendum to our traditional Extended Learning Program Parent Handbook will address modifications to the Extended Learning Program made to ensure safe care for your child during this COVID pandemic. We recognize these times are challenging and our role as an early education program is to meet the most challenging needs during challenging times while providing high-quality educational opportunities for young children.

The classrooms will have changes that enhance safety, while still supporting the high quality early childhood education that you know and expect from our program. The following information will answer some of the questions you may have.

What will the classrooms look like?

The classrooms will operate like traditional early childhood programs, which consists of centers for focused play (e.g. block area, dramatic play, art center) and tables for small group activities. Each classroom will be staffed with two staff members. A part-time learning assistant may also be available if needed to support classroom and student needs. Below are the components that will be different:

- Typically, four (4) to five (5) children are allowed to play in one center. We will reduce this to two (2) children per center to allow for social distancing.
- Children will be provided individual tubs with materials that are typically shared (e.g. scissors, markers, playdoh,). This will allow them to use their own items without sharing.
- Children will have more space between them during large groups, small groups, meals, and naptime.
- Children will be allowed to play together as this is a necessary part of their development. Toys will be frequently sanitized and handwashing breaks will be a part of the schedule.
- Classrooms will stay separate from one another on the playground and during restroom visits.

Are masks required?

Masks are required. All staff, while in the building, are required to wear masks. Parents must wear a mask when dropping off or picking up children. Children in the program will be taught how to wear a mask safely. We encourage you to work with your child on mask safety.

There will be opportunities to take a mask break. Masks are not required while eating, napping and during some outdoor play.

How will I drop off my child for care?

One of the first steps we will take to prevent exposure to COVID-19 is to reduce the amount of people who enter our building. For this reason, parents will not be allowed to enter the building until it is deemed safe. This will be the entry process:

1. You will be assigned to an entry point.
2. Upon arrival, you will see a series of cones spaced six (6) feet apart.
3. You will **put on a mask** and will walk up to the building and stand at a cone, maintaining the six (6) feet distance requirement. If multiple people are in line, it is recommended that you wait in your car or the parking lot until the line moves.
4. A staff member, wearing a mask and other Personal Protective Equipment, will greet you and your child at the building entrance.
5. At orientation, you will receive a copy of the Health Questionnaire, which is designed to help establish if you or a member of your family could potentially be at risk of exposure to COVID-19. The questions are:
 - a. Do you have any of the following symptoms (cough, fever, body aches, loss of taste or smell, stomach issues, etc.) that cannot otherwise be explained?
 - b. Have you or anyone in your household tested positive for COVID-19 in the last 14 days?
 - c. Are you or anyone in your household waiting on results of a COVID-19 test?
 - d. Have you or your child been in close contact (15-minutes within 6-feet) of a person who has tested positive for COVID-19 within the last 14 days?
 - e. Have you or your child been asked to isolate or self-quarantine due to a possible exposure to COVID-19 within the last 14 days?
 - f. Have you given your child any fever-reducing medicine within the last 8 hours?
6. When you arrive in the morning, you will be asked if you have reviewed the Health Questionnaire and if your answer is “yes” to any of the questions.
7. If you answer “yes” to any of the above questions, your child will not be allowed to stay, so it is best if you review the questions each morning before arriving at the program.
8. If you answer “no” to all of the questions, you will be escorted to the temperature check station. If you and your child do not have a fever, you will “wish your child well” for the day and a staff member will escort your child into the building.
9. If you or your child do have a fever, you will not be allowed to leave your child for the day.
10. You will also be asked if you need to update any of your contact information. It is very important that we are able to reach you or another family member if your child should become ill.

What happens with my child once I leave them with staff?

Once your child is cleared to enter the program for the day, a staff member, wearing a mask, will give your child their name tag, hand sanitizer and a mask. Your child will be walked to the classroom. Once in the classroom, they will wash their hands and will be guided to an assigned space where they will begin their morning routine.

How do I pick up my child?

