



# 2024-2025 KCPS CODE OF STUDENT CONDUCT





# 2024-2025 School Calendar

FOR MORE INFORMATION FOLLOW US ON OUR SOCIAL MEDIA    @KCPublicSchools

## 2024

### July

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### AUGUST

- 5.....Teachers Return
- 5-15.....Teacher PD/Prep Days
- 16.....Non-work Day for Teachers (Buildings Open)
- 19.....First Day for Students

First Quarter: August 19 - October 18

### August

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### September

### SEPTEMBER

- 2.....Holiday - Labor Day
- 3.....PD DAY (No School for Students)
- 27.....Midterm Progress Reports Available

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### OCTOBER

- 4.....PD DAY (No School for Students)
- 18.....End of Q1
- 21.....Start of Q2
- 24.....P&T Conferences (No School for Students)
- 25.....Teacher Workday (No School for Students)

Second Quarter: October 21 - January 10

### October

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### November

### NOVEMBER

- 5.....PD DAY (No School for Students)
- 25 - 29.....Fall Break

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December

### DECEMBER

- 4.....Midterm Progress Reports Available
- 23 - JAN 3.....Winter Break

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## 2025

### January

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### JANUARY

- 6.....Teachers PD DAY (No School for Students)
- 7.....Students Return
- 10.....Q2 Ends
- 13.....Q3 Begins
- 17.....Q2 Report Cards Available
- 20.....Holiday - MLK Day

Second Semester: January 13 - May 28  
Third Quarter: January 13 - March 14

### February

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### FEBRUARY

- 13.....Parent-Teacher Conferences 10 am - 6 pm (No School for Students)
- 13.....Midterm Progress Reports Available
- 14.....PD DAY (No School for Students)
- 17.....Holiday - President's Day

### March

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### MARCH

- 7.....PD DAY (No School for Students)
- 14.....Q3 Ends
- 17 - 21.....Spring Break
- 24.....Q4 Begins

Fourth Quarter: March 24 - May 28

### April

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### APRIL

- 4.....Midterm Progress Reports due
- 4.....PD DAY (No School for Students)
- 18.....Spring Holiday

### May

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### MAY

- 2.....Senior Grades Due
- 2.....Midterm Progress Reports Available
- 26.....Memorial Day
- 28.....End of Fourth Quarter / and Final Grades Due
- Last Day for Students & Teachers (.5 day for students)

### June

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### JUNE

- 19.....Juneteenth Holiday

# AVAILABILITY OF TRANSLATION

Translation of this document is available. Contact Angelica Olivas with the Department of Language Services at (816) 418-8664, [aolivas@kcpublicschools.org](mailto:aolivas@kcpublicschools.org)

Under federal law Title VI of the Civil Rights Act of 1964 (Title VI) and the Equal Educational Opportunities Act of 1974 (EEOA), public schools must ensure that EL learners can participate meaningfully and equally in educational programs.

For more information about the civil rights of multilingual parents and guardians and districts' specific obligations to parents of EL learners, visit

<http://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-lep-parents-201501.pdf> and

<http://www2.ed.gov/about/offices/list/ocr/ellresources.html>.

\*\*\*\*\*

## **Español** *Spanish*

La traducción de este documento está disponible. Comuníquese con el Departamento de Servicios Lingüísticos (816) 418-8664, [aolivas@kcpublicschools.org](mailto:aolivas@kcpublicschools.org)

## **Af soomaaliga** *Somali*

Tarjumaadda dukumantigaan waa la heli karaa. La xiriir Qaybta Adeegga Luqadaha (816) 418-8664, [aolivas@kcpublicschools.org](mailto:aolivas@kcpublicschools.org)

## **Kiswahili** *Swahili*

Tafsiri ya hati hii inapatikana. Wasiliana na Idara ya Huduma za Lugha (816) 418-3467, [languageservices@kcpublicschools.org](mailto:languageservices@kcpublicschools.org)

## **Kinyarwanda**

Guhindura iyi nyandiko birahari. Menyesha ishami rya serivisi zindimi (816) 418-8664, [aolivas@kcpublicschools.org](mailto:aolivas@kcpublicschools.org)

## ကညီလံာ်ခိာ်ထံ *Karen*

လံာ်အံၤဘၣ်တၢ်ကိာ်ထံအီၤလၢကညီကိာ်ဝံၤလံၤ. နမ့ၢ်လိာ်ဘၣ်ဆဲးကျိးဘၣ်ကိာ်အဝဲၤဒၢးတက့ၢ်.

816-418-8918, [languageservices@kcpublicschools.org](mailto:languageservices@kcpublicschools.org)

## မြန်မာ *Burmese*

ဤစာကိုမြန်မာဘာသာပြန်ထားပြီးဖြစ်သည်။ ဘာသာစကားဝန်ဆောင်မှုဌာနကိုဆက်သွယ်ပါ။

816-418-8918, [languageservices@kcpublicschools.org](mailto:languageservices@kcpublicschools.org)

## عربي *Arabic*

ترجمة هذه الوثيقة متاحة. اتصل بقسم الخدمات اللغوية

(816) 418-8664, [aolivas@kcpublicschools.org](mailto:aolivas@kcpublicschools.org)

## دري *Dari*

ترجمه این سند موجود است. با بخش خدمات زبان تماس بگیرید

(816) 418-8664, [aolivas@kcpublicschools.org](mailto:aolivas@kcpublicschools.org)

## پښتو *Pashto*

د دې سند ژباړه شتون لري. د ژبې د خدماتو څانگې سره اړیکه ونیسئ

(816) 418-8664, [aolivas@kcpublicschools.org](mailto:aolivas@kcpublicschools.org)

# TABLE OF CONTENTS

---

## CONTENTS:

## PAGE:

Superintendent's Welcome.....	4
Mission of the District .....	5
Equity Statement.....	5
General Information.....	6
Directory of District Departments & Programs .....	7
Directory of Schools & Programs .....	8
Helpful Resource Information .....	9
Preparing for Success.....	12
Rights of Learners .....	12
Citizenship Expectations.....	13
Academic Integrity .....	13
Buying, Selling and Trading of Products .....	13
College and Career Readiness .....	13
Common Areas/Cafeteria Expectations.....	13
Dress Code.....	13
Electronic Devices.....	13
Expected Behavior of Learners in the Classroom.....	14
Field Trips.....	14
Network Access .....	14
Social Media Usage.....	14
Bullying .....	15
Information Regarding Weapons .....	18
Suspension Guidelines .....	18
<u>Code of Student Conduct</u> .....	19
Introduction to the <u>Code of Student Conduct</u> .....	19
Scope of Authority.....	19
Supervision of Learners.....	19
Learner Accountability .....	19
Learners' Responsibility for Items in their Possession .....	20
Group I Behaviors and Interventions .....	20
Group II Behaviors and Interventions.....	21
Group III Behaviors and Interventions.....	23
Group IV Behaviors and Interventions .....	26
Group V Behaviors and Interventions.....	29
Explanation of Interventions .....	31



# TABLE OF CONTENTS (continued)

Restorative Justice and Trauma Informed Interventions .....	34
Examples of Prevention and Intervention Strategies in Early Learning.....	37
Behavior and Academic Support Models .....	37
Examples of Teacher Interventions .....	39
Notice of Provisions under Missouri Safe Schools Act .....	40
Section I. Corporal Punishment .....	40
Section II. Mandatory Discipline for Certain Weapons Violations .....	40
Section III. Serious Violations of the District’s Discipline Policy.....	41
Section IV. Violent Acts .....	41
Section V. Restrictions on Attending School within the District.....	41
Section VI. Suspension Restrictions for Serious Violent Acts .....	41
Section VII. Reinstatement Conferences .....	42
Procedures for Suspensions and Expulsions .....	42
Section I. Out of School Suspensions .....	42
Section II. Long-Term Suspensions .....	43
Section III. Expulsions.....	43
Section IV. Suspension and Expulsion of Special Needs Learners.....	44
Section V. Discipline of Learners with Section 504 Disabilities .....	47
Section VI. Discipline of Learners in Early Learning .....	49
Prohibition Against Discrimination, Harassment and Retaliation .....	50
Discrimination/Harassment Complaint Procedures for Parents and Learners .....	52
Notice Provision of the Family Educational Rights and Privacy Act “FERPA” .....	54
Learner Records as Applied to Military Recruiters .....	55
Every Student Succeeds Act of 2015 .....	55
Annual Notice of Rights Under the Protection of Pupil Rights Amendment.....	58
Prohibition Against Discrimination, Harassment and Retaliation .....	58
Forms .....	60
Prescription Medication Administration/Dispersal Authorization.....	60
Over the Counter Medication Authorization.....	61
Request form to Designate Secondary School Information as Private .....	62
Discrimination/Harassment Complaint Form.....	63
Technology Acceptable Use Policy for Learners .....	65
Acknowledgments.....	67

Dear KCPS students and families,

As we embark on another promising year filled with opportunities, I want to extend a warm welcome to you and your family. Whether you're new to Kansas City Public Schools or have been part of our community for years, the entire KCPS staff is eager to support you as we work towards advancing equity, enhancing student outcomes, and fostering positive experiences both within and beyond our school walls.

It has been inspiring to wholeheartedly pursue these goals, and I firmly believe that through collaborative efforts, we can continue to make strides in delivering the highest quality education while catering to the diverse needs of our students.

As we enter the 2024-2025 school year, we do so with a sense of urgency to cultivate leadership within our community, all while striving to create an environment where every KCPS student can thrive socially, emotionally, and academically. It is imperative that we instill compassion and empathy in our students, as they are the future leaders whom we are shaping. This is a responsibility we take seriously, and it requires the support of parents and the wider community.

This is why we continually update and refine our student code of conduct. This handbook serves as a crucial resource, offering a framework for success that students, staff, and parents can utilize to navigate our school system effectively.

I encourage you to take the time to familiarize yourselves with our policies and regulations. These guidelines are in place to ensure that every student can discover and pursue their passions through engaging, high-quality, hands-on educational experiences. By adhering to these policies, we create a safe and conducive learning environment where students and staff alike can thrive.

Together, we can unlock incredible opportunities within our schools and inspire joy in all who walk through their doors. Should you have any questions or concerns, please don't hesitate to reach out to me, my team, or your school principal.

Thank you for entrusting your family's education to Kansas City Public Schools.

Dr. Jennifer Collier  
Superintendent, Kansas City Public Schools

# KANSAS CITY PUBLIC SCHOOLS PHILOSOPHIES

---

## MISSION OF THE DISTRICT

Upholding the promise of an equitable educational experience so Kansas City students thrive socially, emotionally and academically.

## EQUITY STATEMENT

Kansas City Public Schools acknowledges the existence of legacies of racism, sexism and other inequities within our educational system that have caused harm to students of color, students with disabilities, multi-lingual students and other marginalized groups for many decades. We affirm our commitment to ensuring an equitable and high-quality learning experience for all students. We aim to reduce disparities in outcomes regardless of gender, gender identity, race, ethnicity, religion, ability status, or family background.

Kansas City Public Schools has set a goal to create safe school environments that do not rely heavily on exclusionary discipline practices. To achieve this goal, we have adopted the following strategies to ensure equity and fairness: 1) mandating implicit bias training for all new employees as part of our onboarding system; 2) creating a culture of care and utilizing trauma-informed practices in our classrooms; 3) utilizing restorative discipline and behavior-change interventions, and 4) eliminating suspensions for students in grades K-5 except for extreme situations.

Additionally, we ensure due process is provided to every student. Before an out-of-school suspension is issued, the student will have an opportunity to hear the allegation of violations against them and to tell their side prior to a final decision being made. Each parent/caregiver will then be notified both via phone call and in writing. The parent/caregiver will be given an opportunity to request a conference with school administrators to discuss the suspension. Students will be permitted to make up schoolwork, at full credit, upon returning to school. Quizzes, tests or other exams missed during a suspension will be made up in a timely manner.

Kansas City Public Schools will continue to review our Code of Conduct on an ongoing basis to eliminate any oppressive, outdated and inequitable practices that marginalize students and/or families. We are fully committed to making Kansas City Public Schools an equitable school system for all students we serve.

~ KCPS Equity Steering Committee

# GENERAL INFORMATION

## BOARD OF EDUCATION

Board meetings are open to the public and are held at 6:30 P.M. on the second and fourth Wednesdays of each month in the Board of Education Building, 2901 Troost Avenue, Kansas City, Missouri.

## BOARD MEMBERS

Ms. Rita Cortes, Sub-District 1, Chair

Ms. Tanesha Ford, Member-At-Large, Vice-Chair

Ms. Jamekia Kendrix, Sub-District 2, Treasurer

Ms. Monica Curls, Sub-District 4

Mr. Robert Sagastume, Sub-District 3

Ms. Kandace Buckner, Sub-District 5

Mr. Joshua Jackaway, Member-At-Large

## DISTRICT ADMINISTRATION

### Superintendent of Schools

Dr. Jennifer Collier, Ed.D., PHR

### Chief Communications and Community Engagement

Nicole Collier-White

(816) 418-7624

### Chief Financial Officer

Erin Thompson

(816) 418-7253

### Chief Operations Officer

Jordon Gordon

(816) 418-7462

### Chief Academic Officer

Dr. LaTanya Franklin

(816) 418-7405

### Deputy Superintendent

Dr. Derald Davis

(816) 418-7676

### Chief Legal Counsel

Shana Long

(816) 418-7699

### Chief Technology Officer

Scott Jones

(816) 418-7877

## DISTRICT OFFICE

2901 Troost Ave.,

Kansas City, MO 64109

(816) 418-7000

KCPublicSchools.org



# DIRECTORY OF DISTRICT DEPARTMENTS & PROGRAMS

DEPARTMENT & OFFICES	PHONE NUMBER	CONTACT
Admissions Office	(816) 418-7575	Shyla Lewis
Research and Accountability	(816) 418-7418	Dr. Pamela Ford
Athletics	(816) 418-5279	Lee Meyers
Board Services	(816) 418-7621	Lisa Limberg
Career and Technical Education	(816) 418-5270	Christopher McNeil
Child Nutrition Services	(816) 418-7457	Brian Wieher
Communications	(816) 418-7624	Nicole Collier-White
Dropout Prevention and Recovery	(816) 418-7345	Major Stevie Brooks
Early Learning	(816) 418-7443	Julia Wendt
Equity, Innovation & Inclusion	(816) 418-7676	Dr. Derald Davis
Federal Programs	(816) 418-7779	Andrew Larson
Gifted and Talented Education	(816) 418-7150	Becky Nace
Counseling and Support Services	(816) 418-7346	TBD
Head Start	(816) 418-5304	Michelle Pendzimas
Human Resources Office	(816) 418-7700	Micah Enders
Information Technology Services	(816) 418-7195	Scott Jones
Language Services	(816) 418-8633	Felicia Torres
Legal Services	(816) 418-7699	Shana Long
Nursing Services	(816) 418-7683	Lauren Grimes, BSN, RN
Office of Educational Innovation	(816) 418-5282	Dr. Pamela Ford
Office of Students in Transition	(816) 418-8640	Melissa Douglas
Parent Concerns and Complaints	(816) 418-7345	Major Stevie Brooks
Public Information	(816) 418-7420	Shain Bergan
Safety & Security	(816) 418-8819	Marcus Harris
School Leadership	(816) 418-7658	Harrison Neal
School Leadership	(816) 418-7760	Dr. Precious Kurth
School Leadership	(816) 418-7785	Dr. Christy Harrison
Exceptional Education	(816) 418-8941	Kyle Fuchs
Student Discipline Office	(816) 418-7500	Darran Washington
Student Records (and Transcripts)	(816) 418-7042 (816) 418-7735	Arlin Ortiz
Student Support Services	(816) 418-7014	Josie Herrera
Transportation	(816) 418-8825	David Dinges

# DIRECTORY OF SCHOOLS AND PROGRAMS

SCHOOL	ADDRESS	ZIP	PHONE	PRINCIPAL	BELL TIMES	GRADES
<b>HIGH SCHOOLS</b>						
Central High	3221 Indiana Ave.	64128	(816) 418-2000	Anthony Holland	7:20 – 2:20	9 – 12
East High	1924 Van Brunt Blvd.	64127	(816) 418-3125	Sheila Danner	7:20 – 2:20	9 – 12
Lincoln College Prep	2111 Woodland Ave.	64108	(816) 418-1500	Shanelle Smith	7:20 – 2:20	9 – 12
Manual Career and Technical Center	1215 E. Truman Rd.	64106	(816)418-5200	Christopher McNeil (Director)	7:40 – 10:10 11:25-1:55	11 – 12
Northeast High	415 Van Brunt Blvd.	64124	(816) 418-3300	Alisha Glover	7:20 – 2:20	9 – 12
Paseo Academy	4747 Flora Ave.	64110	(816) 418-2275	Dr. Keyona Powell	7:20 – 2:20	7 – 12
Southeast High	3500 E. Meyer Blvd.	64132	(816) 418-1078	Dr. Bryan Shaw	7:20 – 2:20	9 – 12
Success Academy - Anderson	1601 Forest Ave.	64108	(816) 418-5300	Dr. LeJuan Johnson	7:30 – 2:30	7 – 12
<b>MIDDLE SCHOOLS</b>						
Central Middle	3611 E. Linwood Blvd.	64128	(816) 418-2100	Charlette Wafer	8:20 – 3:20	7 - 8
Lincoln College Prep Middle	2012 E. 23 <sup>rd</sup> Street	64108	(816) 418-3050	Melissa Zirkel	7:20 – 2:20	6 - 8
Northeast Middle	4904 Independence Ave.	64124	(816) 418-3400	Dr. Allenda Wilson	8:20 – 3:20	7 - 8
<b>ELEMENTARY SCHOOLS</b>						
African Centered College Prep – Lower	6410 Swope Pkwy.	64132	(816) 418-1175	Claire Thornton-Poke	9:15 – 4:15	Pre-K – 8
Benjamin Banneker	7050 Askew Ave.	64132	(816) 418-1850	Dr. Jimmie Bullard	9:15 – 4:15	K – 6
Border Star Montessori	6321 Wornall Rd.	64113	(816) 418-5150	Stacia Deckard	8:20 – 3:20	Pre-K – 6
Carver Dual Language	4600 Elmwood Ave.	64130	(816) 418-4925	Andrew Murphy	9:15 – 4:15	Pre-K – 6
Faxon	1320 E. 32 <sup>nd</sup> Terr.	64109	(816) 418-6525	Dr. Angela Sharp	9:15 – 4:15	K – 6
Foreign Language Academy	3450 Warwick Ave.	64111	(816) 418-6000	Michelle Aguirre-Hill	9:15 – 4:15	K – 8
Garfield	436 Prospect Ave.	64124	(816) 418-3600	Dr. Lauren Amicone	8:20 – 3:20	Pre-K – 6
George Melcher	3958 Chelsea Ave.	64130	(816) 418-6725	Lakeisha Paul	9:15 – 4:15	K – 6
Gladstone	335 N. Elmwood	64123	(816) 418-3950	Ulrike Schnieder	8:20 – 3:20	K – 6
Hale Cook	7302 Pennsylvania Ave.	64114	(816) 418-1600	Julie Cook	9:15 – 4:15	Pre-K – 6
Harold Holliday, Sr. Montessori	7227 Jackson Ave.	64132	(816) 418-1950	Laura McKenzie	8:20 – 3:20	Pre-K – 6
James	5810 Scarritt Ave.	64123	(816) 418-3700	Marjorie Mayes	8:20 – 3:20	K – 6
J.A. Rogers	6400 E. 23 <sup>rd</sup> St.	64129	(816) 418-4770	Dr. Adriane Blankenship	9:15 – 4:15	Pre-K – 6
John T. Hartman	8111 Oak St.	64114	(816) 418-1750	Dr. Jessie Kirksey	8:20 – 3:20	Pre-K – 6
Martin Luther King, Jr.	4848 Woodland Ave.	64110	(816) 418-2475	Michelle Dickerson	8:20 – 3:20	K – 6
Phillis Wheatley	2415 Agnes Ave.	64127	(816) 418-4825	Marlon Edwards	9:15 – 4:15	Pre-K – 6
Pitcher	9915 E. 38th Terr.	64133	(816) 418-4550	Luis Hinojosa	8:20 – 3:20	Pre-K – 6
Primitivo Garcia	1000 W. 17 <sup>th</sup> St.	64108	(816) 418-8725	Jaqueline Tanner	8:20 – 3:20	Pre-K – 6
Richardson Early Learning	3515 Park Ave.	64109	(816) 418-2600	Theresa Brandt	8:00 – 2:30	Pre-K
Success Academy at Knotts	7301 Jackson Ave.	64132	(816) 418-1900	Dr. Robert Lee	9:15 – 4:15	K – 6
Trailwoods	6201 E. 17 <sup>th</sup> St.	64126	(816) 418-3250	Leah Starr	8:20 – 3:20	Pre-K – 6
Wendell Phillips	2400 Prospect Ave.	64127	(816) 418-3750	Takeisha Brown	9:15 – 4:15	Pre-K - 6
Whittier	1012 Bales Ave.	64127	(816) 418-3850	Phillena Layne	8:20 – 3:00	K - 6
Woodland Early Learning	711 Woodland Ave.	64106	(816) 418-5900	Bridgette Crutchfield	8:00 - 2:30	Pre-K
Kansas City Virtual Academy (KCVA)	1215 E. 59 <sup>th</sup> St.	64110	(816) 418-7444	Dr. Shaunda Fowler (Coordinator)	Specific hours required per grade level	K - 12

