

# Kairos Innovative Scholars Pathway (KISP)

2025-2026

## Parent/Scholar Handbook



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## **Welcome to Kairos Public Schools!**

### **MISSION**

Kairos Innovative Scholars empowers generations of learners and families to make a global community impact through individualized learning opportunities.

### **PARAMETERS**

- Excellence
- Accountability
- Innovation
- Scholar Centered
- Fiscally Responsible

### **BELIEFS**

#### *Excellence*

- We believe scholar potential is unlimited.
- We believe in using research based best practices to drive instruction.
- We believe in providing a cutting edge experience.

#### *Accountability*

- We believe in producing future global leaders who embody our mission.
- We believe that a community working together will achieve scholar success.
- We believe that a quality staff that engages in continuing professional development, collaboration, and peer mentoring, will result in academically competitive scholars.

#### *Innovation*

- We believe charter schools equal innovation.
- We believe the future is made through education.
- We believe all scholars should have the opportunity to be creative, unique risk takers.

#### *Scholar Centered*

- We believe all scholars thrive on success.
- We believe all scholars have strengths.
- We believe scholars are simpler than you think and more complicated than you can imagine.
- We believe all scholars can be active participants in their education.
- We believe authentic tasks lead to meaning, connection, and application.

#### *Fiscally Responsible*

- We believe you don't have to spend a lot to learn a lot.

- We believe in looking for creative options to fund an innovative education.
- We believe that we must invest wisely to maximize scholar achievement.

## **EXPECTATIONS**

All members of the Kairos learning community – scholars, parents, and staff – work together to achieve the program’s mission and vision. As members of a community, each group has responsibilities to fulfill expectations of the other groups in the community.

### **Scholar Expectations**

Each scholar at KISP is required to meet the following pupil benchmarks to maintain satisfactory academic, attendance, and behavioral standing:

- Maintain a 100% completion rate of all work assigned in the Personal Learning Plan (PLP).
- Participate in all testing programs designated by KISP or the state of California.
- Adhere to all academic, attendance, and behavior policies of KISP.
- Maintain regular attendance during scheduled meeting times with the academic advisor.

In addition, each KISP scholar is expected to:

- Reflect a positive attitude towards learning.
- Take responsibility for his/her own educational growth and development.
- Communicate proactively with KISP instructors, counselors, and administrators.
- Show respect for all KISP scholars, parents, and staff.
- Contribute and interact in a positive manner within the community.

### **Parent(s)/Guardians(s) Expectations**

Research shows that one of the most influential factors in scholar success is the involvement by parents/guardians in the scholar’s educational program. Parents/guardians of KISP scholars are expected to:

- Communicate weekly with your academic advisor
- Insist on daily engagement in educational assignments.
- Monitor the daily and weekly completion of scholar’s work.
- Be actively involved in a scholar's learning program.
- Provide transportation to and from all program appointments and activities.
- Support the discipline codes and behavior guidelines of KISP.
- Complete all applicable school paperwork and meet stated deadlines.
- Provide or facilitate instructional assistance for scholars.
- Participate regularly and actively in parent meetings, activities, and workshops.
- Proactively ask questions or seek assistance from KISP staff.
- Stay informed by reading the KISP handbook, course catalog, and other school communications, and by visiting the KISP website regularly.
- Show respect for all KISP scholars, parents, and staff.

### **Staff Expectations**

The KISP staff recognizes that they serve a diverse population of scholars who have varying learning styles and abilities. The education of KISP’s scholars will be most productive when educational advisors:

- Create and maintain safe and effective environments for scholar learning.
- Understand and organize subject matter for scholar learning.
- Communicate with and inform parents/guardians of scholar progress regularly.

- Assist with instructional plans and design learning experiences for all scholars.
- Engage and support all scholars in learning.
- Systematically evaluate scholar achievement/performance with a variety of assessment tools.
- Continue to develop as professional educators.
- Correctly maintain all appropriate paperwork and meet all deadlines.
- Provide tutorial assistance/instruction when appropriate.
- Show respect for all KISP scholars, parents, and staff.
- Model professional behavior.