Staff will be waiting at the front door for departure procedures. You will put on a mask, walk up to the entrance and stand at a cone maintaining six feet distance. A staff member will greet you and will verify your child and approval for pick-up. Staff will notify the classroom that you are here and a staff member will escort your child to you. If you have a different person picking up your child you must notify program staff

ahead of time so we can ensure they are on the approved list for authorized release.

What happens if my child gets sick during the day?

If your child has symptoms that *could* look like COVID-19 symptoms, they will be guided to our quarantine space and cared for. They will be given a mask and will be closely monitored until you arrive to pick up your child. **You MUST be able to pick up your child quickly if they become sick.** This can be you or an approved person on the emergency contact list.

Based upon the nature of your child's symptoms, you will be provided instructions on what should occur in order for your child to return to the program. Each situation will receive consultation with the KCPS nursing department.

What happens if there is a positive COVID-19 exposure by a child or staff member in the program?

While we will make every effort to reduce the possibility of a COVID-19 exposure, it will happen. Families and staff in the program will go to stores, events in their community and will have contact with other family members. Our hope is that should a positive case occur it will not spread due to our safety precautions.

Should we receive notice of a positive COVID-19 test result, we will communicate with our district's COVID-19 leader. This person will communicate with the Kansas City Health Department for a plan of action. This will include the identification of who is at risk of exposure, who is not, and what happens next.

Procedures for Parent and Community Member Concerns

The Pre-K Extended Learning program uses the following procedures to resolve parent or community member concerns about the program:

- Submit comments/concerns to Mrs. Debbie Ervay (Early Learning Specialist) or Mrs. Susan Wright (Coordinator, Early Childhood Education). Contact information for these individuals is located on page five (5) of this document.
- Within ten (10) working days of the complaint, Mrs. Susan Wright (or her designee) will attempt resolution of the concern. Whether a particular action or incident constitutes a violation of policy requires a determination based on all of the facts and surrounding circumstances.
- Parents/community members shall be guaranteed the right to an adequate, reliable, and impartial investigation of concerns, which shall include:
 1. The opportunity to present witnesses and provide evidence.
 2. Completion of investigation within 30 days of the complaint.
 3. Timely notice of the outcome of the investigation.
 4. The right to appeal the decision of the investigating authority to the Superintendent's designee and to receive notice of their decision within 20 days of the appeal.
- Concerns that allege a violation of Federal or State Laws, Federal or State Regulations, Missouri Child Care Licensing Regulations, or KCPS Policies are referred to KCPS Legal Counsel in accordance with KCPS policy.

Procedures for Discrimination/Harassment Complaints

Procedures for Assurance of Compliance with Federal/State Regulations/School Board Policies of Nondiscrimination / Harassment in Educational Activities/Programs

NOTICE OF NON-DISCRIMINATION

The Kansas City Public Schools does not discriminate on the basis of sex, race, religion, color, national origin, ancestry, age, disability, sexual orientation, gender identity, genetic information or any other factor prohibited by law, or based upon a belief that such a factor exists, in its programs, services, activities and facilities. The following person has been designated to handle inquiries from students, parents and members of the public regarding the non-discrimination policies.

Anti-Discrimination and Harassment Coordinator

Chief Legal Counsel
2901 Troost, 2nd Floor
Kansas City, Missouri 64109
Telephone: (816) 418-7610 Facsimile: (816) 418-7411

If the above contact is unavailable, students, parents and members of the public may direct inquiries regarding nondiscrimination policies to any attorney in the Legal Services Department at:

Staff Attorney
Legal Services Department
2901 Troost, 2nd Floor
Kansas City, Missouri 64109
Telephone: (816) 418-7610 Facsimile: (816) 418-7411

Purpose

Kansas City Public Schools has established procedures to assure nondiscrimination in educational programs, services, activities and facilities and to ensure the elimination of harassment, including sexual harassment. It is the policy of the Board that all students will be treated with respect by all employees, third parties and fellow students. Hostile treatment or violence against a student on the basis of sex, race, religion, color, national origin, ancestry, age, disability, sexual orientation, gender identity, genetic information or any other factor prohibited by law or based upon a belief that such a factor exists, will not be tolerated.