# HELPFUL RESOURCE INFORMATION

HOTLINES	
Boys Town	800-448-3000
Community Violence TIPS	816-474-8477
National Suicide Prevention Hotline	800-273-8255
National Youth Crisis & Runaway Hotline	800-RUNAWAY
Drugfree.org	855-378-4373 / text 55753
Drug / Alcohol Crisis Line	816-361-5900
FAMILY VIOLENCE	
Domestic Violence & Sexual Assault Crisis Line	816-Hotline
KC Metro Domestic Violence Hotline	816-468-5463
Hope House	816-461-4673
Newhouse	816-471-5800
Rose Brooks Center	816-861-6100
Synergy Services	816-321-7050
KC Anti-Violence Project (LGBTQ/Hate Crimes)	816-348-3665
Metropolitan Organization to Counter Sexual Assault	816-531-0233
CAPA Parenting Classes / Counseling	816-252-8388
Synergy Children's Crisis Hotline	816-321-7060
COMPREHENSIVE HEALTH SERVICES	
Health Department – Immunization Assistance	816-513-6108
KC Care Health Center	816-753-5144
Samuel U Rodgers	816-474-4920
Swope Health Services	816-923-5800
University Health	816-404-4000
BEHAVIORAL HEALTH SERVICES	
Guadalupe Center (English/Spanish bilingual)	816-531-6911
Mattie Rhodes (English/Spanish bilingual)	816-241-3780
Swope Behavioral Health	816-922-1070
Truman Behavioral Health	816-404-5700
DRUG FREE SCHOOLS HELP LINES	
Alcoholics Anonymous (AA)	816-471-7229
Al-Anon / Ala-teen	800-356-9996
National Cocaine Hotline	1-800-Cocaine
Alcohol Hotline	1-800-Alcohol
SCHOOL VIOLENCE PROTECTION HOTLINE	
Call Toll-Free (School Violence or Domestic Violence)	1-866-748-7047 or 1-800-621-4673
E-Mail	School.Violence@dss.mo.gov
Text To	847411 use keyword "Reportit"
School Violence Hotline website	SchoolViolenceHotline.com

<b>VIRTUAL SCHOOL</b>	
Options for enrollment in KCPS approved virtual courses	<a href="https://www.kcpublicschools.org/domain/2939">https://www.kcpublicschools.org/domain/2939</a>
Kahn Academy	<a href="https://www.khanacademy.org/">https://www.khanacademy.org/</a>
Missouri Course Access and Virtual School Program (MOCAP)	<a href="https://mocap.mo.gov/">https://mocap.mo.gov/</a>

<b>HOUSING ASSISTANCE</b>	
KCPS Students in Transition	816-418-8640
Homeless Hotline	816-474-4599
City Union Mission Family Shelter	816-474-9380
ReStart, Inc.	816-472-5664
ReStart Youth Hotline (12-18)	816-309-9048
Synergy Youth Crisis Line (12-18)	816-741-8700
Mother's Refuge (pregnant teens 21 and under)	816-353-8070
Community LINC (transitional living)	816-531-3727
Hillcrest Transitional Housing (family, single, youth)	816-461-0468
River of Refuge (family TL-Transitional Living)	816-737-5100
Sheffield Place (women and children TL)	816-753-5144

<b>FOOD PANTRIES</b>	
Harvester's SNAP line for food stamps	816-929-3000
Bishop Sullivan Center (Northeast)	816-231-0984
Bishop Sullivan Center (Midtown)	816-561-8515
Covenant Presbyterian Church	816-444-3693
Guardian Angels Church	816-931-4351
Palestine Senior Center	816-921-1963
Redemptorist Social Services Center	816-931-9942
St. Paul's Episcopal Community Services	816-931-2850
Hope Faith Campus (breakfast/lunch)	816-471-4673
KC Community Kitchen (lunch)	816-561-8920
Neighbor2Neighbor (breakfast/lunch)	816-606-4509
One City Café (lunch/dinner)	816-561-8515

<b>COMMUNITY RESOURCES</b>	
United Way	211 / 816-474-5112
Bishop Sullivan Center (NE for rent, utility, jobs)	816-231-0984 for zip codes 64106, 120-129, 64050-055
Bishop Sullivan Center (midtown for same services)	816-561-8515 for 64101-114 (no 106), 130-134, 137-138
Catholic Charities (employment, finance, diapers)	816-221-4377
Child Care Referrals	866-892-3228
Connections to Success (employment)	816-561-5115
Della Lamb (NE for food, clothing, utility)	816-842-8040 for zip codes 64106, 120, 123-127
Full Employment Council	816-471-2330
Greater KC Comm. Action Agency (one time help)	816-358-6868
Journey to New Life (reentry resources)	816-960-4808
KC Medicine Cabinet-Medical Supplies & Medicine Assistance	816-276-7517
Metro Lutheran Ministry (food, utility, diapers, ID)	816-931-0027 for zip codes 64108-114, 127-132



## COMMUNITY RESOURCES (Continued)

Reconciliation Serv. (rent, medical, utility, ID)	816-931-4751
Redemptorist Social Serv. (utility, food, clothing, toiletries)	816-931-9942
True Light Family Resource Ctr. (family needs)	816-561-1700
Women's Employment Network	816-822-8083
Veterans Community Project (employment, legal)	816-599-6503

## LEGAL RESOURCES

Heartland Center for Jobs & Freedom (bilingual)	816-278-1344
Jackson County Protection Order Unit	816-881-3974
Justice in the Schools KCPS legal help	816-418-2062 / 816-945-7736
Legal Aid of Western MO	816-474-6750

**Note:** For additional assistance contact your school to speak with a trauma sensitive clinician, school counselor or family liaison.

CRISIS TEXT LINE |

Menu

## Text HOME to 741741 to reach a Crisis Counselor

Crisis Text Line serves anyone, in any type of crisis, providing access to free, 24/7 support via a medium people already use and trust: text.

Text Us

## How Does it Work?

- 1 First, you're in a crisis. Crisis doesn't just mean thinking about ending your own life. It's any painful emotion and anytime you need support. So, you text us at 741741.

Your opening message can say anything. Keywords like "HOME," "START" and "HELLO" just help us identify how people hear about us.

- 2 The first two responses are automated. They tell you that you're being connected with a Crisis Counselor and invite you to share a bit more.

The Crisis Counselor is a trained volunteer, not a professional. They can provide support, but not medical advice.

## Crisis Information

If you are in a life threatening emergency, please call 911 immediately. Otherwise, when in a crisis, please consider contacting the appropriate agency or hospital below.

### Johnson County (KS) Mental Health

24 Hour Crisis Line 913-268-0156

### Wyandotte County (KS) Mental Health

24 Hour Crisis Line 913-788-4200

### Jackson County (MO)

Access Crisis Intervention 24 Hour Crisis Line 1-888-279-2132

### National Suicide Prevention Lifeline

24 Hour Crisis Center 1-800-273-TALK (1-800-273-8255)

### National Hopeline Network

24 Hour Line 1-800-SUICIDE (1-800-784-2433)

### Signature Psychiatric Hospital

2900 Clay Edwards Dr. N.KC, MO 64116  
816-691-5101

### Research Psychiatric Center

2323 East 63rd Street, Kansas City, MO 64130  
816-235-8162

### Crittenton Children's Center (St. Luke's)

10918 Elm Avenue, Kansas City, MO 64134

### Advent Health--Shawnee Mission Hospital

9100 West 74th Street, Shawnee Mission, KS 66204  
913-676-2000

### Cottonwood Springs Psychiatric Hospital

13351 S. Arapaho Dr., Olathe, KS 66062  
913-701-3975

### The University of Kansas Hospital

3901 Rainbow Boulevard, Kansas City, KS 66160  
1-800-332-6048

### Marillac (Children's Hospital)

8000 West 127th Street, Overland Park, KS 66213  
913-681-5437

### KVC (Children's Hospital)

4300 Brenner Dr. Kansas City, KS 66104  
1-866-582-2273

### Kansas City VA Medical Center

4801 Linwood Boulevard, Kansas City, MO 64128  
816-861-4700

# PREPARING FOR SUCCESS

No matter how far along you are in your education, doing well in school can be a challenge. You can do your very best in school by developing strong study habits and keeping your time and supplies organized. It's also important to take care of yourself so that you feel your best and have all the energy you need! Webster's Dictionary defines wellness as "the state of being in good health, especially as an actively pursued goal".

- Wellness is a conscious, self-directed, and evolving process of achieving full potential.
- Wellness is multi-dimensional (many different views) and holistic(full), encompassing lifestyle, mental and spiritual well-being, and the environment.
- Wellness is positive and affirming.

Here are some ways to maximize wellness while preparing for success in school:

## MINDFULNESS EXERCISES:

**5, 4, 3, 2, 1 Grounding Activity:** Look for 5 things you can see, 4 things you can feel, 3 things you can hear, 2 things you can smell, and 1 thing you can taste. As you go through this exercise, say these things quietly to yourself or write them down.

**Progressive Muscle Relaxation:** Start with your hands and squeeze them as hard as you can for 3 seconds, and slowly release. Do the same thing with your eyes, arms, legs, shoulders.

## Breathing Exercises:

- Take at least three deep breaths to calm and shut off the "fight or flight" system of the brain.
- S.T.A.R: Smile, Take a deep breath And Relax.
- Drain: with arms out front as an extension of the breath with a simulated faucet.
- Balloon: with arms over head that expands as you inhale and deflates to lower arms upon exhale.
- Pretzel: twist arms together inward to the chest, with tongue on the roof of your mouth.

## POSITIVE AFFIRMATIONS:

- Today I choose to be confident.
- Today I choose to think and be positive.
- All of my problems have solutions.
- I believe in myself and my abilities.
- My mistakes help me learn and grow.

More affirmations can be found at <https://www.teacherspayteachers.com/Product/101-Free-Positive-Thinking-Affirmations>

## RIGHTS OF LEARNERS:

Learners in Kansas City Public Schools are protected to rights under federal and state law and shall not be discriminated against on the basis of sex, race, religion, color, national origin, ancestry, age, disability, sexual orientation, gender identity or expression or any other factor prohibited by law in its programs and activities.

Learners have a right to:

- Be treated with fairness and equity.
- Access a quality education in a safe learning environment.
- Fair interventions and consequences.
- Safety and security, which includes protection from harassment and bullying.
- Be heard and treated with dignity.
- Be protected from retaliation for reports made in good faith.

# CITIZENSHIP EXPECTATIONS

## ACADEMIC INTEGRITY

Academic integrity is a focus on learning through positive values of honesty, trust, fairness, respect, responsibility and courage driving learners intrinsically in ethical academic practice.

Ethical Academic Practice includes avoiding the following behaviors:

- **PLAGIARISM:** Please use only original and unique yet informed ideas, thoughts, works, or images when completing work. This includes when utilizing technology or completing conventional assignments or accepting money to complete assignments for other individuals.
- **CHEATING:** You are capable! Utilize your teachers and resources to understand the material and be successful. An attempt to alter your grade by bringing answers into a testing area, copying others' work or providing answers to other learners when prohibited can result in disciplinary action. In addition, this keeps you from reaching your true potential!
- **FORGERY/FALSIFYING DOCUMENTS:** If a document requires a signature or represents academics in any capacity, altering that document will result in disciplinary action and can affect your future academic career. Please practice our values of academic integrity and have the courage we know you have to act accordingly.

## BUYING, SELLING, TRADING OF PRODUCTS

- Except for school-approved fundraisers, buying, selling and trading items, including personal items, is not allowed.
- Kansas City Public Schools is not responsible for reimbursement for the loss of personal items.

## COLLEGE AND CAREER READINESS

Learners are encouraged to:

- Utilize all available school resources to ensure academic success (Tutoring, Saturday School, Academic Clubs, Career & Technical Learner Organizations, etc.)
- Consistently check grades and transcripts to know where they stand related to next grade promotion or graduation.
- Develop their high school plan of study and make their course pathway selection based upon career interest and personal aptitude utilizing our Navience platform.
- Think about future college and career plans and enroll in courses that will cultivate the skills needed to be successful.

## COMMON AREAS/CAFETERIA EXPECTATIONS

- Learners are to remain in the school buildings during their lunch periods.
- Learners are expected to go directly to the cafeteria during their lunch period unless they receive permission to be elsewhere.
- Learners are expected to remain in the cafeteria until they are dismissed, at which time learners are expected to go directly to their next class.
- Takeout food cannot be delivered to learners.

## DRESS CODE

- No learner shall be discriminated against by dress code policies based on gender, gender identity, gender expression, race, religion, body size, body maturity or socioeconomic status.
- Elementary and middle school learners are expected to wear the assigned uniform of their school. High school learners shall be allowed to come to school dressed comfortably in a way that allows for appropriate self-expression.
- Private parts and undergarments must be covered by clothing with opaque fabric (i.e. no sheer/mesh).
- Clothing and accessories that display statements, signs or pictures with alcohol, tobacco, drugs, weapons, sexual innuendos, inappropriate language, or inappropriate slogans will not be permitted.
- Shoes must be worn at all times.
- If a learner regularly is out of uniform or otherwise not in compliance with the dress code, administration shall investigate and provide support prior to imposing any consequences.
- No learner shall be given an out of school suspension for dress code non-compliance.

## ELECTRONIC DEVICES

- Kansas City Public Schools understands learners may have serious responsibilities outside of school that require cell phone use. These learners are expected to communicate these needs to administration with as much notice as possible.
- Outside of circumstances in which a learner notifies administration for appropriate cell phone use, learners are expected to limit use of electronic devices to before and after school.
- When a learner is found to be using a cell phone inappropriately during the school day, interventions may be given on a case-by-case basis. Interventions for frequent inappropriate cell phone use may include confiscating the device and contacting the parent to pick it up, detention or placement in a designated recovery room.

- Learners are encouraged to leave other types of electronic devices at home, including handheld music, video and gaming devices. If a learner does bring these devices to school, the use of these devices is allowed only before and after school.
- Kansas City Public Schools is not responsible for lost, stolen or damaged electronic devices.

## **EXPECTED BEHAVIOR OF LEARNERS IN THE CLASSROOM**

- When entering the classroom, learners are encouraged to find their seat and end conversations.
- Learners are encouraged to have the necessary materials packed in their bag the night before school and let their teachers know which supplies they are missing.
- Learners are encouraged to be respectful of others while they are talking.
- Learners are asked to refrain from personal grooming in the classroom, and use provided restroom breaks instead.
- Learners are asked to make arrangements with teachers for any makeup work needed or tests that need to be made up due to an absence.
- Learners are asked to refrain from sharing their hard work with others; the work of an individual learner is their own.
- Learners are encouraged to limit distractions, including refraining from eating unless instructed to do so by the teacher, or with a note from the nurse. Keeping all food in the designated space will help eliminate unwanted visitors like insects and mice.
- Before being dismissed by the teacher, learners are encouraged to look around their area and help keep it tidy.
- If a learner needs to leave the classroom for any reason, they are encouraged to notify their teacher for arrangements to be made, learners are asked not to leave their classroom without approval.
- Learners are encouraged to refrain from physical displays of affection while on campus.

## **FIELD TRIP EXPECTATIONS**

- Learners leaving with a group on a field trip are expected to return with the group unless prior transportation arrangements have been made with a parent or guardian.
- All participants in a district sponsored field trip must sign a statement agreeing to follow district rules and the rules of any sponsoring host or organization.

## **NETWORK ACCESS**

All learners have a user ID and password that gives them access to the computer network and home directory on the “U” drive. Learners are responsible for following Kansas City Public Schools’ Technology Use Policy (see Administrative Policy EHB). All users must agree to follow the district’s policies and procedures. A copy of the KCPS Technology Use Form is included in the appendix of this handbook (see “Forms”).

## **RECORDING OF CLASSES**

Creating a video or audio recording in the school setting is prohibited unless being done for specific curricular purposes as determined by school officials.

## **SOCIAL MEDIA USAGE**

Learners are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the KCPS community and beyond. Learners who participate in online interactions must remember that their posts are subject to the same behavioral standards set forth in the Code of Student Conduct.

Since social media reaches audiences far beyond the community and can leave lasting impressions, learners must use social sites responsibly and be accountable for their actions. Learners should consider not posting or linking anything to social networking sites that they would not want peers, teachers, college admissions officers or future employers to access. Learners should be sure to utilize privacy settings to control access, never share personal information with unknown parties on unsecure sites and be protective of site passwords. Misrepresentation of someone else’s identity should also be avoided.

Learners should remember to be respectful to others when communicating online, and refrain from profane, obscene or threatening language. Cyberbullying is considered an act of harassment. Cyberbullying is sending or posting harmful or cruel texts or images using the Internet or other digital communication devices, and includes but is not limited to all social media, such as Facebook, Twitter, Instagram, etc. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm. Learners’ involvement in cyberbullying or cyber-threats may result in disciplinary action as described in the Code of Student Conduct (see Administrative Policy JCFC, pages 14, 27).



## **BULLYING**

### **General**

In order to promote a safe learning environment for all learners, the Kansas City Public Schools strictly prohibits all forms of bullying and cyberbullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against learners.

### **Definitions**

***Bullying:*** In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable learner to fear for their physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any learner without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

***Cyberbullying:*** A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose interventions and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

***School Day:*** A day on the school calendar when learners are required to attend school.

### **Designated Officials**

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district wide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

### **Reporting Bullying**

School employees, substitutes or volunteers are expected to intervene to prevent learner bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a learner must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Learners who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves learners from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

### **Investigation**

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve learners from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education learner or a learner with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's learner discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Learner discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

### **Interventions**

Learners who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards and other interventions deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a learner for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist learner victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district ground or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

### **Policy Publication**

The district shall annually notify learners, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in learner handbooks and posted on the district's website.