The goal of KISP will be to educate all members to strive to achieve the qualities of the Expected Schoolwide Learning Results (“ESLRs”) as listed below:

1. KISP scholars will be prepared for academic success in post-secondary education by:
  - a. Critically reading and responding to informational and literary text,
  - b. Communicating ideas in an organized manner,
  - c. Analyzing and developing solutions to problems,
  - d. Synthesizing multiple sources of information,
  - e. Understanding and implementing instructions, and
  - f. Utilizing technology to enhance learning or presentation of assignments.
2. KISP scholars will demonstrate proficiency with computer skills necessary in the 21<sup>st</sup> century by:
  - a. Demonstrating information literacy,
  - b. Participating in electronic communications,
  - c. Creating assignments using computer applications,
  - d. Publishing in an electronic format, and
  - e. Developing projects in order to display information/data with a computer application.
3. KISP scholars will demonstrate proficiency in the content areas by:
  - a. Creating visual displays and productions,
  - b. Producing products that meet objective expectations and standards,
  - c. Critiquing, writing, evaluating and analyzing assigned work and specific curriculum content,
  - d. Scoring proficient on formative and summative tests, designated assignments and general assessments.
4. KISP scholars will be responsible citizens and possess a solid foundation for lifelong learning by:
  - a. Attending meetings and classes by arriving punctually,
  - b. Being prepared to work individually and collaboratively,
  - c. Respecting themselves and others,
  - d. Contributing to their community, and
  - e. Demonstrating ethical usage of technology.

KISP scholars will exhibit ESLR achievement in the following areas upon graduation: core academic standards, lifelong learning skills, and social/interpersonal skills.

## **MASTER AGREEMENT**

The Master Agreement was signed and agreed to during your registration process. All aspects of the master agreement must be adhered here at all times in order to remain in compliance at KISP. Failure to adhere to the master agreement may result in the initiation of the KISP non-compliance process and/or immediate dismissal from the program.

## ACADEMICS

KISP provides opportunities for scholars to participate in challenging learning experiences, and strives to offer scholars educational programs which are flexible, demanding, and appropriate. KISP includes programs for scholars who are better served with a more individualized learning approach.

KISP includes the following instructional platforms:

- Small learning environments
- Technology-integrated instruction
- Homeschool/independent study
- Optional enrichment workshops for core and elective subjects (KISP)

KISP provides opportunities for scholars to participate in challenging learning experiences both in and out of the classroom. KISP's multi-tiered programs for kindergarten through 12th grade are based on the California Standards. Every scholar who gives evidence of a sincere desire to remain in school, to be diligent in his/her studies, and to profit by the educational programs provided, will be given every opportunity to do so.

KISP (Home School Instruction) scholars have access to state-adopted curriculum and texts, resources, enrichment opportunities, online curriculum, and workshop learning environments.

Additionally, pursuant to state laws, scholars in grades kindergarten through 12th will have an opportunity to attend a workshop on mental health/suicide awareness, taught by our counseling staff. Sexual Education Curriculum will be offered to scholars within the appropriate grade levels, according to state law.

### **Special Education and Other Special Circumstances**

The Kairos Innovative Scholars Pathway provides special education instruction to kindergarten through 8th grade in accordance with the IDEA, Education Code requirements and applicable policies and practices of the El Dorado County Charter SELPA. KISP follows the SELPA policies and procedures and utilizes SELPA forms in identifying scholars who may qualify for Special Education programs and services. Following the guidelines of Response to Intervention, the Special Education program works closely with general education staff to monitor and follow the needs of scholars who are struggling academically.

The Special Education program at Kairos is structured to meet the needs of scholars as outlined by IDEA and their Individual Education Plan (IEP). KISP's focus centers on the scholars with total staff collaboration and home/school communication. Support in these areas best serves the needs of Special Education scholars, general education staff, and home. To meet the needs of all scholars, Kairos Public Schools employs a School Psychologist, Educational Specialists, Instructional Assistants, and a Speech and Language Pathologist, all servicing Kairos' campus needs. Additional professionals are available if needed, based on the scholars IEP.