It is recognized that discrimination or harassment complaints by students/parents may arise from actual or perceived situations and circumstances related to the prohibition of discrimination. It is the intent of this policy to assure that discrimination or harassment complaints are resolved in an expeditious, orderly, and equitable manner that serves to fulfill the letter and intent of the law. All principals are required to make a conscientious effort to fully consider and understand the nature and basis of any discrimination or harassment complaint of a student/parent and to resolve it, to the satisfaction of the complainant, without delay or refer it, without delay, to the appropriate office for resolution. The initiation of a discrimination or harassment complaint by a student/parent will not be used as a basis for actions that adversely affect the student's standing in his/her school. Additionally, participation or assistance in the investigation of a complaint shall not to be used as the basis for adverse actions against a student.

Procedure for Filing Complaints

Discrimination or harassment complaints made under the provisions of this rule will be handled using federal enforcement agencies' standards in the processing and investigation of discrimination/harassment charges and without extraneous administrative barriers. No anonymous complaints shall be accepted or processed and all complaints should include, to the best of the complainant's ability, specific information regarding the discriminatory or harassing action(s) or inaction(s), the basis (e.g., age, race, disability, etc.) for the action(s) or inaction(s), the alleged offender(s), and witnesses if any. Any complainant who knowingly submits false information will be subject to disciplinary action. Records are maintained of each discrimination or harassment complaint investigation to include the final disposition of each.

A student or parent who believes that he/she has been the subject of discrimination or harassment because of his/her sex, race, religion, color, national origin, ancestry, age, disability, sexual orientation, gender identity, genetic information, or any other factor prohibited by law (such as political beliefs, marital status, social and family background, linguistic preference, or pregnancy), or based upon a belief that such a factor exists, shall communicate his/her complaint or concern to a teacher, building or district administrator. A student harassing or discriminating against another student shall be subject to discipline under the Code of Student Conduct.

Due to the sensitive nature of discrimination and harassment complaints, students/parents may file such a complaint directly with the Anti-Discrimination and Harassment Coordinator as identified in Board Policy AC and above. In such instances, the complaint shall be resolved by the Anti-Discrimination and Harassment Coordinator under the same duties and timeline as applies to principal investigations.

If discrimination or harassment is discovered or reported, the district will investigate promptly and take immediate and appropriate action to stop the discrimination or harassment and deter its reoccurrence pursuant to Board policies ACA and ACAA.

In determining whether alleged conduct constitutes a violation of Board policy, the district will investigate the matter and consider all relevant factors including, but not limited to, the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of policy requires a determination based on all of the facts and surrounding circumstances.

Complainants shall be guaranteed the right to an adequate, reliable and impartial investigation of complaints, which shall include:

1. The opportunity for the complainants to present witnesses and provide evidence.

2. Completion of investigation within 30 days of the complaint.
3. Timely notice of the outcome of the investigation.
4. The right to appeal the decision of the investigating authority to the superintendent's designee and to receive notice of the decision within 20 days of the appeal.

Appeals

If the student/parent does not agree with the final determination made by the Anti-Discrimination and Harassment Coordinator or principal, he/she may appeal the determination to the Superintendent of the District by submitting a letter of appeal to the Anti-Discrimination and Harassment Coordinator within five (5) workdays of the date of the final determination. The decision of the Superintendent shall be issued within twenty (20) days from the receipt of the appeal and no further appeals shall be taken.

Special Provisions

- A. Failure on the part of the student/parent to initiate and/or follow up on a complaint in a timely manner may result in the complaint being considered abandoned. A complaint must be reported within 300 days of the alleged discriminatory act(s).
- B. Failure by a principal to schedule a meeting with the complainant within ten (10) workdays will automatically allow the complainant to move the complaint to the next level of administration.
- C. In general, students shall continue attendance at school and pursue their studies, as directed, while complaints are pending resolution. Appropriate interim actions may be provided to protect the complainant during the investigation and appeal process.
- D. Records of an ongoing investigation shall remain confidential and not subject to disclosure until a final determination is made on the case.

Limitations

Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under this policy shall on that basis stop the Board from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

See Administrative Policy AC and AC-1 located on the Kansas City Public Schools Website at kcpublicschools.org .