### **Training and Education**

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with learners in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to learners every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include but are not limited to assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/ guardians will be invited to attend.

In addition to educating learners about the content of this policy, the district will inform learners of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including learner peer-to-peer initiatives.
4. Interventions for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate learners who are victims of bullying about how to overcome the negative effects of bullying including but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the learner to defend themselves assertively and effectively without violence.
3. Helping the learner develop social skills.
4. Encouraging the learner to develop an internal locus of control.

### **Additional School Programs and Resources**

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

\* \* \* \* \*

***Note: The reader is encouraged to check the index located at the beginning of this section and to review administrative procedures and/or forms for related information.***

Adopted: 01/25/2017

Cross Refs: AC, Prohibition against Discrimination, Harassment and  
Retaliation EHB, Technology Usage  
GBPD, Suspension of Staff Members  
GBPE, Termination of Staff Members  
IGD, District-Sponsored Extracurricular Activities and Groups

Legal Refs: “ 160.261, .775, 565.090, RSMo.

Gov. Refs: Ends *B* 1.0, 1.4  
Limitations *B* 4.1.4, 4.1.5, 4.1.6, 4.1.7, 4.1.8  
Kansas City Public Schools, Kansas City, Missouri

# INFORMATION REGARDING WEAPONS

## CONCEAL AND CARRY FIREARMS LEGISLATION

Anyone carrying a firearm, including individuals with conceal and carry permit will not be allowed on any school property without the consent of a school official or the Board of Education. This includes possession of a firearm in a vehicle on the premises of a school facility.

**WEAPONS:** Weapons, including guns, knives, mace or any items designed to inflict injury to others are prohibited on school grounds. In compliance with the “Gun Free Schools Act” (Federal) and §160.261 RSMo. (Amended 1995): If it is determined that any learner brought a weapon (as defined below) to school in violation of this policy, the learner shall be suspended for a period of not less than one year, or be recommended for expulsion and referred to the appropriate legal authorities. The superintendent will review every incident in which a learner brings a weapon to school. A learner’s suspension may be amended based solely on the superintendent’s discretion, per state law.

**Definition:** For purposes of this section the term “weapon” shall mean a firearm as defined under 18 U.S.C. 921. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant. Violation of this policy will result in suspension and referral to the Discipline Office. Simulated weapons (including water guns and water dispensing devices) are prohibited and disciplinary interventions shall be imposed according to the Code of Student Conduct.

## SUSPENSION GUIDELINES

At Kansas City Public Schools any action from our learners will first and foremost be viewed through a lens of understanding underlying causes of resulting behavior, with an intention to focus on impact, restoration of harm, building awareness and identifying alternative coping strategies in preparation to support our learners for life beyond their time at KCPS.

### SUSPENSION RULES

The following is a summary of Administrative Policy JGD regarding the suspension of learners (also see pages 18-32):

**RESPONSIBILITY OF PRINCIPALS:** Principals are charged with the basic responsibility for implementing the Code of Student Conduct with fidelity in accordance with regulations and guidelines established by the Board of Education.

### SUSPENSION OR EXPULSION

The authority of the Principal, Superintendent and Board of Education, to suspend or expel learners, as provided in §167.161 and §167.171, RSMo., shall be exercised only in conformity with the provision of said statutes and of the rules of the Board governing method and procedure, specification of charge, right of appeal, right to counsel and of hearing.

Learners who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property.

### RECOVERY ROOM PROCEDURES

The purpose of a recovery room is to keep learners engaged in school in situations which might otherwise result in an out-of-school suspension. The recovery room process is a highly structured class situation allowing learners an environment to recover from situations in which a learner’s presence in their classroom may not be appropriate, including, but not limited to conflict, lack of academic effort, or disruptive behavior.

### OUT-OF-SCHOOL SUSPENSION (OSS)

Kansas City Public Schools believes that out of school suspensions should be given as a last resort and only in response to behavior that is harmful to others or behavior which violates the Missouri Safe Schools Act. (See page 41 for Safe School Act violations). Trauma-informed and restorative practice interventions are to be provided prior to the consideration of an out of school suspension. If a learner is given an out of school suspension, the purpose of the suspension is to allow time for administration to develop an intervention plan upon the learner’s return to school.

**MAKE-UP WORK PROCEDURE FOR OSS LEARNERS:** Make-up work shall be provided for all absences, including suspensions. School administration and teachers are expected to work collaboratively to provide make-up work to learners serving out of school suspensions. After a learner obtains their make-up work, learners will be given one (1) day for each day absent to complete the work and receive full credit upon completion.



# CODE OF STUDENT CONDUCT

## INTRODUCTION TO THE CODE OF STUDENT CONDUCT

The Code of Student Conduct is designed to encourage learners to accept responsibility for their actions, teach learners to respect the rights of others, facilitate learning and promote the orderly operation of all Kansas City Public Schools. It is composed of five groups of behaviors. A learner who engages in behavior which is not listed in the Code of Student Conduct but is detrimental to good order in the schools or which impairs the morale or good conduct of learners, will be subject to the authority of the classroom teacher and/or principal.

### Application of Disciplinary Interventions

For purposes of this Code of Student Conduct, early learning interventions apply to learners in Pre-K, elementary interventions apply to learners in grades K-5 and secondary interventions apply to learners in grades 6-12. District personnel will use their professional judgment to determine which disciplinary interventions for the listed behaviors will be most effective while taking into account the following factors:

- The learner's age
- The level of the infraction
- The learner's previous interventions
- Other culturally relevant factors

Learners with special needs (i.e., disabilities, IEPs or Section 504 Accommodation Plans) must be disciplined in accordance with federal and state law, as well as district policy. Please refer to Section IV for the approved procedures for disciplining learners with special needs.

Learners in our Pre-K program must be disciplined in accordance with Missouri childcare licensing requirements, state childcare accreditation, as well as district policy. Please refer to section VI for an explanation regarding disciplining students in early learning. KCPS reserves the right to restrict, limit, remove or withdraw students from Pre-K program participation.

## SCOPE OF AUTHORITY

The provisions of this Code of Student Conduct apply in all situations in which learners are involved, including:

- Activities on school property.
- Travel on school buses or in any vehicle when that vehicle is used to transport learners for the district.
- Off-site school sponsored activities.
- While walking to or from school, waiting for school-provided transportation or waiting for or riding on public transportation to and from school, if the learner's conduct is the result or cause of disruptive behavior on school grounds; and
- Acts or behavior, which occurs off school property and poses a threat to the safety of learners and faculty or disrupts the learning environment.
- Acts or behavior, which occurs on any social media site and poses a threat to the safety of learners and faculty or disrupts the learning environment.

Off-campus behaviors that are not school-related and adversely affect the educational climate will also be subject to school-related interventions. In addition, the district will seek restitution in instances where district property is damaged, destroyed or stolen.

## SUPERVISION OF LEARNERS

All district personnel responsible for the care and supervision of learners have the responsibility to support learners' physical and psychological safety. Therefore, district personnel are authorized to hold learners accountable for any unproductive behavior in school, on any property of the school, on any school bus going to or returning from school or in any vehicle when that vehicle is used to transport learners for the district during school-sponsored activities or during intermission or recess period.

School personnel may use reasonable and prudent physical forces as a last resort to restrain a learner whose actions are reasonably believed to result in physical injury to any person, including the learner.

## LEARNER ACCOUNTABILITY

As learners within KCPS district, it is expected that behavior always falls under the guidance of the KCPS Code of Student Conduct. This is expected of all KCPS learners and Parent(s) and/or Guardian(s) without exception (unless spelled out through a written success plan). It is encouraged that all KCPS Scholars and Parent/Guardian read and get an understanding of the Code of Student Conduct responsibilities and consequences. A sign of good faith will be an acknowledgment of the Code of Student Conduct with a signature. This acknowledgment is intended to show that we are a team and in an agreeable standing of our responsibilities.

Any deviation of expectations can result in interventions written within this document. This method of addressing behaviors will be to ensure a positive learning environment.

### **Learner Accountability for Personal Success**

As important members of the Kansas City Public Schools community, learners are encouraged:

- To read and become familiar with all KCPS policies.
- To attend school daily, come prepared for academic success and complete all academic work to the best of their ability.
- To understand and follow school rules and instructions given by the school's leaders, teachers and other team members.
- To tell school staff about any dangerous behavior or bullying that occurs at school, on the way to and from school or in the school community.
- To bring to school only those materials that are allowed and which will increase success.
- To treat the school community with respect.
- To respect school property, community property and the property of others.

### **LEARNERS' RESPONSIBILITY FOR ITEMS IN THEIR POSSESSION**

KCPS strives to promote a safe learning environment. Learners should not possess the following articles on school property: drugs, weapons, alcohol and/or other materials deemed illegal or unauthorized under Missouri and Federal law, School Board policy or the Code of Student Conduct. Learners are responsible for any items and/or materials found in their possession. For purposes of the Code of Student Conduct, items are deemed to be within a learner's possession if the items are found in any of the following places:

- Learner's clothing (i.e., pockets, jackets, shoes, socks, hats, etc.);
- learner's purse/book bag;
- learner's desk;
- learner's locker; and/or
- learner's automobile located on district property.

It is each learner's responsibility to check his or her personal belongings for possible unsafe items before entering school property, any school bus going to or returning from school or any vehicle when that vehicle is used to transport learners for the district and school-sponsored activities. A learner may be required to provide unsafe items to administration if these items are brought to school.

## **GROUP I – BEHAVIORS AND INTERVENTIONS**

---

### **Truancy (Chronic Absence)**

Significant time away from school negatively impacts the academic success of our learners. Chronic absence includes all absences: excused, unexcused and suspensions that result in significant time away from the school learning environment. School administration or an appointed designee will determine whether the learner's absence is verified or unverified. School Administration or appointed designee will also assess if the chronic absence is the result of a familial circumstance and refer such instances for intervention through support services.

*Note: Chronic absence can be considered truant under state statutes and city ordinances and may result in a referral for a truancy citation.*

### **Tardy**

A learner is tardy if they are not present in the classroom at the start of a class period. A learner who is tardy to class after **fifteen (15) minutes** without a proper authorization/pass is considered truant. Learners who are frequently tardy to classes, **three (3) or more times per quarter**, may be subject to individualized support, interventions, or to school procedural methods. A tardy may be verified or unverified. A verified tardy is only recorded with a formal written and timed excuse/admit slip from a school administrator, teacher, or district level employee. All other tardy excuses will be unverified.

### **Failure to Adhere to the Approved Dress Code**

Learners are encouraged to dress in a manner consistent with schools' dress code guidelines (page 13). Learners whose dress does not meet dress code guidelines which disrupts the learning environment may be subject to interventions.

## GROUP I – INTERVENTIONS

PRE-K	GRADES K – 5	GRADES 6 – 12
<b>First Incident</b> <ul style="list-style-type: none"><li>• Parent/Guardian/Caregiver Contact</li></ul> <b>Subsequent Incident</b> <ul style="list-style-type: none"><li>• Parent/Guardian Conference</li><li>• Refer to Pre-K Clinician for support services</li><li>• Attendance plan created and monitored by Early Learning Department &amp; Building Administration to determine intervention need. This may include creation of attendance plan, warning of possible dismissal from program.</li></ul>	<b>First Incident</b> <ul style="list-style-type: none"><li>• In-school Conference with Learner</li><li>• Parent/Guardian Conference</li><li>• Teacher/Learner Conference</li></ul> <b>Subsequent Incidents</b> <ul style="list-style-type: none"><li>• Individual Behavior Support Plan/ Safety Plan</li><li>• Restriction of Attendance at School-Sponsored Activities</li><li>• Detention or Other Extended School Time Options</li><li>• Parent/Guardian Conference</li><li>• Teacher/Learner Conference</li></ul>	<b>First Incident</b> <ul style="list-style-type: none"><li>• In-school Conference with Learner</li><li>• Parent/Guardian Conference</li><li>• Teacher/Learner Conference</li></ul> <b>Subsequent Incidents</b> <ul style="list-style-type: none"><li>• Individual Behavior Support Plan/ Safety Plan</li><li>• Restriction of Attendance at School-Sponsored Activities</li><li>• Detention or Other Extended School Time Options</li><li>• Teacher/Learner Conference</li><li>• Parent/Guardian Conference</li></ul>

## GROUP II – BEHAVIORS AND INTERVENTIONS

### Academic Dishonesty

Cheating on tests, copying assignments or papers, etc. Academic dishonesty may include, but is not limited to, plagiarism, claiming credit for another person's work; cheating on tests, assignments, projects or similar activities; fabrication of facts, sources or other supporting materials; unauthorized collaboration, facilitation of academic dishonesty and other misconduct related to academics.

*Note: The initial act of academic dishonesty will result in the learner receiving a zero on the assignment and parent notification. For detailed information on this policy, please refer to the district's website at [www.kcpublicschools.org](http://www.kcpublicschools.org).*

### Forgery

Making, completing, altering, or authenticating any written document so that it purports to have been made by another party.

*Note: The behavior includes, but is not limited to, signing a parent and/or guardian, teacher, or school personnel's signature on documents.*

### Possession Exhibition and/or Distribution of Obscene Material

Possessing, exhibiting, or distributing obscene material, (either hard copies or electronically) which satisfies all three elements of the Miller Test for obscenity (see page 34).

### Gambling

To secure a safe learning environment for all, gambling is not supported by the KCPS community due to the adverse nature it may create between learners, school staff and administration. Gambling is defined as betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests, and games.

### Unproductive Behavior in the Classroom, School or During School Activity

Behavior in the classroom, school building or on school grounds that disrupts or results in an unsafe learning environment. (i.e., running through the halls, horse playing, wrestling, inappropriate use of equipment or materials, etc.)

### Unproductive Behavior on School Bus or at School Bus Stop

Behavior on the school bus or at a school bus stop that disrupts or results in an unsafe environment.

**Use of Abusive, Obscene, Offensive or Profane Language**

The use of any language, acts, unwelcome remarks or expressions, names or slurs or any other behavior including obscene gestures, which are offensive. Any slurs, innuendos or other verbal conduct reflecting on an individual’s sex, race, religion, color, national origin, ancestry, age, disability, or sexual orientation that have the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

*Note: Severity of the defiant violation (i.e., abusive/derogatory language directed towards school personnel) could warrant Group III Interventions.*

**Possession of Non-Controlled Substances**

Possession of a non-controlled substance upon the representation that the substance is a controlled substance.

**Possession of Cigarette Lighters and/or Matches**

The possession of cigarette lighters and/or matches.

**Violation of Technology Acceptable Use Policy**

Any violation of the expectations, requirements, and/or learner responsibilities outlined in the district’s Technology Acceptable Use Policy (see page 66). If utilizing social media in an unacceptable manner such as: invading the privacy of individuals, publishing or displaying any defamatory, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately and using the district network for illegal, harassing, vandalizing, inappropriate or obscene activities. Possessing, exhibiting, or distributing material, which offends a person’s common decency and morals.

*Note: Additional interventions may be imposed by administration for violation of this policy.*

**GROUP II – INTERVENTIONS**

PRE-K	GRADES K – 5	GRADES 6 – 12
<p><b>First Incident</b></p> <ul style="list-style-type: none"><li>• Triage with Learner(s)/ Mediation with students (with developmentally appropriate behavior strategies)</li><li>• Parent-Guardian-Caregiver Contact</li><li>• De-escalation/Safe Space</li></ul> <p><b>Subsequent Incident</b></p> <ul style="list-style-type: none"><li>• Triage with Learner(s)/ Mediation with students</li><li>• Parent-Guardian-Caregiver Conference and PST meeting if needed</li><li>• Teaching Team develop positive classroom environment and intervention plan, with support from Pre-K Mental Health Consultant if needed.</li><li>• Refer to Pre-K Mental Health Consultant for observation and collaborative development of Individual Behavior Support Plan/Safety Plan.</li></ul>	<p><b>First Incident</b></p> <ul style="list-style-type: none"><li>• In-school Conference with Learner</li><li>• Parent/Guardian Conference</li><li>• Individual Behavior Support Plan/ Safety Plan</li><li>• Teacher/Learner Conference</li><li>• De-escalation/Cool Down Space</li></ul> <p><b>Subsequent Incidents</b></p> <ul style="list-style-type: none"><li>• Recovery Room</li><li>• Restriction of Attendance at School-Sponsored Activities</li><li>• Detention or Other Extended School Time Options</li><li>• Restorative and/or Trauma Intervention (see pg. 34)</li></ul>	<p><b>First Incident</b></p> <ul style="list-style-type: none"><li>• In-school Conference with Learner</li><li>• Parent/Guardian Conference</li><li>• Teacher/Learner Conference</li><li>• De-escalation/Cool Down Space</li><li>• Individual Behavior Support Plan/Safety Plan</li></ul> <p><b>Subsequent Incidents</b></p> <ul style="list-style-type: none"><li>• Individual Behavior Support Plan/Safety Plan</li><li>• Restriction of Attendance at School-Sponsored Activities</li><li>• Detention or Other Extended School Time Options</li><li>• Restorative and/or Trauma Intervention (see pg. 34)</li></ul>

## **GROUP III – BEHAVIORS AND INTERVENTIONS**

---

Any commission of these behaviors **may** be reported to local law enforcement and district security depending on the severity of the behavior.

### **Dangerous Behavior**

Behaving in such a way as could reasonably cause injury to a learner, teacher or other staff member (i.e., throwing chairs, throwing items at student/staff, slap boxing, Tik Tok challenges, etc.).

*Note: Any serious physical injury, which results from a learner's dangerous behavior, will be considered an assault and may result in Group IV Interventions.*

### **Stealing**

The unlawful theft or attempted theft of school property or personal property of another with the intent to deprive the person of the property.

*Note: Severity of the theft violation could warrant an automatic 10 days out of school suspension and possible referral for a discipline hearing on the first Behavior.*

### **Extortion**

Obtaining money, information, or anything of value by means of oral or written threats or taking any other actions intended to intimidate.

### **Vandalism**

The willful or malicious destruction and/or damage of school property or the property of another.

*Note: Community restitution could be applied as an intervention.*

### **Receiving Stolen Property**

Receiving or possessing property which has been stolen from another learner and/or school personnel.

*Note: This behavior only applies to learners who did not steal the property.*

### **Failure to Meet Conditions of Suspension, Expulsion, or Other Disciplinary Interventions**

Violating conditions of a suspension, expulsion, or other disciplinary intervention including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held.

### **Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material**

Learners may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district school personnel for its educational value. Learners will not be disciplined for speech in situations where it is protected by law.

*Note: This also includes taking inappropriate pictures, videos on school grounds or school sponsored activities.*

### **Inciting to Fight/Contributing to a Disruptive Situation**

The intentional promotion or advocacy of learner misconduct by another learner for the purpose of substantially disrupting any school function or classroom. If a learner utilizes social media to promote or incite a fight (i.e., videotaping fights and posting videos on the web), can be included as a participant in violation of a behavior that may include inciting to fight, fighting, or bullying.

### **Possession and/or Use of Toxic Substances**

Use of intoxicants, which cause a loss of control or inebriation (i.e., glue, solvent, and similar substances).

### **Possession and/or Consumption of Alcohol**

Possession or consumption of alcohol at school, on school property or during a school activity.

*Note: Any learner who arrives at school or class under the influence of alcohol will be referred to Administration to determine appropriate intervention.*

### **Possession of Identifiable Drug Paraphernalia**

Possession of items used to pack, weigh, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the body a controlled substance.