It is important that scholars have the opportunity to fully participate at their grade level in the core curriculum. Special and general education staff monitor scholar performance outcomes and provide the accommodations outlined in the scholar's IEP.

## Curriculum Choice/Usage Policy

KISP provides grade specific “curriculum menus” that are advisor vetted, approved, and aligned with standards. Parents and scholars are asked to choose from the provided menu options for their academic curriculum needs.

Special curriculum requests not on the pre-approved menus will be submitted to a KISP administrator for approval. As the state of California deems KISP Academic Advisors responsible for the education of their scholars, KISP MAY NOT approve a parent request for curriculum if it does not meet state standards and/or exceeds monetary limits, and/or it violates Kairos board policy with regard to explicit content, and/or any other content that is not educational or appropriate.

As pursuant to state law, KISP DOES NOT use public funds to purchase religious or sectarian curriculum.

All Kairos scholars are invited and encouraged to check out materials from the curriculum library.

Scholars who have lost or damaged curriculum materials will be issued a bill for the replacement costs for the lost or damaged materials. **(Civil Code 1714.1.)**

## Technology

Kairos Public Schools is committed to providing scholars with opportunities to use technology in general education and in the development of information seeking skills, which are essential for learning, working, and living in the 21st century.

Kairos Public Schools believes the internet offers scholars a wide variety of resources which support scholar learning. It is our goal to educate scholars about efficient, ethical, and appropriate use of the resources. The internet connection will be used to meet the goals of the curriculum. Specifically, scholars will have the ability to:

- Access a wealth of additional resources for reference and research
- Conduct searches, evaluate resources, locate relevant material, and interact with up-to-date primary sources

It is to be understood that internet access for scholars is a privilege, not a right. Proxies may not be used to access blocked internet sites. Kairos Public Schools utilizes tools to monitor the online activity of all scholars.

All computers connected to the Kairos network systems are Kairos-owned equipment. Scholars may bring personal computers to school at their own risk.

Considering the provisions mentioned above, Kairos will not assume responsibility for:

- The reliability of the content of a source received by a user. Scholars must evaluate and cite sources appropriately.
- Costs that the scholar incurs if a product or service for a fee is requested by scholar.
- Interrupted service: though every effort is made to ensure technology resources are available, in the event of an unplanned outage, Kairos is not responsible for the consequences of the service disruption.
- Scholar misuse: scholar email and associated uses are provided for academic activities only and there is no assumption of privacy. Administration reserves the right to investigate possible misuses or to monitor any email connected through Kairos' Google Apps for Education domain.

In order for a scholar to use the technology and to gain access to the network, scholars and parent(s) must sign the Acceptable Computer and Internet Use Policy (“AUP”). Revocation of Internet and/or email access will only be for violation of policy, the AUP, school rules, and/or for disciplinary issues/incidents. The Internet user and parents understand that scholar access to the internet is at scholar’s own risk.

Any scholar in need of internet access for the purposes of completing educational activities at home will be provided a Kairos Public Schools hotspot free of charge at the request of the parent(s)/guardians(s).

### **Acceptable Computer and Internet Use Policy (“AUP”)**

Regulations and procedures provided in the Kairos AUP provide scholars, parent(s)/guardian(s), and staff with information about the privileges and responsibilities of using the internet and school computer networks and resources. Scholars, parents, and staff are required to read and sign the agreement.

### **Assessment Policy**

Kairos Public School’s commitment to scholar programs is demonstrated through extensive assessment and philosophical commitment to the educational programs. The Kairos Public Schools Assessment Policy pertains to the area of assessment that is integral to the educational program and its commitment to scholar learning.

### **California Assessment of Scholar Performance and Progress (CAASPP)**

The purpose of the CAASPP system is to assist academic advisors, administrators, scholars and their parent(s)/guardian(s) by promoting high-quality teaching and learning through the use of a variety of assessment approaches and item types. **The results from CAASPP may be used as one measure for placement in academic classes.** All scholars in grades 3-8 participate in the CAASPP System.