CONFIDENTIAL

Discrimination – Harassment Complaint

This form should be completed by the Complainant or the Administrator to whom a complaint of discrimination or harassment has been made.

For Student complaints, immediately send completed form to the student's principal and the Anti-Discrimination and Harassment Coordinator, phone: (816) 418-7610, fax: (816) 418-7411.

Name:

Last *First*

Address:

Street or P.O. Box *City* *State* *Zip*

Phone: Day () _____ Evening () _____

I Am A: Student Employee Other:

I Wish to Complain Against:

Date of incident of alleged discrimination:

Time for Filing a Complaint. To be timely, a Complainant must submit a Complaint to the District no later than 300 days after the most recent allegedly Discriminatory Act occurred.

Place of incident of alleged discrimination:

Nature of alleged discrimination:

- | | | | |
|---|--|--|-------------------------------------|
| <input type="checkbox"/> Sex | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Color |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Ancestry | <input type="checkbox"/> Age | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Other factor prohibited by law: | |

Describe in detail the specific incident that is the basis of the alleged discrimination: A clear and concise written statement of the facts that constitute the alleged Discriminatory Act(s), including pertinent dates and sufficient information to identify any other individuals who may provide information during the course of an investigation conducted under these procedures:

CONFIDENTIAL

Did the person you are complaining against state a reason for the action prompting your complaint? If yes, please describe:

Describe why you believe the incident was related to your race, sex, or whatever basis you indicated above, or why you believe you were retaliated against:

List and describe all documents, e-mails, records, materials and other evidence pertaining to your complaint:

List and identify all witnesses to the incident(s) or persons who have personal knowledge of information pertaining to your complaint:

Please submit any additional information pertaining to the alleged discrimination:

Describe the injury or harm you suffered because of the alleged discrimination:

What would you like the District to do as a result of your complaint -- what remedy are you seeking?

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Complaint Acknowledgment:

I certify that to the best of my knowledge the information that I have provided is accurate and the events and circumstances are as I have described them. I understand that if I knowingly submit false information, I will be subject to disciplinary action.

I understand and acknowledge that a copy of this complaint, along with the attachments, will be furnished to the alleged offender ("respondent"). I have attached to this complaint any supportive evidence and/or

documentation such as e-mails, records, materials which I believe supports my allegation. I also understand and consent to the disclosure of information contained in this complaint to appropriate administrators and witnesses interviewed for the purpose of investigating this complaint. I understand that I will have to provide contact information of witnesses identified in this complaint. I am willing to cooperate fully in the investigation and provide whatever evidence the District deems relevant.

I understand that the nature of this complaint, correspondence, and all discussions conducted in the course of investigation of the information contained in this complaint are confidential to the extent permitted by law and unauthorized disclosures of information concerning the investigation could result in disciplinary action. I agree to abide by these guidelines.

Signature: _____ Date: _____

Administrator: _____ Building: _____

_____ I have advised the claimant that an allegation of discrimination or harassment is a serious matter that will be investigated pursuant to Board Policy with an optimal degree of confidentiality.

_____ I have provided the complainant with copies of Board Policy AC, ACA, and/or ACAA which explain the investigation procedure and appeal rights.

_____ I have provided the complainant with a copy of this form and submitted the executed form to either the **Anti-Discrimination and Harassment Coordinator or the Employee/Labor Relations Coordinator.**

_____ I have provided the Complaint Form and Board Policy AC, ACA and/or ACAA to the complainant; however, **he/she does not wish to make a formal complaint.**

Printed Name: _____

Receipt of Parent Handbook Acknowledgement

I understand that by signing this document I, and all individuals associated with me, agree to abide by the KCPS Pre-K Code of Conduct and certify that I have received a copy of the **KCPS Pre-K Extended Learning Parent Handbook**.

I also understand that failure by me (or anyone associated with me) or my child to follow these guidelines may result in KCPS taking action, including, but not limited to, the following:

- Restricting my access to the school building;
- Removing my child from the Pre-K Extended Learning program; or
- Any other action the KCPS deems appropriate.

Parent Signature

Date

Witness Signature

Date

Print Name

Date

Print Name

Date