**Unauthorized Entry – Restricted and/or Unsupervised**

Learners entering the school or certain areas of the building without permission; learners entering restricted areas; learners being in school areas without appropriate supervision; allowing or assisting any individual(s) to enter a district facility other than through designated entrances or allowing unauthorized persons to enter a district facility through any entrance; and returning to school premises while serving a suspension. A district facility may include a school provided transportation vehicle.

**Possession and/or Use of a Simulated Weapon**

The possession, concealment or display of a simulated weapon including, but not limited to, toy guns, cap guns, nerf guns, etc. that would put a reasonable person in fear or apprehension of harm.

*Note: Short-term suspension is possible if simulated weapon is used to intimidate or cause disruption to the learning environment.*



## GROUP III – INTERVENTIONS

### PRE-K

#### First Incident

- De-escalation/Safe Space
- Triage with Learner(s)/ Mediation with students
- Parent-Guardian-Caregiver Conference
- Refer to PST for Individual Behavior Support Plan/Safety Plan to set social-emotional learning interventions and goals, involves observations and support services from Pre-K Mental Health Consultant.

#### Subsequent Incident

- De-escalation/Safe Space
- Triage with Learner(s)/ Mediation with students
- Parent-Guardian-Caregiver Conference
- Review/Revise PST goals and strategies, Pre-K Mental Health Consultant continue observations and support services
- Reviewed by the Early Learning Department & Building Administration to determine intervention needs

*The severity of the behavior could restrict program participation or warrant a suspension per discussion with Building Administration & Early Learning Officer.*

### GRADES K – 5

#### First Incident

- In-school Conference with Learner
- Parent/Guardian Conference
- Individual Behavior Support Plan/Safety Plan
- Recovery Room
- Detention or Other Extended School Time Options
- Restriction of Attendance at School-Sponsored Activities
- Restorative and/or Trauma Intervention (see pg. 35)

#### Subsequent Incidents

- In-School Conference with Learner
- Individual Behavior Support Plan/Safety Plan
- Parent/Guardian Conference
- Recovery Room
- Detention or Other Extended School Time Options
- Restriction of Attendance at School-Sponsored Activities
- Restorative and/or Trauma Intervention (see pg. 35)

*The severity of the behavior could warrant a suspension per discussion with school leadership.*

### GRADES 6 – 12

#### First Incident

- In-School Conference with Learner
- Parent/Guardian Conference
- Individual Behavior Support Plan Safety Plan
- Recovery Room
- Detention or Other Extended School Time Options
- Restriction of Attendance at School-Sponsored Activities
- Restorative and/or Trauma Intervention (see pg. 34)
- Short-Term Out-of-School Suspension (up to 3 days)

#### Subsequent Incidents

- In-School Conference with Learner
- Individual Behavior Support Plan/ Safety Plan
- Parent/Guardian Conference
- Restriction of Attendance at School-Sponsored Activities
- Detention or Other Extended School Time Options
- Restorative and/or Trauma Intervention (see pg. 34)
- Short-Term Out-of-School Suspension (up to 3 days)

*The severity of the behavior committed could warrant a disciplinary hearing referral or approval for additional days.*

## GROUP IV – BEHAVIORS AND INTERVENTIONS

Any commission of these behaviors **may** be reported to local law enforcement and district security depending on the severity of the behavior.

### **Threatening Another Learner**

Verbal or physical threat to do harm to a learner by a learner. This includes making verbal or physical threats made electronically during school or after school hours.

*Note: Administration will investigate behavior to determine the nature of threat and intervention will be assessed.*

### **Threatening of School Personnel**

Verbal or physical threat to do violence to a staff member. This includes making threats made electronically during school or after school hours.

*Note: Administration will investigate behavior to determine the nature of threat and intervention will be assessed.*

### **Fighting**

Mutual combat in which both parties have contributed to the conflict, either verbally or by physical action. If a learner utilizes social media to promote or incite a fight, i.e., videotaping fights and posting the videos on the internet, texting, phone calls, etc., the learner may be included as a participant in violation of a behavior that may include inciting to fight, fighting or bullying.

*Note: The severity of a fight violation could warrant a referral for a disciplinary hearing on the first behavior that will require a ten (10) day out-of-school suspension.*

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

The use and/or possession of unauthorized prescription drugs, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property. This includes possession and/or use of any forms of edibles, marijuana infused products, **vape pens containing THC infused liquid substance.**

### **Distribution, Purchase and/or Use of Non-Controlled Substances**

Distribution, attempt to distribute, or possession with intent to distribute a non-controlled substance that has been represented to be, or upon a belief that it is, a dangerous controlled substance. Non-controlled substances include over-the-counter medications and medications that are prescribed to treat medical conditions such as high blood pressure, diabetes and bacterial infections, etc.

### **Assault of Another Learner**

An actual and intentional touching or striking of another learner against their will with the intent of causing serious physical harm, or an attempt to do the same, or placing a person in apprehension of immediate physical injury. A learner using physical force in self-defense during the event of an assault shall not be considered to have engaged in assault themselves.

### **Assault of School Personnel**

An actual and intentional touching or striking of school personnel against their will with the intent of causing serious physical harm, or an attempt to do the same, or placing a person in apprehension of immediate physical injury.

### **False/Fire Alarms**

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

### **Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a learner's educational performance or creating an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments; requests for sexual favors; and other unwelcome verbal conduct of a sexual nature. Sexual harassment also includes the misuse of social media in publishing or displaying any defamatory, racially offensive, abusive, obscene, profane, sexually oriented or threatening materials or messages either publicly or privately.

*Note: School Administration will follow Title IX guidelines if deemed appropriate. For detailed information on Title IX guidelines, please refer to the district's website at [www.kcpspublicschools.org/families](http://www.kcpspublicschools.org/families).*

### **Sexual Misconduct**

An actual and intentional touching or fondling, which would constitute sexual contact regardless of whether the touching occurs through or under the clothing (i.e., putting hands underneath another's clothing, etc.). This behavior includes touching or fondling members of the same sex as well as members of the opposite sex.

*Note: Learners found to have voluntarily participated in sexual misconduct will receive the same intervention. An investigation will be conducted by school administration, KCPS security personnel, and the Kansas City Police Department if warranted.*

**Bullying -- Physical, Verbal or Cyber**

For purposes of this policy, bullying is defined as intimidation or harassment of a learner or multiple learners perpetuated by individuals or groups. The behavior is continuous or has the potential to be continuous. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide, or self-harm (See page 16).

**Possession and/or Use of Tobacco or Tobacco-like Products**

Possession and/or use of any tobacco products, electronic cigarettes or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device including any component or sold as an e-cigarette. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD. In order to provide a safe and secure learning environment, these products and the use of these products are not welcome on any KCPS campus locations.

*Note: **Electronic vaping devices**, personal vaporizers, electronic nicotine delivery systems, including Juul and Juul pods, or vials liquid or other types of material for use in such devices.*

## GROUP IV – INTERVENTIONS

### PRE-K

#### First Incident

- De-escalation/Safe Space
- Triage with Learner(s)/ Mediation with Learner
- Parent/Guardian-Caregiver Conference
- Immediate PST for Individual Behavior Support Plan/Safety Plan, involves observations and support services from Pre-K Mental Health Consultant
- Reviewed by Officer of Early Learning to determine intervention need
- Short-term Suspension, with approval by Officer of Early Learning

#### Subsequent Incident

- De-escalation/Safe Space
- Triage with Learner(s)/ Mediation with student
- Parent/Guardian-Caregiver Conference
- Immediate PST for Individual Behavior Support Plan/Safety Plan, involves observations and support services from Pre-K Mental Health Consultant
- Reviewed by Early Learning Department, Building Administration, and Early Learning Officer to determine intervention need

*The severity of the behavior could restrict program participation or warrant a suspension per discussion with Building Administration & Early Learning Officer.*

### GRADES K – 5

#### First Incident

- In-school Conference with Learner
- Parent/Guardian Conference
- Individual Behavior Support Plan/Safety Plan
- Recovery Room
- Detention or Other Extended School Time Options
- Restriction of Attendance at School-Sponsored Activities
- Restorative and/or Trauma Intervention (see pg. 34)
- Short-Term Out-of-School Suspension (up to 3 days)

#### Subsequent Incidents

- In-School Conference with Learner
- Individual Behavior Support Plan/Safety Plan
- Parent/Guardian Conference
- Recovery Room
- Detention or Other Extended School Time Options
- Restriction of Attendance at School-Sponsored Activities
- Restorative and/or Trauma Intervention (see pg. 34)
- Short-Term Out-of-School Suspension (up to 10 days; approval from school leadership required for suspensions longer than 3 days)

*The severity of the behavior committed could warrant a disciplinary hearing referral on the first incident or approval for additional days.*

### GRADES 6 – 12

#### First Incident

- In-School Conference with Learner
- Parent/Guardian Conference
- Individual Behavior Support Plan/Safety Plan
- Recovery Room
- Detention or Other Extended School Time Options
- Restriction of Attendance at School-Sponsored Activities
- Restorative and/or Trauma Intervention (see pg. 34)
- Short-Term Out-of-School Suspension (up to 10 days; approval from school leadership required for suspensions longer than 3 days)

#### Subsequent Incidents

- Individual Behavior Support Plan/Safety Plan
- Restriction of Attendance at School-Sponsored Activities
- Detention or Other Extended School Time Options
- Restorative and/or Trauma Intervention (see pg. 34)
- Short-Term Out-of-School Suspension (up to 10 days; approval from school leadership required for suspensions longer than 3 days)

*The severity of the behavior committed could warrant a disciplinary hearing referral on the first incident or approval for additional days.*

## GROUP V – BEHAVIORS AND INTERVENTIONS

Learners **may** be referred to the Discipline Office upon the first occurrence of any Group V behavior. Any of these behaviors may be reported to local law enforcement agency depending on the severity of the behavior. These behaviors must be reported to district security.

### Possession of Drugs with Intent to Sell or Distribute

The possession of illegal drugs where the amount would be considered greater than that for personal use by virtue of the quantity, packaging or other circumstances which demonstrate intent or effort to sell/distribute. This includes possession with intent to sell or distribute any forms of edibles, marijuana infused products.

### Possession of Tobacco with Intent to Sell or Distribute

The possession of any illegal tobacco products, electronic cigarettes or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device including any component or sold as an e-cigarette or other circumstances which demonstrate intent or effort to sell/distribute. This includes possession with intent to sell or distribute **electronic vaping devices**, personal vaporizers, electronic nicotine delivery systems, including Juul and Juul pods, or vials of liquid or other types of material for use in such devices.

### Possession and/or Use of a Weapon Other Than a Firearm

Possession and/or use of any of the following:

- Any of the weapons listed under Notice of Provisions, Missouri Safe Schools Act, Section II (see page 40);
- Knife (see statutory definition under Notice of Provisions, Missouri Safe Schools Act, Section II, (see page 40);
- ordinary pocketknife or an instrument with a blade measuring four inches or less in length;
- Pen knives;
- Projectile weapon (i.e., pellet gun, BB gun, slingshot, bow, crossbow, etc.);
- Blackjack;
- Knuckles;
- Pepper spray;
- Mace;
- “Tasers”; or
- Normal school supplies, household items or other materials. Examples include, but are not limited to:
  - scissors
  - nail files,
  - chains,
  - laser beam pointers
  - razor blades
  - box cutters
- Other items combination used for attacks, to threaten, intimidate or inflict physical injury or harm on another person when such items are used as a weapon.

### Possession and/or Use of a Firearm

Possession and/or use of a firearm or gun of any kind that can be used to injure someone or place someone in fear or apprehension of bodily harm. As defined by the Gun Free Schools Act, a “firearm” shall mean:

- Any weapon designed or adapted to expel a projectile by the action of an explosive or other propellant.
- Frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer
- Any explosive, incendiary, or poison gas
- Any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may readily be assembled.

### Causing Serious Physical Injury to Learner or Staff

A serious bodily injury involves an injury with a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, protracted loss or impairment of the function of a bodily member, organ or mental faculty.

### Possession, Use and/or Sale of Explosives

The carrying, concealing, use or sale of a bomb, dynamite, or other deadly explosives.

*Note: An “explosive” is defined as any explosive, incendiary or bomb or similar device designed or adapted for the purpose of causing death, serious physical injury or substantial property damage; any device designed or adapted for delivering or shooting a weapon (i.e., fireworks, gas bombs, smoke bombs, stink bombs, firebombs, ammunition, etc.)*

**Arson**

Starting a fire or causing an explosion with the intent to damage personal property and/or buildings (i.e., setting papers/books on fire, placing lighted matches or burning paper in trash can/container, exploding fireworks/bombs, setting property or building on fire, etc.).

**Terroristic Threat**

A threat to commit a crime of violence or a threat to cause bodily injury to another person and terrorization as the result of the proscribed conduct. (i.e., written or verbal statements to shoot up the school, hit list, photos, etc.)

*Note: This also includes any threat posted on any social media platform, text messages, or any communication devices.*



GROUP V – INTERVENTIONS

PRE-K	GRADES K – 5	GRADES 6 – 12
<p><b>First Incident and Subsequent Incidents</b></p> <ul style="list-style-type: none"><li>• De-escalation/Safe Space</li><li>• Triage with Learner(s)/ Mediation with Learner</li><li>• Parent/Guardian/Caregiver Conference</li><li>• Immediate PST meeting to determine next steps on Individual Behavior Support Plan/ Safety Plan</li><li>• Pre-K Mental Health Consultant to provide support services</li><li>• Short-term Suspension with approval by the Student Discipline Officer and Officer of Early Learning</li></ul> <p><i>The severity of the behavior committed will determine if additional days (more than one day) of out-of-school suspension is warranted with approval by Student Discipline Officer and Officer of Early Learning and could result in restriction from program participation.</i></p>	<p><b>First Incident and Subsequent Incidents</b></p> <ul style="list-style-type: none"><li>• Short-Term Out-of-School Suspension (up to 10 days) with restorative and/or trauma intervention</li><li>• 10-day Out-of-School Suspension and a referral to the discipline office; mandatory for Possession of Weapon (see pg. 41)</li></ul>	<p><b>First Incident and Subsequent Incidents</b></p> <ul style="list-style-type: none"><li>• Short-Term Out-of-School Suspension (up to 10 days) with a restorative and/or trauma intervention</li><li>• 10-day Out-of-School Suspension and a referral to the discipline office; mandatory for Possession of Weapon (see pg. 41)</li></ul>

EXPLANATION OF INTERVENTIONS

Restorative In-School Conference

A conference between the violating learner and appropriate school personnel.

Recovery Room

The recovery room process has been established to give learners an opportunity to explore alternatives to unacceptable behavior in a supervised, restricted environment with a full-time instructor. Learners are removed from the regular school environment and placed in a supervised classroom. Teachers are required to provide appropriate assignments for learners.

Mediation

A structured mediation process to resolve disputes between two or more parties to obtain a positive outcome. Mediators facilitate the process, complete documentation and finalize the agreed upon resolution between the parties.

Parent/Guardian Conference

A conference will be held with parent/guardian, learner, and school administration to discuss violations of the Code of Student Conduct and disciplinary interventions that may include suspension for subsequent discipline infractions.

Restitution

After notice to, or a conference with, the learner and parent/guardian, a learner may be required to repair, restore, replace or pay for damaged, vandalized, lost or stolen school property.

**Detention**

After notice to the parent/guardian and approval from the building administrator a learner may be temporarily detained beyond the length of the regular school day or during regularly scheduled recesses or breaks. Failure to serve a detention will result in further disciplinary action, which may include an in-school or out-of-school suspension.

**Individual Behavior Support Plan/Safety Plan (Pre-K)**

ISP includes social-emotional learning interventions, tracking of behavior data and goal setting to promote optimal development in Early Learning. Planning will utilize developmentally appropriate strategies based on best practices in early childhood, including Conscious Discipline and Trauma-informed care. Observations and support services may be provided by the Pre-K Clinician, with a referral to Community Play Therapist if appropriate.

**Probation**

After notice to, or a conference with, the learner and parent/guardian, a learner may be placed on probation and required to meet certain standards in specific areas (i.e., academics, attendance and/or behavior) where adjustment must be shown and maintained for continued placement. Probation may last until the end of the marking period or the end of the school year.

**Community Service**

An assignment of work or responsibilities that are given and served as interventions for violations of the standard of behavior. Responsibilities may include, but are not limited to, removing writing from walls, picking up paper from floors and school grounds, removing trays from cafeteria tables, wiping floors, dusting erasers, washing chalkboards, groundskeeping, etc. A learner performing community service must be supervised by a member of the school staff. Transportation will be the sole responsibility of the parent/guardian.

**Kansas City Youth Court**

The purpose of youth court is to positively impact the future behavior of youth who are alleged to have committed first time minor law infractions and inappropriate actions within the school environment without the behavior causing a lasting permanent mark on their records. The Kansas City Youth Court is comprised of students between the ages of 12 and 18 who live within the Kansas City area. Participation in this is voluntary. Referrals are received from participating schools, SRO officers, and the student discipline office.

**Out-of-School Suspension (OSS)**

The removal of the violating learner from school property for ten (10) days or less. The length of time may be imposed by the building principal, the superintendent or their administrative designee. Learners shall not be allowed to participate in extra-curricular activities, attend any school function or be on any Kansas City Public Schools property during the length of the suspension.

**Referral to Legal Authority**

Schools may contact law enforcement or other legal authorities and charges may be filed as appropriate.

**Long-Term Suspension (LTS)**

The removal of the violating learner from school property for eleven (11) to one hundred and seventy-five (175) school days. The length of time is imposed by the superintendent or their administrative designee. Learners shall not be allowed to participate in extra-curricular activities, attend any school function or be on any Kansas City Public Schools property during the length of the suspension.

**Alternative School Assignment**

The reassignment of a learner to a specific alternative program which may be better suited to meet the learner's educational needs concerning academics, attendance and/or discipline. Alternative school programs may offer specialized curriculum, smaller teacher/learner ratios and support services.

**Note:** All learner referrals for alternative placement at Success Academies will need the Problem-Solving Team (PST) documentation to be submitted for review. These documents regarding the tiered interventions that have been implemented will be utilized to review whether alternative placement is appropriate. No discretionary referrals will be accepted without this documentation provided.

**Expulsion**

The exclusion from school for a period exceeding one hundred and seventy-five (175) school days. Only the Board of Education authorizes such action and must approve the learner's re-admission into the district.

## Miller Test

Also known as the Three Prong Obscenity Test, the Miller Test consists of **three basic conditions** an item must meet to be deemed obscene.

1. whether the average person applying contemporary community standards would find the work, taken as a whole, appeals to the prurient interest,
2. whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
3. whether the work, taken as a whole, lacks serious literary, artistic, political or scientific value.

## Restorative Practices

Practices that emphasize repairing the harm to the victim and the school community caused by the learner's misconduct. Learner violators of the Code of Student Conduct may have the opportunity to engage in restorative practices as an intervention of their inappropriate behavior, as facilitated by school officials. It is important that any learner engaging in restorative practices freely admits to any wrongdoing and express contrition for their actions to the offended parties. Restorative practices developed in response to a Code of Student Conduct violation may include but are not limited to the following productive activities:

- Restitution
- Alternative suspension including Recovery Room/Detention
- Apology for offense (both written or verbal)
- Participation in diversion programs
- Community service activities
- Outreach and awareness activities
- Course of study, book study, or applied learning experience
- Behavior plan or behavior contract
- Participation in counseling in and out of school
- Engage in an agency and community supports
- Learner-to-Learner mediation
- Staff-to-Learner mediation

Restorative practices could also serve to supplement a lower-term suspension versus simply in lieu of a suspension. All restorative practice plans should include a timeline with term of completion specified.