Assessments include:

- The Smarter Balanced system of assessments for mathematics and English-language arts in grades 3-8 and 11
- California Standards Test for Science in grades 5, 8 and 11
- California Alternative Assessments for scholars with IEP’s who qualify
- The Physical Fitness Test in grades 5, 7 and 9

### **English Language Proficiency Assessments of California**

All scholars who indicate their home language is other than English are administered the English Language Proficiency Assessments of California (ELPAC). These scholars are tested within thirty days of initial enrollment and at least annually thereafter between until redesignated as fluent English proficient. The Kairos Innovative Scholars Pathway will provide notification to all parent(s)/guardian(s) of our responsibility for the ELPAC administration and of the ELPAC results within 30 days of enrollment.. The ELPAC shall be used to fulfill the requirements for annual English proficiency testing.

### **Other**

Additionally, Kairos Innovative Scholars Pathway scholars will be required to participate in all applicable mandated school assessments, including, but not limited to:

- Benchmark assessments
- Instructor assigned authentic assessments

- Instructor assigned comprehensive tests
- Pre and post assessments
- Community Service Project

Failure to participate may result in a letter of non-compliance being issued to the scholar(s) and may jeopardize placement at KISP.

### **Academic Policies**

1. All scholars are expected to engage in assigned work each KISP scheduled school day.
2. Scholars in grades kindergarten-12th must exhibit satisfactory progress in all core subjects per month to maintain program compliance. Scholars not maintaining satisfactory progress may, at their academic advisor's discretion, be required to attend intervention workshops and/or academic advisor meetings.
3. All scholars must sign an agreement to abide by the policies and expectations stated in the KISP Scholar Handbook and the Course Catalog.
4. Scholar(s) whose assessments place them 1.5 grade levels behind their current grade, will be required to attend weekly subject-specific intervention. Failure to regularly attend needed interventions may result in a letter of academic non-compliance and a meeting may be held with the program administrator or designee to determine whether KISP is an appropriate placement.
5. Scholars must abide by the KISP Acceptable Use Policy (computer contract – see "AUP").
6. Scholars are expected to abide by the KISP Master Agreement signed upon time of enrollment.

### **Academic Integrity Policy**

Honest behavior and integrity are an expectation for all scholars at Kairos Innovative Scholars Pathway (KISP). KISP is committed to creating an ethical academic atmosphere. To that end, scholars will conduct themselves as principle learners. They will act with integrity, honesty, and with a strong sense of fairness and justice. They will take responsibility for their actions and their consequences. Scholars will follow their academic advisors' directives and the school-wide practice concerning citation habits and acknowledgement of work published by others.

The school's guidelines, with regard to school-wide norms for specific types of academic dishonesty and resulting in disciplinary action, are defined below:

1. Cheating - any intentional giving of or use of external assistance relating to an examination, test or quiz without explicit permission of the teacher. This includes looking upon another scholar's paper, sharing answers, copying another scholar's paper, or using answers written on a cheat sheet, part of the body, the desk, etc.
2. Fabrication - any intentional falsification or invention of data, data citation, or other authority in an academic exercise.
3. Unauthorized collaboration - while collaboration is often encouraged, unauthorized collaboration is not permitted.
4. Plagiarism - any intentional representation of other's ideas, words, or works as one's own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other scholars. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, is also engaged in plagiarism.
5. Alteration of materials - any intentional and unauthorized alteration of scholar, staff, or library materials.
6. Forgery - any unauthorized signing of another person's name to school related documents.
7. Theft - any theft of materials.
8. Transfer of unauthorized materials - any giving or selling of unauthorized materials.

## **AI Policy:**

AI language and art models such as ChatGPT, Google Board, Microsoft Copilot, Dall-E, Midjourney, and similar models, are designed to assist scholars with their language-related and art tasks, such as generating ideas, proofreading, or providing information. However, to ensure a safe and productive learning environment, it is important to establish some guidelines for the use of these AI models in middle school and high school.