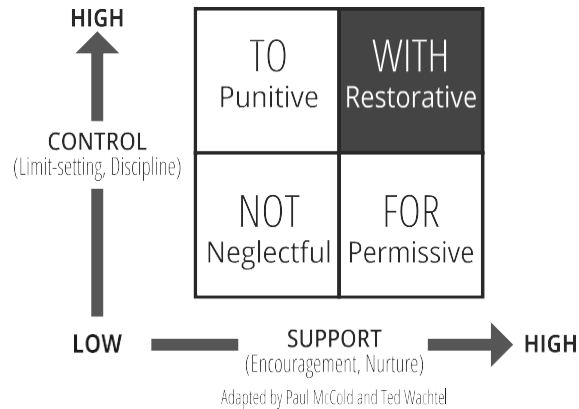
## Suspension of Computer Privileges and/or Forfeiture of Access to Computer

Any learner found responsible for misuse or inappropriate network practices may have access privileges suspended for a specific period of time. This will preclude learners from having access to the district mainframe, Internet or any other network services.

# RESTORATIVE JUSTICE AND TRAUMA INFORMED INTERVENTIONS

## RESTORATIVE JUSTICE INTERVENTIONS

The interventions below use a “WITH” approach, described in the Social Discipline Window, also called a Restorative approach. Restorative Practices engage learners in community building and problem solving. When conflict occurs, a restorative approach focuses less on rules and punishment, instead emphasizing the importance of relationships and repair.



### Proactive Interventions:

**Restorative Classroom Temp Checks:** This proactive approach can be done at the beginning of every class. Ask learners to share how they’re feeling on a scale from 1-10. The “why” is optional. Ask the class what their “class average” is.

Follow up:

1. “What type of energy should we bring to class today if our average is a 4?”
2. Staff should be sure to check in with any learner below a “5”. *These numbers are a predictor of future stress responses.*

**Mindfulness:** Practices that focus on learning to train your attention to the present moment without dwelling on what has happened in the past or worrying about the future. This could include Restorative Yoga, Mindfulness Monday in Advisory, Gratefulness Minutes during Morning Circles, etc.

**Collaborative Class Agreements:** Staff can engage their learners in a “WITH” approach by building some or all classroom norms together,

**Community Building Circles:** Staff can use the Circle process for culture building, opinion sharing, and curriculum review.

The circle process includes:

1. A talking piece
2. Circle norms agreed upon by the group
3. A centerpiece
4. Pre-written rounds (questions)

**\*Circle training can be provided by your Senior Restorative Justice Coordinators or school-based Restorative Justice Coordinator.**

### Group I Interventions:

**Teacher-Learner/Restorative Conversation:** This can be a formal or informal process. Teacher will ask the learner:

- “What happened?”
- “What were you feeling at the time?”
- “Who was affected?”
- “What can be done to make it right or better?”

\*Can be formalized by creating an anchor chart or worksheet to complete together.

**Check-In/Check Out:** Learners assigned to a CICO intervention check in with an Identified staff member at the beginning of the day to set goals for the day. For example, the learner uses a “points card” that spells out the goals for each part of the day. As the learner progresses through the day, their teachers work with the learners to \*collectively evaluate behavior and assign points together for meeting the learners’ daily goals (1-5).

Learners will review their reflection card with CICO at the end of the day.

*\*Staff must work collectively with learners to assign points for the day for this to be a Restorative approach.*

**Cool-Down Space:** Whether in the classroom or in an alternative space in the school, learners can utilize a cool-down space. For example, schools can use a cool-down card system. When a learner is dysregulated, a staff member would ask “Would you like to use one of your cool down cards?” The learner then gets an agreed upon to cool down in a safe space. This teaches learners to monitor their emotions and ask for assistance when needed.

### **Group II Interventions:**

**Restorative Justice Conference Mediation:** This conference brings together the *two* parties harmed by the action.

Mediations require:

1. A pre-conference with both parties
2. Both parties agreeing to be present
3. Guidelines written by both parties
4. Restorative Justice Coordinator or Center for Conflict Resolution-trained Mediator

**Accountability Circle:** Accountability circles are held for students with similar harmful behavior (excessive tardies, on-going conflict in classrooms, academic struggles) – group of 5-8. The circle process brings together vested peers and staff members to share their perspective and help the students take accountability and create an action plan for future appropriate behavior.

**Parent/Guardian Restorative Conference:** This is a smaller circle, used for a group of 4-10. Learners, Parent/Guardian(s), and Staff will be able to share what happened from their perspective, how they were affected by the action, and what they collectively believe is needed to make things right.

\*Parent/Guardian Restorative Conferences can be provided by school-based Restorative Justice Coordinators or district Senior Restorative Justice Coordinator.

### **Group III Intervention:**

**Parent/Guardian Restorative Conference:** Parent/Guardian(s) will take part in a Restorative Circle. Learners and Parent/Guardian(s) will be able to share what happened from their perspective, how they were affected by the action, and what they collectively believe is needed to make things right.

### **Group IV and V Intervention:**

**Multiparty Transformation Mediation:** This process is facilitated by Center for Conflict Resolution representative. This process is larger and more formal than conferencing and is used to discuss chronic harmful behavior or an incident that caused harm to two or more parties. This process brings together every party affected by a learners’ actions and stakeholders in the learner’s life. All participants will be able to share what happened from their perspective, who was affected, and what they believe needs to happen to make things right. The group, including the learner, creates an Accountability Agreement.

## **TRAUMA INFORMED INTERVENTIONS**

The goal of creating a “trauma sensitive school” is to reduce problem behaviors and emotional difficulties, as well as optimize positive and productive functioning for all learners. When schools are able to address the behavioral health needs of learners in a proactive manner, rather than a reactive one, they can increase the resources available to promote educational goals.

A non-trauma-informed system punishes and blames actions and asks, ‘what’s wrong with you?’ A trauma-informed system will hold individuals responsible for their actions but will provide space and time to process ‘what happened to them?’ without adding guilt as more trauma.

According to the national Substance Abuse and Mental Health Services Administration (SAMSHA) a trauma-informed approach for any system, including schools, adheres to the following 4 R’s:

1. Realizes the widespread impact of trauma and understands potential paths for recovery;
2. Recognizes the signs and symptoms of trauma in clients, families, staff and others involved with the system;
3. Responds by fully integrating knowledge about trauma into policies, procedures and practices; and
4. Seeks to actively resist re-traumatization.

### **Group I Interventions**

Group I Behaviors are described as non-physical. Trauma Sensitive interventions to Group I behaviors may include:

- Gather as much information as possible about family stressors and link to resources.
- Foster a feeling of Safety in the classroom/at school.

- Develop a strong, trusting relationship with the learner/caregiver.
- Partner with the caregiver to identify ways to meet school expectations.
- Provide positive reinforcement for desired behaviors (i.e., attend school on time).

## **Group II Interventions**

Group II Behaviors are described as non-physical behaviors that disrupt the learning environment. Trauma Sensitive interventions to Group II behaviors may include:

- Provide a safe space for learner's voice
- Engage the learner one to one to assess what happened that resulted in the behavior
- Practice Open Communication Dialogues (i.e. I feel (feeling word), because (state what happened) and (state what needs to happen to prevent this feeling from occurring again in a similar situation)
- Use Shaping, Simulation and Modeling strategies to influence the desired behavior
- Positive Setting - Indirect way to set events by setting the stage for the desired behavior (i.e., only setting out colored pencils and markers for art, instead of paint)
- Awareness of Self strategies
- Provide consistency, predictability and choice-making opportunities for the learner
- Complete a De-Escalation Preferences form (identifies triggers and **what happened** to influence the behavior, also identifies a "safe person" that can assist when the learner becomes dysregulated.)
- Integrate multisensory integration breaks into class schedule (i.e., Safe Movement, Rhythm and Music, Yoga, Self-Pressure point touch)
- Utilize a sensory or meditation room for emotional regulation and class re-integration
- Provide positive reinforcement for desired behavior (i.e., attends school on time); avoid punishments/consequences (i.e., loss of recess)
- Partner with learner/caregiver to develop a home-based reinforcement plan (designed to encourage positive behavior at home in the school setting)

## **Group III Interventions**

Group III Behaviors are described as academic integrity and physical behaviors that may cause harm to others. Trauma Sensitive interventions to Group III behaviors may include:

- Emotion management/relationship skills/psycho-education groups/classes
- Peer/Educator Mediation
- Violence prevention/bullying groups
- Restorative Justice strategies to increase impact of behavior
- Consult with School Support Team (Counselor, Trauma Sensitive School Clinician)

## **Group IV and V Interventions**

Group IV and V Behaviors are described as physical behaviors. Trauma Sensitive interventions to Group IV and V behaviors may include:

- Coordinate services with Mental Health Therapists/Agencies/ Centers (i.e., Substance Use Disorder Treatment)
- Psycho-education groups/classes related to the behavior
- Dispel misconceptions about the undesired behavior
- Restorative Justice Services to prevent criminal infractions
- Consult with School Support Team (Counselor, Trauma Clinician)



# EXAMPLES OF PREVENTION AND INTERVENTION STRATEGIES IN EARLY LEARNING

PREVENTION: THE SCHOOL FAMILY		PREVENTION: CLASSROOM ENVIRONMENT	
Greeting/Goodbye Rituals		Clear boundaries and traffic patterns	
Morning Meeting - Brain Smart Start		Posted Visual Routines and Visual Daily Schedules	
I Love You Rituals		Visibility of all areas	
Meaningful Jobs		Adequate number of centers including sensory	
Wish Well Board, Family and Friends Board		Engaging Materials	
Safe Keepers Ritual		Soft, cozy spaces	
Positive Guidance, Descriptive Praise, Speak to children at eye level		Safe Space	
PREVENTION: CURRICULUM		RESPONSE: GUIDING CHILDREN	
Balanced experiences (active/quiet, teacher/led)		Assertiveness: Clear, concise, tell children what TO DO with neutral tone	
Minimal transitions/Planned transitions		Descriptive praise of the behavior you want to see	
Lesson plans are developmentally appropriate (i.e., large group does not exceed 20 minutes)		Use empathy when delivering consequences	
Teacher individualizes based upon developmental needs		Engage in problem-solving, use class meetings, offer choices	
Activities are engaging and responsive to children's interests		Teach missing skills	
INTERVENTION: IN THE MOMENT		INTERVENTION: ONGOING SUPPORT	
Download the Calm: Name feelings, validate, and respond		Submit Request for Intervention to Early Learning Trauma Sensitive Schools Clinician and/or ECSE referral	
Use Breathing Buddies or Breathing STAR		Engage Problem-Solving Team with Guardian	
Use Safe Space or other space the child identifies as safe		Develop Behavior Success Plan with follow-up checkpoints	
Remove child from situation or classroom, or remove item that may be triggering		Identify beneficial changes, such as a shortened day or adapted routine at arrival time or challenging transitions	
Use buddy room or other building support		Create visuals, such as social story or "if...then" cards	

## BEHAVIOR AND ACADEMIC SUPPORT MODELS

### BIST (Behavior Intervention Support Team)

BIST is a behavior and academic model that supports a caring community and a productive academic environment. BIST empowers schools to change learners' lives and behavioral skills by balance of grace and accountability, powerful language to problem solve and consistency in expectations. The BIST model utilizes four steps, so educators have the ability to know when and how to intervene to assist learners with behavior concerns. The four steps are: early intervention, caring confrontation, protective planning and outlasting. These four steps assist staff in creating a consistent, supervised, safe, educational environment.

### Conscious Discipline

Conscious Discipline is a whole-school process for social-emotional learning, discipline and self-regulation. This process integrates classroom management and social-emotional learning. It utilizes everyday events and classroom routines rather than an external curriculum. It addresses the adult's emotional intelligence and brain state, as a means of coaching the learner's emotional intelligence toward optimal brain state. Conscious Discipline empowers adults to consciously respond to daily conflict, transforming it into an opportunity to coach and teach critical life skills to learners.

### Mentoring

A district-wide strategy was implemented to engage more learners in school-based mentoring programs. Mentoring within schools has become an increasingly popular and effective way to bring a caring adult or older peer relationship to the lives of more youth. The school setting provides an opportunity to reach learners in an environment that also allows access to educational, recreational and developmental support to help enhance mentoring relationships. KCPS offers a diverse portfolio of mentoring options for community volunteers seeking to mentor youth. Our programs are designed to equip each learner with the unique type of support that best meets their needs.

### PBIS (Positive Behavior Intervention Support)

PBIS is a framework that is utilized by schools to create a safer and effective school structure to support academic and behavior success of all learners. In utilizing this framework, a school adopts a long-term implementation plan for efficient and effective discipline throughout the school environment. This three-tiered model utilizes research-based methods to significantly reduce problem behaviors.

## **Positive Classroom Environment**

Positive Classroom Environment is a set of professional development modules for teachers. These modules focus on learner-centered discipline and working with learners with trauma informed manner to establish a positive classroom environment. Teachers can complete the modules at their own pace.

## **MTSS (Multi-Tiered Student Support)**

MTSS is designed to assist teachers and provide learners with opportunities to learn and progress within the general education curriculum. Teachers, administrators, and other school personnel use a collaborative approach to devise interventions to improve learner performance in their current placement. The overall goal of MTSS is to maintain learner placement in the general education curriculum while accommodating learning differences and behavioral diversity. MTSS employs a data driven process to measure learner response to interventions. Although the MTSS process is a general education function, the team serves all learners and staff within the building. The team may also provide interventions for learners identified for exceptional education services and exceptional education staff. Teachers, school-based personnel and parents may request MTSS assistance. Issues that are addressed by MTSS include: learning challenges, attendance issues, discipline/behavior difficulties, health related issues.

## **RTI (Response to Intervention)**

RTI is a process that provides intervention and educational support to all learners at increasing levels of intensity based on their individual needs. RTI is a proactive approach in preventing academic and behavior problems. The RTI process has three tiers that build upon one another.

- Tier I includes high quality instructions. The school provides all learners with access to high quality curriculum, instruction and behavior supports in the general education classroom.
- Tier II includes additional targeted, supplemental instruction/interventions. The school provides interventions to small groups of learners who need more support than Tier I provides.
- Tier III includes intensive instructions. The school develops and implements interventions to meet the individual needs of learners.

## **Restorative Practices**

Restorative Practices are voluntary conversations (conferences, mediations, boards) that allow all parties to share harms and needs. These are processes that focus on accountability and healing. Some accountability actions (agreed upon by all parties) could include:

- Restitution
- Alternative suspension including In-School Suspension/Detention
- Apology for behavior (both written or verbal)
- Participation in diversion programs
- Community service activities
- Outreach and awareness activities
- Course of study, book study, or applied learning experience
- Behavior plan or behavior contract
- Participation in counseling in and out of school
- Engage in an agency and community supports
- Learner-to-Learner mediation

Restorative practices could also serve to supplement a lower-term suspension versus simply in lieu of a suspension. All restorative practice plans should include a timeline with term of completion specified.

## **The Leader in Me**

The Leader in Me is Franklin Covey's whole school transformation process. It teaches 21st century leadership and life skills to learners and creates a culture of learner empowerment based on the idea that every learner can be a leader. The process teaches learners the skills needed for academic success in any setting. These skills include critical thinking, goal setting, listening and speaking, self-directed learning, presentation-making and the ability to work in groups.

*Note: Administrative teams will determine which models will be appropriate to utilized within their school.*

## **Trauma Smart**

Research shows that unresolved trauma in childhood can have devastating effects on a child's ability to manage emotions, have meaningful relationships and live a healthy and productive life. Early intervention by caring adults can help children resolve their trauma as well as strengthen their resiliency for years to come. To support children and families, the KCPS Head Start program uses the Trauma Smart® model. Trauma Smart was created by Crittenton's Children Center to provide support to children who have experienced trauma as well as the caregivers and teachers who care for them. The model follows the ARC framework which stands for Attachment, Self-Regulation, and Competency – three core domains that are impacted by trauma. Interventions include:

- Creating a safe place with a sensory toolbox for Pre-K learners to use when overwhelmed with big feelings.
- Creating social stories and using literature to teach affect identification and modulation.

- Utilize the atonement steps (Notice, Name, Validate, Respond)
- Reference the “Brain as a Car” analogy to support understanding of what part of the brain the Pre-K learner and adult is functioning from so the appropriate response can be provided (safety, connection, meaning).
- Refer the parent/guardian to a Smart Connections parenting class.
- Consult with the Head Start Mental Health Consultant and Instructional Coach for individualized success plans.

## EXAMPLES OF TEACHER INTERVENTION STRATEGIES

PHYSICAL ARRANGEMENT		BEHAVIOR MOTIVATIONAL	
Seat learner near teacher or by role model		Immediate reinforcement of correct response	
Avoid distracting stimuli		Keep graphs and charts of student progress	
Isolate from other students or move location		Use of timers to facilitate task completion	
Different groupings of desks		Structure unstructured times (assemblies, hallway, field trips, etc.)	
Allow different positions for activities (bean bag chair, laying, standing)		Allow short breaks between assignments	
Adjust grouping of students		Implement self-monitoring strategies	
Acceleration to another level, class or group within the classroom		Encourage specific behaviors	
Team teach or parallel teach		Provide quiet place for student to retreat	
		Implement and maintain home/school communication system	
		Develop a system to monitor behavior and reward success	
ORGANIZATIONAL		LESSON PRESENTATION	
Time limits for assignments		Give assignments orally and visually	
Questions at end of each sentence/paragraph to help focus on important information		Use computer assisted instruction	
Highlight main facts in the book		Provide a model to student and refer to it often	
Organize a notebook or provide a folder to help organize work		Include variety of activities for each lesson	
Send daily/weekly progress reports		Provide cross-age tutoring	
Develop reward system for work completion		Provide peer notetaking	
Conference regularly with the student concerning needs, production, evaluation of progress		Provide an individual folder or notebook to organize individual work, language assignments or projects.	
Provide homework assignment notebook			
Utilize parent volunteer or aides			
Implement home/school communication system for assignments			
Conference with student’s parents and other school personnel			
COMMUNICATION		CURRICULUM	
Provide positive replacement behaviors for inappropriate behaviors or language		Provide special materials	
Role play how to express feelings		Provide opportunities for extra drill	
Communicate at developmentally appropriate level		Provide study guide	
Talk with student using language slightly above their level (use 3–4-word sentences if child is using 3 words)		Provide instructional materials geared toward student’s level of basic skills	
Ask child to repeat directions to determine comprehension		Stress a subject or topic in greater complexity or depth	
Give student extra time to speak if having dis-fluencies (i.e., stuttering)		Present higher levels of abstraction of academic content	
Keep commands simple and direct		Provide opportunities for independent study of library research	
Pair gestures with directions		Provide enrichment choices in addition to or in lieu of the regular assignment	
		Plan for self-selected, interest or need-based tasks	

# **NOTICE OF PROVISIONS UNDER THE MISSOURI SAFE SCHOOLS ACT**

By state law, school administrators are required to report acts of school violence to teachers and other district personnel with a need to know. District personnel with a “need to know” refers to school personnel who are directly responsible for the learner’s education or who otherwise interact with the learner on a professional basis while acting within the scope of their assigned duties.

School administrators shall report to the appropriate law enforcement agency, as soon as possible, any of the following felonies or any act which, if committed by an adult, would be one of the following felonies if committed on school property, including, but not limited to, actions on any school bus in service on behalf of the district or while involved in school activities:

1. First Degree Murder under 565.020, RSMo.
2. Second Degree Murder under 565.021, RSMo.
3. First Degree Kidnapping under 565.110, RSMo.
4. First Degree Assault under 565.050, RSMo.
5. First Degree Rape under 566.030, RSMo.
6. First Degree Sodomy under 566.060, RSMo.
7. First Degree Burglary under 569.160, RSMo.
8. Second Degree Burglary under 569.170, RSMo.
9. First Degree Robbery under 569.023, RSMo.
10. Manufacture of a Controlled Substance under 569.055, RSMo.
11. Delivery of a Controlled Substance under 579.020, RSMo.
12. First Degree Arson under 569.040, RSMo.
13. Voluntary Manslaughter under 565.023, RSMo.
14. First Degree Involuntary Manslaughter under 565.024 or Second Degree Involuntary Manslaughter under 565.027, RSMo.
15. Second Degree Assault under 565.052, RSMo.
16. Second Degree Rape under 566.031, RSMo.
17. Second Degree Kidnapping under 565.120, RSMo.
18. First Degree Property Damage under 569.100, RSMo.
19. Possession of a Weapon under Chapter 571
20. First, Second or Third Degree Child Molestation under 566.067, 566.068 or 566.069, RSMo.
21. Second Degree Sodomy under 566.061, RSMo.
22. Sexual Misconduct Involving a Child under 566.083, RSMo.
23. First Degree Sexual Abuse under 566.100, RSMo.
24. First Degree Harassment under 565.090, RSMo.
25. First Degree Stalking under 565.225, RSMo.

The appropriate law enforcement agency will be notified in all situations where a learner’s conduct violates state law or municipal ordinances. The district will fully cooperate in any investigation and encourages personnel to prosecute learners who are involved in conduct that causes physical harm to them.

In addition, if the district is notified by the juvenile officer that a petition has been filed alleging that a learner has committed a serious Behavior against persons or property, teachers and other district personnel with a need to know will be notified of that information. Any information regarding serious Behaviors will be kept confidential and will only be used for the limited purposes of assuring that good order and discipline are maintained in the school. This information may not be used as the sole basis for not providing educational services to a learner.

If a learner’s Individualized Education Program (IEP) includes an indication that the learner’s condition includes violent behavior that information will be provided to teachers and other district personnel with a need to know.

## **SECTION I. CORPORAL PUNISHMENT**

Corporal punishment is the use of physical force as a method of correcting learner behavior. No person employed by or volunteering on behalf of the district shall administer or cause to be administered corporal punishment upon a learner attending district schools. A staff member may, however, use reasonable physical force against a learner for the protection of the learner, other persons or to protect property.

## **SECTION II. MANDATORY DISCIPLINE FOR CERTAIN WEAPONS VIOLATIONS**

If a learner is determined to have brought any of the following weapons to school or upon school property in violation of this and other district policies, the learner shall be suspended for a period of **not less than one (1) calendar year or recommended for expulsion**, except that the superintendent may modify such suspension or recommendation for expulsion on a case-by-case basis: firearm, blackjack, concealable firearm, explosive weapon, firearm silencer, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, “taser” (or stun-gun), mace, pepper spray or switchblade knife.

For purposes of this section, a “knife” means a dagger, dirk, stiletto or bladed-hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. In determining whether a learner will be subject to a mandatory one (1) year suspension, a “knife” shall not include any ordinary pocketknife with a blade of four inches in length or less. However, an ordinary pocketknife with a blade of any length is a “weapon” as that term is used in this and other district policies and the possession, sale, use or transfer of a pocketknife on school property will subject a learner disciplinary action, including, but not limited to, suspension and/ or expulsion.

### **SECTION III. SERIOUS VIOLATIONS OF THE DISTRICT'S DISCIPLINE POLICY**

All Group III, IV and V Behaviors of the Code of Student Conduct are considered serious violations of the district's discipline policy.

### **SECTION IV. VIOLENT ACTS**

Pursuant to the Safe Schools Act, the phrase "act of school violence" or "violent behavior" means the exertion of physical force by a learner with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the district or while involved in school activities. "Serious physical injury" is physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of the function of any part of the body. For example, assaulting a learner, a teacher or any other school personnel of the district and a third-degree assault is considered a violent act.

### **SECTION V. RESTRICTIONS ON ATTENDING SCHOOL WITHIN THE DISTRICT**

No learner shall be readmitted or enrolled in a regular program of instruction if: a) the learner is convicted of; b) an indictment or information is filed against the learner and no judgment is found; c) a petition is filed under Section 211.091 RSMo. alleging the learner committed an act and no judgment is found; or d) a person was adjudicated to have committed an act, which, if committed by an adult, would be one of the following:

- First Degree Murder under 565.020 RSMo.;
- Second Degree Murder under 565.021, RSMo.;
- First Degree Assault under 565.050, RSMo.;
- Forcible Rape under 566.030, RSMo.,
- Forcible Sodomy under 566.060, RSMo.,
- First Degree Robbery under 569.020, RSMo.
- Distribution of Drugs to a Minor under 195.212, RSMo.;
- First Degree Arson under 569.040, RSMo.;
- Kidnapping as a Class "A" Felony under 569.040, RSMo.;
- Statutory Rape under 566.030, RSMo.; and/or
- Statutory Sodomy under 566.060, RSMo.;

This section **shall not** prohibit the re-admittance or enrollment of any learner if a petition has been dismissed or when a learner has been acquitted or adjudicated not to have committed any of the above acts. In addition, this section **shall not** apply to a learner with a disability, as identified under state eligibility criteria, who is convicted or adjudicated guilty as a result of an action related to the learner's disability. Finally, nothing in this section shall be construed to prohibit a district that provides an alternative education program from enrolling a learner in an alternative education program if the district determines such enrollment is appropriate.

### **SECTION VI. SUSPENSION RESTRICTIONS FOR SERIOUS VIOLENT ACTS**

Learners on suspension for any of the Behaviors listed under Notice of Provisions, Requirements and Definitions under the Safe Schools Act or any act of violence or drug-related activity defined by district policy as a serious violation of school discipline pursuant to Section III. Serious Violation of the District's Discipline Policy and Section IV. Violent Acts, shall have as a condition of their suspension the requirement that the learner is not allowed, while on suspension, to be within one thousand (1000) feet of any school in the district where the learner attended school unless the learner:

- is under the direct supervision of his or her parent or guardian;
- is under the direct supervision of another adult designated by the learner's parent or guardian, in advance, in writing, to the principal of the school which suspended the learner;
- is in an alternative school that is located within one thousand (1000) feet of a school in the district where the learner attended school; or
- resides within one thousand (1000) feet of any school in the district where they attended school, in which case the learner may be on the property of his or her residence without direct adult supervision.

Any learner violating the condition of suspension required pursuant to this section may be subject to expulsion or further suspension pursuant to the provisions under Behaviors and Interventions. In making such determination, the district shall consider whether the learner poses a threat to the safety of any learner or school employee and whether the learner's unsupervised presence within one thousand (1000) feet of the school is disruptive of the school's disciplinary policy. Removal of any learner with a disability is subject to state and federal procedural rights.



## **SECTION VII. REINSTATEMENT CONFERENCES**

Prior to the readmission or enrollment of any learner who has been suspended for more than ten (10) consecutive days for an act of school violence; or suspended out of school or expelled in accordance with this Policy, a conference must be held to review the learner's conduct that resulted in the suspension or expulsion regardless of whether or not the act was committed at a public school or private school in the state and discuss any remedial actions needed to prevent future occurrences of such conduct.

The district may carry out a suspension or expulsion imposed by another in-state or out-of-state school district, private school, charter school or parochial school if similar conduct in this district would have also resulted in suspension or expulsion. The parent/legal guardian, surrogate parent or learner may request a conference. The conference shall include the appropriate school officials, including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the learner and parents/guardians of the learner or any agency having legal jurisdiction, care, custody or control of the learner. The School Board shall notify in writing the parent/guardian and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

## **PROCEDURES FOR SUSPENSION AND EXPULSION OF LEARNERS**

*Note: Learners with special needs (i.e., disabilities, IEPs or Section 504 Accommodation Plans) must be disciplined in accordance with federal and state law, as well as district policy. Please refer to Section IV for the approved procedures for disciplining learners with special needs.*

### **SECTION I. OUT OF SCHOOL SUSPENSION (10 SCHOOL DAYS OR LESS)**

Principals or their designees, subject to the appropriate due process procedures and state statutes, may summarily suspend any learner for up to ten (10) school days for violation of the Code of Student Conduct. Any suspension shall be immediately reported to the superintendent, who may revoke the suspension at any time.

*Note: By law, parents/guardians and learners do not have the right to appeal short-term suspensions.*

Prior to imposing the suspension, the principal or their designee must follow the following procedures:

1. Determine whether the learner is a special needs learner

The learner is a special needs learner if any of the following are present:

- Learner has an Individual Education Plan (IEP);
- Learner has a Section 504 Accommodation Plan or request;
- Learner is in the process of being considered or evaluated for a disability; or
- Learner is suspected of having a disability.

If the learner is not a special needs learner, the principal or their designee should proceed as discussed below. *Refer to Section IV for procedures for the suspension and expulsion of special needs learners.*

2. Inform the learner, verbally or in writing, of the charges against them and give them the opportunity to admit or deny the allegations.
3. If the learner denies the charges, they must be given an explanation of the facts as known to school personnel and an opportunity to present their version of the incident before any Interventions are imposed.
4. If they deem it necessary, the principal or their designee may conduct a further investigation into the matter before imposing a disciplinary suspension.

---

### **NOTE:**

- For purposes of this Policy, the principal may designate a vice-principal to act on the principal's behalf, subject to the principal's supervision.
- In some cases, the principal or vice-principal may choose to shorten the length of suspension after a parent conference or if another satisfactory solution to the problem is agreed upon. In such cases, the teacher involved in the offense resulting in suspension will be consulted.
- When issuing a mandatory parent conference, principals and/or their designee may not use the lack of parent conference as an alternative form of suspension.



## **EMERGENCY SUSPENSION**

Any learner who poses a continuing danger to persons or property or is an ongoing threat of disruption may be removed from school immediately. The notice of charges, explanation of facts and a learner's opportunity to present their version of the facts shall be provided as soon as possible thereafter. The principal or their designee authorizing the emergency suspension shall make reasonable efforts to inform a parent/guardian of the learner as soon as possible thereafter. A learner subjected to emergency suspension shall not be removed from school until adequate provisions have been made for the learner's transportation and safety.

## **SECTION II. LONG - TERM SUSPENSION (11- 175 SCHOOL DAYS)**

The superintendent may suspend learners from school for a period of eleven (11) days to one hundred and seventy-five (175) days after the learner and their parents/guardians have been afforded a disciplinary conference. For purposes of this policy, the superintendent may designate the Learner Discipline Officer to act on their behalf, subject to the superintendent's supervision.

During the conference, the learner is subject to the following Due Process safeguards.

1. The learner shall be given notice, either oral or written, of the charges against them.
2. If the learner denies the charges, they shall be given an oral or written explanation of the facts which form the basis for the proposed suspension.
3. The learner shall be given an opportunity to present their version of the incident before any interventions are imposed. A learner has the right to bring forward witnesses on their behalf.
4. Prompt notification will be given to the learner's parents/guardians of the superintendent's or designee's actions, the reasons for such action and the right to a hearing before the school board. This notice shall be provided at the conclusion of the hearing or made by certified mail, addressed to the learner's parents/guardians at their last address.

### **Right to Appeal**

Parents/guardians may appeal against the decision of the superintendent or their designee. The appeal **must** be in writing and filed with the District's Legal Services Department within seven (7) calendar days of notice of the suspension. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal.

If the learner gives notice that they wish to appeal the long-term suspension to the school board, the suspension shall be stayed until the school board renders its decision, unless the superintendent determines that the learner's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the learner may be immediately removed from school and the notice and hearing shall follow as soon as is practicable (167.171(4), RSMo.).

In the event of an appeal, the superintendent shall promptly transmit to the School Board a fully written report of the facts relating to the long-term suspension, the action taken by the superintendent and the reasons, therefore.

*See Administrative Policy JGD.*

## **SECTION III. EXPULSIONS**

The School Board is the only governing body within the district which may expel a learner for conduct which is prejudicial to good order and discipline in the schools, or which tends to impair the morale and good conduct of the learners. Prior to expelling a learner, the parent and/or guardian must be given notice and a hearing before the school board. The parent/guardian, or learner if eighteen years or older, may waive the expulsion hearing. If not waived, the hearing will be held on the date set by the Board. The Board will make a good faith effort to notify parents/guardians of the time, date and place of the hearing.

In all school board hearings for expulsions and/or appeals of long-term suspensions, the following procedures will be adhered to:

1. The parents/guardians will be notified in writing of:
  - The charges against the learner;
  - their right to a school board hearing;
  - the date, time, and place of the hearing;
  - their right to counsel; and
  - their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses.

All such notifications will be addressed to the learner's parent/guardian and mailed by certified mail and regular mail to the learner's parent/guardian at the last address shown on learner records.

2. Prior to the school board hearing, the learner and the learner's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the learner and learner's parent/ guardian will be provided with copies of the documents to be introduced at the hearing by school administration.

3. The hearing will be closed unless specified by the School Board. The hearing will only be open with parental consent. At the hearing, the administration or counsel for the administration will present the charges, testimony and evidence to support such charges. The learner, their parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the School Board shall deliberate in Executive Session and shall render a decision to dismiss the charges, suspend the learner for a specified period of time or expel the learner from the district's schools. The administration or its counsel, by director of the School Board, shall promptly prepare and transmit to the parents/guardians written notice of the decision. Written notice of the decision will also be submitted to the principal and superintendent.

---

**NOTE:**

- During any period of suspension (i.e., short and long-term or expulsion, students are prohibited from being on school property at all times. In addition, students are prohibited from attending and/or participating in any district-sponsored activities on or off school property.

---

*See Administrative Policy JGD.*

**SECTION IV. SUSPENSION AND EXPULSION OF SPECIAL NEEDS LEARNERS**

*Learners with special needs, as defined by federal and state laws and regulations, shall be subject to the provisions of this Code of Student Conduct, except as otherwise provided by this section. The term "Exceptional Education" shall mean and include the administrative unit or units responsible for the direction of the Department of Exceptional Education.*

The learner's parent/guardian and Exceptional Education staff shall be involved in all administrative decisions under this Code of Student Conduct involving learners with special needs.

**Due Process**

Due process procedures applicable to removal, suspension or expulsion of learners from public schools under state law shall be afforded to qualified learners in accordance with School Board policy on Learner Suspension and Expulsion.

**Authority of School Personnel**

School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change of placement, consistent with other requirements of this section, is appropriate for a learner with a disability who violates the Code of Student Conduct.

**Ten (10) School Days or Less**

A school may remove a learner with a disability who violates the Code of Student Conduct from their current placement to an appropriate interim alternative educational setting, another setting or suspension, for not more than ten (10) school days in the same school year (to the extent such alternatives are applied to learners without disabilities) without providing services. Once a learner has been removed from their placement for a total in excess of ten (10) school days in the same school year, this agency must, during any subsequent days of removal in that school year, determine what special education services will be provided to the learner.

**Long-Term Suspension**

If a school seeks to give a learner with a disability an out-of-school suspension that totals more than ten (10) school days in one (1) school year and the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the learner's disability, the relevant disciplinary procedures applicable to learners without disabilities may be applied to the learner in the same manner and for the same duration that the procedures would be applied to learners without disabilities except services must be provided to ensure the learner receives a free, appropriate, public education, although it may be provided in an interim alternative educational setting.

**Change of Placement**

A removal of a learner with a disability from the learner's current educational placement is a significant change of placement if:

The proposed exclusion of a learner is permanent (expulsion), for an indefinite period, for more than ten (10) consecutive school days or a series of suspensions that cumulatively amount to more than ten (10) days that creates a pattern of exclusions under the Individual Disabilities Education Act.

- a. The determination of whether a series of suspension creates a pattern is made on a case-by-case basis. Among the factors considered in determining whether a series of suspension has resulted in a “significant change in placement” are the length of each suspension, the proximity of the suspensions to one another, the total amount of time the learner is excluded from school, and the similarity of the misconduct. In no case, however, may serial, short-term exclusions be used to avoid the requirements of re-evaluation before cumulative suspensions of more than ten (10) days. The district’s determination of whether a pattern of misconduct has occurred is subject to review through due process and judicial proceedings. Suspensions that, in the aggregate, are for ten (10) days or fewer are not considered to be a significant change in placement.

### **Services**

School officials may suspend learners with disabilities as defined in the IDEA for a total of up to ten (10) school days (consecutive or cumulative) during a school year without providing procedural safeguards (i.e., without providing IEP services).

If learners with disabilities are given recovery room (suspension in school) and continue to receive access to IEP services, and the general curriculum, and participate with non-disabled learners to the same extent as specified in their IEP, suspension days do not count toward the ten-day limit.

School administrators may consider unique circumstances and determine on a case-by-case basis whether or not to apply full punishment for incidents as defined in this Code of Student Conduct for learners with disabilities and may suspend a learner for fewer days than set forth in the Code for a single incident.

### **Manifestation**

When school officials anticipate a referral for suspension days of more than ten (10) for the school year, or a long-term suspension/expulsion, the IEP team must meet to hold a manifestation determination. At a Manifestation Determination, the IEP team reviews the learner’s IEP, evaluation report, information from the parent/guardian and observations of the learner and disciplinary incident to determine whether or not the incident is related to or caused by the learner’s disability.

If the decision made by the IEP team that the incident is:

- A. Related to, has a substantial relationship to, or is caused by the learner’s disability;
- B. OR the incident was a direct result of the school’s failure to implement the learner’s IEP.

Then the incident IS determined to be a manifestation of the learner’s disability, and a disciplinary change in placement (suspension/ expulsion) cannot occur. Learners with disabilities, even if expelled, must be provided with an appropriate education in an alternative setting. (See below for special circumstances.)

Additionally, if the incident is related to or caused by the learner’s disability, if necessary, the IEP team should review or revise the learner’s Behavior Intervention Plan to address the incident/misconduct for which the learner is being disciplined. If the learner doesn’t have a Behavior Intervention Plan, the IEP team should refer the learner for a Functional Behavior Assessment in order to develop a Behavior Intervention Plan to address the misconduct.

If the learner’s behavior is NOT a manifestation of their disability, then school officials may apply the Code of Student Conduct. In no event, however, may the learner be suspended for more than 10 days in a school year without providing appropriate educational services.

### **Protection for Learners Not Yet Eligible for Special Education and Related Services**

Learners who have not been identified as disabled may be subjected to the same disciplinary measures applied to learners without disabilities if the school did not have prior knowledge of the disability. If the school is deemed to have knowledge that the learner had a disability before the behavior that caused the disciplinary action, the learner may assert any of the protections for learners with disabilities in the area of discipline.

A school has knowledge of the disability when:

- The parent has expressed a concern that the learner needs special education services to supervisory or administrative personnel of the appropriate educational agency or a teacher of the learner; or,
- the parent has requested an evaluation; or,
- the learner’s teacher or other school staff has expressed specific concern about a pattern of the learner’s behavior directly to the director of special education or to other supervisory personnel in accordance with the agency’s established learner find or special education referral system.

A school would not be deemed to have knowledge that the learner had a disability, if this agency conducted an evaluation and determined that the learner did not have a disability; or determined that an evaluation was not necessary and provided proper Prior Written Notice refused prior to the behavior incident; or, if the parent of the learner has not allowed an evaluation of the learner pursuant to IDEA or has refused services.

If a request for evaluation is made during the period the learner is subject to disciplinary measures, the evaluation will be expedited. Until the evaluation is completed (assuming this agency is not deemed to have knowledge that the learner had a disability prior to the behavior that caused the disciplinary action), the learner remains in the educational placement determined by the school district, that can include suspension or expulsion without educational placement determined by the school district, that can include suspension or expulsion without educational services. If the learner is determined to have a disability, this agency shall provide special education and related services and follow all required procedures for disciplining learners with disabilities.

### **Determination that Behavior Was a Manifestation**

If the conduct was a manifestation of the learner's disability, and the school has not conducted a functional behavioral assessment, the IEP team shall conduct a functional behavioral assessment, and implement a behavioral intervention plan for such learners. If the learner already had a behavioral intervention plan when the conduct occurred, the IEP team must review the plan and, if necessary, modify it to address the behavior. If the behavior was a manifestation of the learner's disability, unless the removal is due to weapons, drugs or serious bodily injury, the learner must be returned to the placement from which the learner was removed. The parent and the school, however, may agree to a change of placement as part of the modification of the behavioral intervention plan.

### **Special Circumstances**

Whether or not the behavior was a manifestation of the learner's disability, school personnel may remove a learner to an alternative educational setting (determined by the IEP team) for up to forty-five (45) school days if, while at school, on school grounds or at a school function under the jurisdiction of the State Educational Agency or School District:

- A) Carries/has a weapon.
- B) Knowingly has or uses illegal drugs, sells or solicits the sale of illegal or controlled substance.
- C) Has inflicted serious bodily injury upon another person.

On the date this is made, the parent must be notified of the decision, and provided the Procedural Safeguards statement.

### **Determination of Setting**

The interim alternative educational setting must be determined by the IEP team for removals that are changes of IEP placement or forty-five (45) school day suspensions described under special circumstances.

### **Parent Appeal**

If the parent of a learner with a disability disagrees with any decision regarding IEP placement, the manifestation determination under this subsection or the school believes that maintaining the current setting of the learner is substantially likely to result in injury to the learner or to others, they may request a due process hearing.

### **Authority of Hearing Officer**

A qualified hearing officer must conduct the due process hearing and make a decision. The hearing officer may:

- A) Return the learner with a disability to the IEP placement from which the learner was removed if the hearing officer determines that the removal was a violation of the requirements described under the heading Authority of School Personnel, or that the learner's behavior was a manifestation of the learner's disability; or
- B) order a change of IEP placement of the learner with a disability to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the hearing officer determines that maintaining the current setting of the learner is substantially likely to result in injury to the learner or to others.

These hearing procedures may be repeated, if the school district believes that returning the learner to the original setting is substantially likely, to result in injury to the learner or to others.

Whenever a parent or the school district files a due process complaint to request such a hearing, a hearing must be held, except as follows: The State Educational Agency must arrange for an expedited due process hearing that must occur within twenty (20) school days of the date the hearing is requested and must result in a determination within ten (10) school days after the hearing. Unless the parents and the school district agree, in writing, to waive the meeting or agree to use mediation, a resolution meeting must occur within seven (7) calendar days of receiving notice of the due process complaint. The hearing may proceed unless the matter has been resolved to the satisfaction of both parties within fifteen (15) calendar days of receipt of the due process complaint. A party may appeal the decision in an expedited due process hearing in the same way as they may for decisions in other due process hearings.

## **Placement During Appeals**

When the parent or the school has filed a due process complaint related to disciplinary matters, the learner must, unless the parent and the State Educational Agency or school district agree otherwise, remain in the interim alternative educational setting pending the decision of the hearing officer, or until the expiration of the time period of removal as provided for and described under the heading Authority of School Personnel, whichever occurs first.

## **Reporting Crimes Committed by Learners with Disabilities**

Nothing in this part shall be construed to prohibit this agency from reporting crimes to appropriate law enforcement and judicial authorities or to prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by learners with disabilities. An agency reporting a crime shall ensure copies of the special education and disciplinary records of the learner are transmitted for consideration by the appropriate authorities to whom it reports the crime. Transmittal of records must be in accordance with Family Educational Rights and Privacy Act (FERPA).

## **Definitions**

Controlled substances mean a drug or other substance identified under schedules I, II, III, IV or V in Section 202(c) of the Controlled Substances Act (21 USC 812 (c)). Illegal drug means a controlled substance but does not include such a substance that is legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal law. Substantial evidence means beyond a preponderance of the evidence. Weapon means dangerous weapon as defined under paragraph (2) of the first subsection (g) of Section 930 of Title 18, United States Code. The term “dangerous weapon” means a weapon, device, instrument, material or substance, animate or inanimate, that is used for or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocketknife with a blade of less than 2 ½ inches in length.

A serious bodily injury involves an injury with a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, protracted loss or impairment of the function of a bodily member, organ or mental faculty (18 USC 1365 (h)(3)).

## **SECTION V. DISCIPLINE OF LEARNERS WITH SECTION 504 DISABILITIES**

Section 504 requires that the district evaluate each learner with a Section 504 disability before making an initial placement or any subsequent, significant change in placement. The proposed exclusion of a learner with disabilities that is permanent (expulsion), for an indefinite period, for more than ten (10) consecutive school days or a series of suspensions that cumulatively amount to more than ten (10) days that creates a pattern of exclusions constitutes a “significant change in placement” under Section 504.

The determination of whether a series of suspension creates a pattern is made on a case-by-case basis. Among the factors considered in determining whether a series of suspensions has resulted in a “significant change in placement” are the length of each suspension, the proximity of the suspensions to one another and the total amount of time the learner is excluded from school. In no case, however, may serial, short-term exclusions be used to avoid the requirements of re-evaluation before cumulative suspensions of more than ten (10) days.

Suspensions that, in the aggregate, are for ten (10) days or fewer are not considered to be a significant change in placement.

Before implementing a suspension or expulsion that constitutes a significant change in the learner’s placement, the 504 Committee must conduct an assessment to determine if the behavior was caused by the disability and whether the learner was properly placed and receiving appropriate services at the time of the behavior. If the district proceeds with the suspension or expulsion that constitutes a “significant change” in placement, a re-evaluation must be conducted.

## **Services**

The district is not required to provide services or accommodations during the suspension or expulsion period.

## **Manifestation Determination**

A manifestation determination is a review of the relationship between the learner’s disability and the behavior subject to the disciplinary action. If the school decides to discipline the learner by removing the learner from the current placement for more than ten (10) consecutive days or more than ten (10) cumulative days in a school year, that constitutes a change in placement and it must do the following: on the day the decision is made, inform the parent/guardian of the decision and provide a copy of the procedural safeguards; and immediately, if possible, but not later than 10 school days after the day the decision is made, review the relationship between the learner’s disability and the conduct subject to discipline.



The Section 504 Committee must make the manifestation determination decision. The Section 504 Committee can find that the learner's conduct was not a manifestation of a disability only if it does the following:

Within ten (10) school days of the suspension or as soon as practical when a pattern of suspension is created, the 504 Committee shall review all relevant information in the learner's file – including any teacher observations and any relevant information provided by the parent/guardian – to determine if the conduct in question was caused by or had a direct and substantial relationship to the learner's disability and whether the learner was properly placed and receiving appropriate services at the time of the behavior. If it is determined by the Section 504 Committee that the misconduct is not related to the learner's disability and was not the result of an inappropriate placement and was receiving appropriate services at the time of the behavior, the learner may be excluded from school in the same manner as the learner's non-disabled peers as provided for following the Code of Student Conduct. If it is determined by the Section 504 Committee that the misconduct is related to the learner's disability or was caused due to the learner's inappropriate placement because the learner was not receiving appropriate services, the learner may not be suspended. The Section 504 Committee must then determine whether the learner's current educational placement is appropriate.

### **Parent Appeal**

The parent/guardian may request a due process hearing to appeal to the Section 504 Committee's manifestation finding. If the parent/ guardian requests a due process hearing, the learner will remain in the current placement. The hearing officer must find whether the school currently determined that the learner's conduct was not a manifestation of their disability.

### **Protection for Learners Not Yet Eligible for Section 504 and Related Services**

Learners who have not been identified as having a Section 504 disability may be subjected to the same disciplinary measures applied to learners without disabilities if the school did not have prior knowledge of the disability. If the school is deemed to have knowledge that the learner had a Section 504 disability before the behavior that caused the disciplinary action, the learner may assert any of the protections for learners with disabilities in the area of discipline.

A school has knowledge of the disability when: a) the parent has expressed a concern that the learner needs special education services to supervisory or administrative personnel of the appropriate educational agency or a teacher of the learner; or, b) the parent has requested an evaluation; or, c) the learner's teacher or other school staff has expressed specific concern about a pattern of the learner's behavior directly to the director of special education or to other supervisory personnel in accordance with the agency's established learner find or special education referral system.

A school would not be deemed to have knowledge that the learner had a disability, if this agency conducted an evaluation and determined that the learner had a disability; or determined that an evaluation was not necessary and provided proper Prior Written Notice prior to the behavior incident; or, if the parent of the learner has not allowed an evaluation of the learner pursuant to Section 504 or has refused services. If a request for evaluation is made during the period the learner is subject to disciplinary measures, the evaluation will be expedited. Until the evaluation is completed (assuming this agency is not deemed to have knowledge that the learner had a disability prior to the behavior that caused the disciplinary action), the learner remains in the educational placement determined by the school district, that can include suspension or expulsion without educational services. If the learner is determined to have a disability, this agency shall provide special education and related services and follow all required procedures for disciplining learners with disabilities.

### **Expulsion**

Before an expulsion or other exclusion that constitutes a significant change in placement, the 504 Committee must conduct a "manifestation determination." A learner may be expelled only if the Section 504 Committee determines, when conducting the manifestation, that, based on adequate and current evaluation data, the learner's misconduct was not related to the learner's disability and was not the result of either an inappropriate placement or because the learner was not receiving appropriate services at the time of the behavior.

If it is determined by the Section 504 Committee that the misconduct is not related to the learner's disability and was not the result of an inappropriate placement and was receiving appropriate services at the time of the behavior, the learner may be excluded from school in the same manner as the learner's non-disabled peers. If it is determined by the Section 504 Committee that the misconduct is related to the learner's disability or was caused due to the learner's inappropriate placement because the learner was not receiving appropriate services, the learner may not be expelled. The Section 504 Committee must then determine whether the learner's current educational placement is appropriate.

### **Weapons**

The district may place a learner with a disability in an alternative program for up to forty-five (45) calendar days without prior determination of whether the behavior is related to his or her disability for carrying a weapon. During this phase, the Section 504 Committee must convene to determine whether the learner's misconduct is a manifestation of the learner's disability and was not the result of an inappropriate placement and was receiving appropriate services at the time of the misconduct. A parent/guardian may appeal the 45-day placement. During the appeal (due process) procedure, the learner must remain in the alternative education setting until the completion of the hearing unless the parent/guardian and the district can agree on another placement.



**Substance Abuse**

Schools may take disciplinary action in situations where learners are “currently engaging [in] the illegal use of drugs or in the use of alcohol” to the same extent that such disciplinary action is taken against non-disabled learners. In such a case, the parent/guardian may not resort to a due process procedure under the law to contest the disciplinary action.

**SECTION VI. DISCIPLINE OF LEARNERS IN EARLY LEARNING**

(Head Start, Pre-K, Montessori, & Pre-K Extended Care)

KCPS Early Learning reserves the right to restrict, limit, remove or withdraw students from Pre-K program participation. KCPS and all supporting district staff must provide disciplinary interventions for Pre-K learners in compliance with Missouri Child Care Laws and Regulations for Licensing and in accordance with Missouri Accreditation Policies & Procedures. Pre-K children are learning self-regulation, impulse control, and social-emotional skills. They therefore rely heavily on attunement from the adults in their lives to guide their behavior through co-regulation, skills coaching and modeling of appropriate behavior. Since early experiences have profound effects, both cumulative and delayed, on a child’s development and learning, developmentally appropriate interventions emphasize coaching and teaching of new skills within the classroom setting where appropriate. Intervention will use developmentally appropriate practices, for the purpose of supporting the successful development of the child’s positive relationships and a positive self-concept.

# Prohibition Against Discrimination, Harassment and Retaliation

(Notice of Nondiscrimination)

## **NOTICE OF NON-DISCRIMINATION**

The Kansas City Public Schools Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, learners, or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Kansas City Public Schools is an equal opportunity employer.

### **Facilities**

The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

### **School Nutrition Programs**

In accordance with federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

### **Individuals with Disabilities**

The district will identify, evaluate and provide a free, appropriate education to all learners with disabilities in accordance with the law. Anyone who knows or believes that a child may have a disability-regardless of whether the child is currently enrolled in the Kansas City Public Schools-is encouraged to contact the district's compliance officer listed below.

Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

### **Reporting**

The district's nondiscrimination policy and grievance forms are located on the district's website at <https://www.kcpublicschools.org/non-discrimination-policy> or at any district office.

The following person has been designated to handle inquiries from learners, parents, and members of the public regarding the non-discrimination policies.

#### **Anti-Discrimination and Harassment Coordinator**

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

The following person has been designated to handle inquiries from employees regarding the nondiscrimination policies:

#### **Employee/Labor Relations Coordinator**

Human Capital Management  
2901 Troost Avenue  
Kansas City, Missouri 64109  
Telephone: 816-418-7417/Facsimile: 816-418-7936

If either of the above contacts is unavailable, learners, parents and members of the public and/or employees may direct inquiries regarding non-discrimination policies to any attorney in the Legal Services Department at:

Legal Services Department  
2901 Troost Avenue, 2<sup>nd</sup> Floor  
Kansas City, Missouri 64109  
Telephone: (816) 418-7610 Facsimile: (816) 418-7411

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, the USDA or the U.S. Department of Justice if applicable.

Office for Civil Rights

Phone: 816-268-0550

TDD: 800-877-8339

E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Equal Employment Opportunity Commission

Phone: 800-669-4000

TTY: 800-669-6820

E-mail: [info@eeoc.gov](mailto:info@eeoc.gov)

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, DC 20250-9410

Phone: 866-632-9992

Fax: 202-690-7442

TDD: 800-877-8339

E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Missouri Commission on Human Rights

Phone: 877-781-4236

TDD: 800-735-2966

Relay Missouri: 711 or 866-735-2460

E-mail: [mchr@labor.mo.gov](mailto:mchr@labor.mo.gov)

# **Discrimination/Harassment: Complaint Procedures for Parents and Students** **(Procedures for Assurance of Compliance with Federal/State Regulations/School Board Policies of Prohibition** **against Discrimination/Harassment in Educational Activities/Programs)**

## **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 learners will be treated with respect by all employees, third parties and fellow learners. Hostile treatment or violence against a learner 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 learners/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 learner/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 learner/parent will not be used as a basis for actions that adversely affect the learner's standing in their school. Additionally, participation or assistance in the investigation of a complaint shall not to be used as the basis for adverse actions against a learner.

## **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. A sample Harassment Complaint is available on page (60). A record will be maintained of each discrimination or harassment complaint investigation to include the final disposition of each.

A learner or parent who believes that they have been the subject of discrimination or harassment because of their 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 their complaint or concern to a teacher, building or district administrator. A learner harassing or discriminating another learner shall be subject to discipline under the Code of Conduct.

Due to the sensitive nature of discrimination and harassment complaints, learners/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 AC-1 and AC-2.

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 learner/parent does not agree with the final determination made by the Anti-Discrimination and Harassment Coordinator or principal, they 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**

- Failure on the part of the learner/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).
- 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.
- In general, learners 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.
- 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 prescriptions 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.

## **Compliance**

This rule is intended to effect compliance with federal/state regulations; i.e., Title IX, Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 (Section 504), Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12131 (Title II), Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (Title VI), and the Age Discrimination Act of 1975, 42 U.S.C. § 6101 (Age Act), Chapter 38; Sec. 38-1, Code of Ordinances by the Council of Kansas City Human Rights Department, and the implementing regulations of these federal laws.

*See Administrative Policy AC-1.*

# **ANNUAL NOTICE OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a learner's education records. FERPA affords parents and learners who are 18 years of age or older (eligible learners) certain rights with respect to the learner's education records including:

1. The right to inspect and review the learner's education records within three business days of the written request. Parents or eligible learners should submit a written request that identifies as precisely as possible the record or records they wish to inspect to the school principal who will make arrangements for access. Access must be given as soon as possible, but within three business days; however, the period for document production may exceed three business days for reasonable cause.
2. The right to request the amendment of the learner's education records that the parent or eligible learner believes are inaccurate or misleading, or in violation of their privacy rights. A written request should be submitted to the school principal. The written request must indicate the challenged aspect of the record and specify why it is believed to be inaccurate, misleading, or in violation of the learner's privacy rights. The school principal or an employee designated by the superintendent will determine within a reasonable period of time after receiving the request whether to amend the record. The district will notify the parents or eligible learner of the decision, and if the request was denied, inform them of their right to a hearing. Requests for hearings must be made within 10 days of the receipt of the letter. If a hearing is requested, it will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parents or eligible learner shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the learner's education records. The parents or eligible learner may be assisted by one or more individuals of their choice, including an attorney. The hearing officer will prepare a written decision based solely on the evidence presented at the hearing and provide a copy to the district and the parents or the eligible learner within a reasonable period of time after the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. The hearing officer's decision will be final. If the hearing officer determines the record is inaccurate, misleading or in violation of the learner's privacy rights, the district will amend the record and notify the parents or eligible learner of the amendment in writing. If the hearing officer determines the record is not inaccurate, misleading or in violation of the learner's privacy rights, the district will notify the parents or eligible learner that they have the right to place a written statement with the record commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision, which will be maintained as part of the learner's education record. Please note that while this procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion or a substantive decision made by a school about a learner.
3. Generally, schools must have written permission from the parent or eligible learner before releasing any personally identifiable information from the learner's education records. However, FERPA allows schools to disclose records without consent to the following parties:
  - School officials who have a legitimate educational interest in the records. This may include a person employed by KCPS in an administrative, supervisory, academic, research or support staff position; a Board member; or a contractor, consultant, volunteer or other outside service provider retained to provide various institutional services or functions;
  - Other schools to which a learner is transferring/enrolling;
  - Military recruiters or institutions of higher education that have requested names, addresses and telephone listings of secondary school learners. Parents or eligible learners may submit a written request to have district obtain written approval from the parents or eligible learners before disclosing this information to these entities;
  - Certain federal, state and/or local government officials in connection with an audit or evaluation of federal or state-supported education programs or for the enforcement of or compliance with federal legal requirements related to these programs;
  - Appropriate parties in connection with financial aid to a learner;
  - Organizations conducting certain studies/evaluations for the District;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - To persons who need to know in case of a health and safety emergency; to an agency, caseworker or other representative of a state or local child welfare agency or tribal organization who has a right to access the learner's case plan when such agency or organization is legally responsible for the care and protection of the learner; and state and local authorities within a juvenile justice system; and
  - Information the District has designated as "directory information" as described below.



Parents/eligible learners who believe their rights have been violated under FERPA may file a complaint with the Family Policy Compliance Office, 400 Maryland Avenue, SW, Washington, DC 20202-4605. Phone: 202-260-3887.

## **DESIGNATION OF DIRECTORY INFORMATION**

FERPA requires the District to inform each parent, guardian or eligible learner that “Directory Information” may be released by school officials, including in print and electronic publications of the District. Directory Information is information designated by the District which, if disclosed, would not generally be considered harmful or an invasion of privacy.

The district designates the following items as Directory Information:

- Learner’s name; date of birth; parent’s-s’ names; e-mail addresses; grade level; enrollment status (e.g., full-time or part-time); participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

A Request Form to Designate Learner Information as Private can be found in the “Forms” section of the Code of Student Conduct or from your learner’s school. Parents, guardians or eligible learners who do not wish to allow the disclosure of Directory Information must complete the form and submit it to the learner’s school principal by September 19, 2023, or within 10 days of enrollment at a district school or the district will assume that consent has been given.

## **LEARNER RECORDS**

### **(As They Apply to Military Recruiters/Institutions of Higher Education)**

The district is required by law to release secondary learners’ name, address and telephone number to military recruiters and institutions of higher education upon request. Parents/guardians or eligible learners may submit a written request that the district not release this information and the district shall comply with the request. A Request Form to Designated Learner Information as Private can be found in the “Forms” section of the Code of Student Conduct or from your learner’s school. Parents, guardians or eligible learners who do not wish to allow the disclosure of the learner’s name, address and telephone listing to military recruiters and/or institutions of higher education must complete the form and submit it to the learner’s school principal by September 20, 2024, or within 10 days of enrollment at a district school.

*Note: The reader is encouraged to review the Student Records Policy (JO-R) in its entirety.*

## **EVERY STUDENT SUCCEEDS ACT OF 2015**

For any learner attending a school receiving Title I funds, the district will, at the parent’s or guardian’s request, provide information regarding the professional qualifications of a learner’s teacher consistent with applicable legal requirements. Upon your request, the district is required to provide to you in a timely manner the following information:

- When the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- whether your learner is provided services by paraprofessionals and, if so, their qualifications; and
- what baccalaureate degree major the teacher has, and any other graduate certification or degree held by the teacher and the field of discipline of the certification.

In addition to the information that parents and/or guardians request, the district must provide to each individual parent or guardian the following information:

- Information on the achievement level of the parent’s or guardian’s learner in each of the state academic assessments, as required under this part; and
- timely notice that the parent’s or guardian’s learner has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.

## **Public Complaints/Concerns**

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law. Allegations of discrimination or harassment by members of the public shall be investigated pursuant to Administrative Policy AC-1.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the Superintendent or the secretary of the board. The Board will address the complaint in an appropriate and timely manner.

# **MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA)**

---

## **COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)2.

---

### **General Information**

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

### **Complaints filed with LEA**

4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?

### **Complaints filed with the Department**

6. How can a complaint be filed with the Department?
7. Are complaints related to equitable services to nonpublic school children handled differently?
8. How are complaints related to equitable services to nonpublic school children handled differently?

### **Appeals**

9. How will appeals to the Department be investigated?
  10. What happens if the complaint is not resolved at the state level (the Department)?
- 

## **1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

## **b. Who may file a complaint?**

Any individual or organization may file a complaint.

## **2. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

## **3. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

## **4. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

## **5. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department
2. The facts on which the statement is based and the specific requirement allegedly violated

**6. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- A. **Record.** A written record of the investigation will be kept.
- B. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- C. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- D. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers and other members of the general public.
- E. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter or telephone call(s).
- F. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**7. Are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

**8. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**9. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

---

<sup>1</sup> Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V  
4/17

Revised

<sup>2</sup> In compliance with ESSA Title IX Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

# **ANNUAL NOTICE OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AND AMENDMENT**

---

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232h, requires the Kansas City Public Schools to notify you and obtain consent or allow you to opt your learner out of participating in certain school activities. No learner shall be required to submit to a survey, analysis or evaluation that reveals any of the following information (“protected information surveys”) without written consent of a parent:

1. Political affiliations or beliefs of the learner or learner’s parent;
2. Mental or psychological problems of the learner or learner’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the learner or the learner’s parents; or
8. Income, other than as required by law to determine program eligibility or for receiving financial assistance under such program.

This requirement also applies to the collection, disclosure or use of learner information for marketing purposes and certain physical exams and screenings.

Kansas City Public Schools will provide parents with reasonable notification of the surveys and activities and an opportunity to consent or opt their learner out, as well as an opportunity to review the surveys. Please note that this notice and consent/opt-out right transfers from parents to any learner who is 18 years old or an emancipated minor under Missouri law.

*See Policy JHDA: Surveying, Analyzing or Evaluating Students.*

Parents or eligible learners who believe their rights have been violated under the PPRA may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

## **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION** **(Transgender and Gender Nonconforming Employees and Learners)**

The district prohibits discrimination on the basis of gender identity as well as sexual orientation. This outlines some of the efforts the district will make to respect a learner’s gender identity.

### **Definitions**

*Gender Identity* – A person’s deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth.

*Transgender* – People whose gender identity is different from the gender assigned to them at birth.

*Gender Expression* – The way a person expresses gender, such as clothing, hairstyles, activities or mannerism.

*Gender Nonconforming* – Description of people whose gender expression differs from stereotypical expectations.

### **Privacy**

Information about a learner’s transgender or gender nonconforming status will be considered confidential information that will only be shared with school personnel on a need-to-know basis. Information about a learner’s transgender status also may constitute confidential medical information. School personnel may not disclose information that may reveal a learner’s transgender status or gender nonconforming presentation to others, including parents, unless legally required to do so or unless the learner has authorized such disclosure. The district will not require the learner to discuss his or her status with others. When contacting the parent or guardian of a transgender or gender nonconforming learner, school personnel should use the learner’s legal name and the pronoun corresponding to the learner’s gender assigned at birth unless the learner, parent or guardian has specified otherwise.

### **Official Records**

The district is required to maintain a mandatory, permanent pupil record (“official record”) that includes a learner’s legal name and legal gender. The district, however, is not required to use a learner’s legal name and gender on other school records or documents. The district will change a learner’s official record to reflect a change in legal name or legal gender upon receipt of documentation that such change

has been made pursuant to a court order. In situations where school staff or administrators are required by law to use or to report a transgender or gender nonconforming learner's legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

### **Names/Pronouns**

Persons, including learners and employees, shall be addressed by a name and pronoun that corresponds to their gender identity, as requested by the learner or employee. Neither a court-ordered name or gender change, nor a change in official employee or learner records, is required. The intentional or persistent refusal to respect the gender identity of an employee or learner after notification of the preferred pronoun/name used by the employee or learner is a violation of this procedure.

### **Gender-Segregated Activities**

To the extent possible, schools should reduce or eliminate the practice of segregating learners by gender. In situations where learners are segregated by gender, such as health education classes, learners should be included in the group that corresponds to the learner's gender identity.

### **Restroom Accessibility**

Learners and employees shall have access to the restroom that corresponds to the person's gender identity consistently asserted at school whenever possible or practicable. Any learner who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single stall restroom. If no single stall restroom for learners is available in the school, the learner should be provided access to a single stall restroom in the nurse's office or main office, but no learner shall be required to use such a restroom.

### **Locker Room Accessibility**

The use of locker rooms by transgender learners shall be assessed on a case-by-case basis with the goals of maximizing the learner's social integration and equal opportunity to participate in physical education classes and sports, ensuring the learner's safety and comfort, and minimizing stigmatization of the learner. Any learner who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with a reasonable alternative changing area such as the use of a private area (e.g., a nearby restroom stall with a door, an area separated by a curtain, a P.E. instructor's office in the locker room, or a nearby health office restroom), or with a separate changing schedule (e.g., using the locker room that corresponds to the learner's gender identity before or after other learners). Any alternative arrangement should be provided in a way that protects the learner's ability to keep his or her transgender status confidential. In no case shall a transgender learner be required to use a locker room that conflicts with the learner's gender identity.

### **Physical Education Classes and Intramural Sports**

Transgender and gender nonconforming learners shall be permitted to participate in physical education classes and intramural sports in a manner consistent with the learner's gender identity.

### **Interscholastic Competitive Sports Teams**

Transgender and gender nonconforming learners shall be permitted to participate in interscholastic athletics in a manner consistent with the learner's gender identity, to the extent allowed by interscholastic rules and regulations.

### **Dress Codes**

Transgender and gender nonconforming learners shall be permitted to dress in a manner consistent with the learner's gender identity or gender expression. Where dress codes and uniform requirements apply to all learners, transgender and gender nonconforming learners should comply with the uniform requirements consistent with the learner's gender identity.

*Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.*

# IMPORTANT FORMS

CONFIDENTIAL

## PRESCRIPTION MEDICATION ADMINISTRATION/DISPERSAL AUTHORIZATION

All prescription medications must be provided in containers with the patient's name, date issued and dosage requirement to act as a physician's directive and therefore will not require a doctor's written authorization. Please note that all medications should be taken home no later than the last day of class to maintain current prescription expirations and dosages. Any medications left on the last day of school will be disposed of with no further notice. By signing this form you agree to allow the school nurse or other school personnel to discuss with the ordering physician or representative and Health Plan any medical information regarding the medication(s) and condition(s) related to the medication(s) listed below.

### TO BE COMPLETED BY PARENT/GUARDIAN

Child's Name: \_\_\_\_\_ Male/Female: \_\_\_\_\_

Learner ID: \_\_\_\_\_ Learner's Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Prescription: \_\_\_\_\_

Dose: \_\_\_\_\_ Time to be given: \_\_\_\_\_ Method to be given: \_\_\_\_\_

Is child authorized to medicate himself/herself? Yes/No

Date of service start: Month: \_\_\_\_\_ Year: \_\_\_\_\_ End Date: Month \_\_\_\_\_ Year: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Name of Prescription: \_\_\_\_\_

Dose: \_\_\_\_\_ Time to be given: \_\_\_\_\_ Method to be given: \_\_\_\_\_

Is child authorized to medicate himself/herself? Yes/No

Date of service start: Month: \_\_\_\_\_ Year: \_\_\_\_\_ End Date: Month \_\_\_\_\_ Year: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
Date Parent/Guardian Signature Home Telephone Emergency Number



OVER-THE-COUNTER MEDICATIONS

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school nurse or designee in the manufacturer’s original packaging and will only be administered in accordance with the manufacturer’s label.

STUDENTS MAY NOT SELF-CARRY ANY OVER-THE-COUNTER MEDICATIONS

TO BE COMPLETED BY PARENT/GUARDIAN

Child’s Name: \_\_\_\_\_Male/Female: \_\_\_\_\_

Learner ID: \_\_\_\_\_Learner’s Date of Birth: \_\_\_\_\_Grade: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Weight: \_\_\_\_\_Dose: \_\_\_\_\_Frequency: \_\_\_\_\_Method to be given: \_\_\_\_\_

Is child authorized to medicate himself/herself? Yes/No

Date of service start: Month: \_\_\_\_\_Year: \_\_\_\_\_End Date: Month \_\_\_\_\_Year: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Parent/Guardian Signature

Home Phone

Emergency Number

2901 Troost Ave. • Kansas City, MO 64109 • (816) 418-7000 • [www.kcpublicschools.org](http://www.kcpublicschools.org)

- 61 -

## REQUEST FORM TO DESIGNATE LEARNER DIRECTORY INFORMATION AS PRIVATE

### Kansas City Public Schools 2024 – 2025 School Year

The following information has been designated by Kansas City Public Schools as “Directory Information” in Policy JO Student Records, and can be disclosed without parent/guardian consent UNLESS the parent/guardian, completes this form and returns it to the student’s school by September 20, 2024:

Student’s name, date of birth, parents’ name, e-mail addresses; grade level, enrollment status (e.g., full-time or part-time), participation in district-sponsored or district-recognized activities and sports, weight and height of members of athletic teams, athletic performance data, dates of attendance, degrees, honors, and awards received, artwork or coursework displayed by the district, schools or school districts previously attended; and photographs, videotapes, digital images, and recorded sound unless such records would be considered harmful or an invasion of privacy.

If you have a secondary student, signing this form will also prevent the release of your student’s name, address and telephone number to military recruiters and institutions of higher education, such as colleges and universities.

**LEARNER INFORMATION:**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**PARENT INFORMATION:**

Printed Name: \_\_\_\_\_

Address: (if different from student): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**I am requesting that my student’s Directory Information not be released without my consent.**

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

School Student Attends \_\_\_\_\_

For Learner complaints, immediately send completed form to the learner's principal and the Anti-Discrimination and Harassment Coordinator, phone: (816) 418-7610, fax: (816) 418-7411; or email [legal1@kcpublicschools.org](mailto:legal1@kcpublicschools.org).

Name: \_\_\_\_\_

*Last* *First*

Address: \_\_\_\_\_

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

Phone: Day (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_

I am a: ☐ Learner ☐ 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.*

Location of incident of alleged discrimination: \_\_\_\_\_

Nature of alleged discrimination:

☐ Sex
 ☐ Race
 ☐ Religion
 ☐ Color  
☐ National Origin
 ☐ Ancestry
 ☐ Age
 ☐ Disability  
☐ Sexual Orientation
 ☐ Gender Identity
 ☐ 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:

---

---

---

---

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?

#### 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, AC-1 and/or AC-2 to the complainant; however, **they do not wish to make a formal complaint**.

# **TECHNOLOGY ACCEPTABLE USE POLICY FOR LEARNERS**

## **PURPOSE**

The purpose of issued technology items and access for students is to facilitate education and research, to promote access to electronic resources that will assist in providing information to learners, and to assist staff in carrying out their responsibilities as educators.

## **STUDENT USE**

- Learners are responsible for their issued technology items and must take good care of them.
- Learners must ensure that their applicable technology devices (tablet, Chromebook, iPad, laptop, hotspot, etc.) are charged every day before they bring them to school.
- Learners must bring their issued device(s) to school every day that they are in attendance.
- Sound must be muted unless headphones are used, or permission is obtained from the teacher.
- Learners must know where their issued device(s) is at all times and only use the device(s) provided to them unless otherwise permitted by a teacher.

## **BASIC CARE AND HANDLING**

- Learners will not loan out their Chromebook, iPad, or other issued technology device(s), cords, or accessories to others.
- Learners must keep their issued technology device(s) protected at all times.
- Learners must keep food and liquids away from their issued technology device(s).
- Learners must use their issued technology device(s) responsibly when on the bus.
- Learners must not deface their issued technology device(s) in any way. This includes, but is not limited to, marking, painting, drawing, attaching stickers, etc.
- Learners must not tamper with the hardware or software, disassemble any part of, or attempt any repairs of their issued technology device(s).

## **STUDENT EXPECTATIONS FOR RESPONSIBLE COMPUTING**

- Learners must keep their login and password information private and only share it with teachers, school officials, and parents/guardians.
- Learners must only use the login and password information provided to them and must not attempt to login as any other person.
- Learners must use appropriate language in all digital products and communications.
- Learners must not give their name, address, phone number, school, or my teachers'/parents' names, addresses, or phone numbers to anyone online.
- Learners must not fill out any form or sign up for anything online that asks them for any information about their school, family, or themselves without first asking permission from their teachers/parents/guardians.
- Learners must not use any articles, stories, or other works they find online and pretend it is their own.
- Learners must not make use of materials or attempt to locate materials that are inappropriate in a school setting, or that may offend others.
- Learners must only locate and use school appropriate content in their digital work.
- Learners must not use screensavers, backgrounds, and/or pictures with offensive language and/or materials.
- Learners issued technology devices are subject to inspection at any time without notice and remain the property of the Kansas City Public Schools.
- Learners must follow the expectations outlined in board policies, associated board regulations, Learner/Parent Technology Handbook, and the Learner Code of Student Conduct at all times. A copy of this policy and regulation can be found online at [www.kcpublicschools.org](http://www.kcpublicschools.org).
- Learners must return their issued technology device(s) and all accessories in good working condition.
- Learners will be charged for any lost/stolen/damaged laptop items.

## **PARENT / GUARDIAN RESPONSIBILITIES AND INFORMATION**

- Parents/Guardians are responsible for any damages to their learner's issued technology device(s).
- Incidents which occur at school involving multiple parties will be investigated by district administration.
- Parents/Guardians and learners are to follow the expectations outlined in the Board Policies, and associated board regulations. A violation of these guidelines could result in disciplinary action for the learner.
- Parents/Guardians are responsible for monitoring their learner's use of all district issued technology and internet use when they are not at school.
- A learner's use of the school network and device will be monitored for compliance with school policies and applicable laws.
- Fraudulent reporting of theft will be turned over to the police.

- Learners will have access to web-based tools, digital resources, and applications that support teaching and learning, and these online services may collect, use, and disclose personal information (such as learner names and email addresses), but only for the use and benefit of the school for the purpose of learner learning. In accordance with Board policies and regulations, learners will be strongly discouraged from providing any other personal information, and parents/guardians must instruct their learner not to provide any other personal information. Parents/guardians must contact their learner's teacher and/or school if they need additional information about the applications and online services that are used for learning in their learner's classes.

The district's technology resources are not a public forum for expression of any kind.

## **RIGHT TO MONITOR STUDENT USE**

The district reserves the right to:

- 1) monitor all learner computer activity at any time;
- 2) determine what is appropriate use;
- 3) log network use and monitor storage space utilized by users; and
- 4) remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or unacceptable use.



# **ACKNOWLEDGMENTS**

## **CODE OF STUDENT CONDUCT ACKNOWLEDGMENT**

The Kansas City Public Schools (KCPS) expects all learners to read and understand the Code of Student Conduct and to follow the rules and regulations set forth in the Code of Student Conduct.

Both learners and parents/guardians must acknowledge, by completing this form, that they have received and reviewed the Code of Student Conduct. Failure to read the Code of Student Conduct and/or sign this acknowledgment will not prevent learners from being held accountable for their behavior and receiving Interventions listed within the Code of Student Conduct.

## **ISSUED TEXTBOOK & TECHNOLOGY ACKNOWLEDGMENT**

The Board of Education may provide textbooks for every learner enrolled in grades kindergarten through twelve in addition to one computer for learners enrolled in grades one to twelve in the Kansas City Public Schools. The learner and parent(s) are responsible for the learner's textbooks and computer that have been issued to the learner. This responsibility includes the return of these items to the school district at the end of the term/year or when the learner withdraws from the district.

The learner is responsible for keeping all issued items in good condition. Writing or marking or defacing district property is prohibited. Pursuant to RSMo 170.051, a learner or parent may be held responsible for any abuse or willful destruction of textbooks and/or computers. For purposes of this acknowledgment, KCPS will consider the failure to return a textbook and/or computer as abuse or willful destruction. KCPS reserves the right to reclaim its loss for damaged or lost textbooks/computers and may withhold grades, transcripts, or diplomas until the replacement fees have been paid.

### **Parents/Guardians Acknowledgment:**

I certify that I, \_\_\_\_\_, received a copy of the Code of Student Conduct and reviewed the Code of Student Conduct with my child, \_\_\_\_\_.

I further understand that I am responsible for the proper care and return of textbooks issued to my child or **I shall be subject to replacement costs.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### **Learner Acknowledgment:**

I certify that I, \_\_\_\_\_, received a copy of the Code of Student Conduct and reviewed each page of the Code of Student Conduct. I further understand that I am responsible for the proper care and return of all textbooks issued to me.

\_\_\_\_\_  
Learner Signature

\_\_\_\_\_  
Date

***This signed acknowledgment will be maintained at the school building in the learner's file***



# KANSAS CITY PUBLIC SCHOOLS

## 2024 - 2025 SCHOOL YEAR

“This edition of the Code of Student Conduct, approved by the Board of Directors of the Kansas City Public Schools, is considered approved School Board policy. Any revisions must be submitted to the Board and approved by the School Board before becoming effective.”

### **Superintendent of Schools**

Dr. Jennifer Collier

### **Board of Directors**

Ms. Rita Cortes, Chair

Ms. Tanesha Ford, Vice-Chair

Ms. Jamekia Kendrix, Treasurer

Mr. Joshua Jackaway

Ms. Kandace Buckner

Ms. Monica Curls

Mr. Robert Sagastume

### **Revised and Approved August 2024**

To bring the Kansas City Public Schools and the Code of Student Conduct into compliance with federal, state and local laws.



2901 Troost Ave  
Kansas City, MO 64109  
(816) 418-7000  
[www.KCPublicSchools.org](http://www.KCPublicSchools.org)