The policy to be implemented shall be:

1. Purpose: the use of OpenAI ChatGPT and similar AI models are intended to support scholars' learning and enhance their writing and art skills by providing them with assistance and feedback on language-related tasks and creative ideas for art related work.
2. Access: scholars will be given access to AI modeling websites only during designated class periods and when specifically instructed to do so by their teacher.
3. Guidelines: scholars are expected to follow these guidelines when using AI models:
  - a) Use appropriate language: scholars should use language that is appropriate for a classroom setting and avoid any offensive or inappropriate language prompts.
  - b) Use for academic purposes: AI language and art models should be used only for academic purposes, such as generating ideas, proofreading, or providing information related to teacher assigned work.
  - c) Do not share personal information: scholars should not share any personal information, such as their full name, address, or contact information, when using AI models..
  - d) Do not plagiarize: scholars should not use AI language models to generate essays or copy and paste responses from the model. Use should be limited to supporting their writing process, and scholars are responsible for ensuring that their work is original and properly cited, including the citation of having used ChatGPT or similar models (ChatGPT, personal communication, February 11, 2023).
  - e.) Use of language models beyond grammatical and sentence structure is considered to be plagiarism, as use of the models is not considered original work of the scholar, but work of the model. The use of art models beyond creative vision for the Scholar to then complete their own original work is also considered plagiarism unless use is approved by the teacher and cited by the Scholar including the prompts entered.
4. Responsibility: scholars are responsible for their own work and must take ownership of their writing and art. The use of OpenAI ChatGPT does not excuse them from following the rules of academic honesty.
5. Consequences: violation of these guidelines may result in loss of access to AI modeling sites or other disciplinary action as determined by the teacher or school administration, defined by the schools plagiarism policy.

By following these guidelines, scholars can benefit from the support and feedback provided by OpenAI ChatGPT-type AI models, while maintaining a safe and respectful learning environment.

## **Consequences of Academic Dishonesty**

Consequences are listed in this handbook - see Behavior section; Behavior Matrix.

All incidences of academic dishonesty must be reported to the appropriate designated staff member and recorded in the scholar's cumulative file.

### **Suicide Prevention**

The Board of Directors recognizes that suicide is a major cause of death among youth, and should be taken seriously. In order to attempt to reduce suicidal behavior and its impact on scholars and families, the executive director or designee shall develop preventive strategies and intervention procedures for both on-site and virtual settings.

The executive director or designee may involve school health professionals, school counselors, administrators, other staff, parent(s)/guardian(s), scholars, local health agencies and professionals, and community organizations in planning, implementing, and evaluating the district's strategies for suicide prevention and intervention.

### **Prevention and Instruction**

Suicide prevention strategies may include, but are not to be limited to, efforts to promote a positive school climate that enhances scholars' feelings of connectedness with the school, and is characterized by caring staff and harmonious interrelationships among scholars.

The California Department of Education's (CDE) Youth Suicide-Prevention Guidelines for California Schools identifies factors that may help build resiliency and protect against high-risk behaviors, including, but not limited to, emotional wellness, school engagement, self-perceived ability to cope with problems, and positive interpersonal relationships.

The state's Health Education Content Standards for California Public Schools, which includes voluntary content standards pertaining to mental, emotional, and social health at selected elementary and secondary grades, will serve as one basis for the suicide prevention instruction in grades kindergarten-6th, and once in grades 7 or 8.

Kairos' comprehensive health education program shall promote the healthy mental, emotional, and social development of scholars including, but not limited to, the development of problem-solving skills, coping skills, and self-esteem.

Suicide prevention instruction shall be incorporated into the health education curriculum. Such instruction shall be aligned with state content standards and shall be designed to help scholars analyze signs of depression and self-destructive behaviors, including potential suicide, and to identify suicide prevention strategies.

Kairos may offer parents/guardians education or information which describes the severity of the youth suicide problem, the district's suicide prevention curriculum, risk factors and warning signs of suicide, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis.

### **Staff Development**

Staff development may include training about risk factors associated with suicide. Information about research on risk factors is available in the CDE's Youth Suicide-Prevention Guidelines for California

Schools as well as through the California Department of Mental Health, Centers for Disease Control and Prevention, American Association of Suicidology, and other health organizations.

Suicide prevention training for staff shall be designed to help staff identify and respond to scholars at risk of suicide. The training shall be offered under the direction of a school counselor/psychologist and/or in cooperation with one or more community mental health agencies, and may include information on:

1. Research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance use problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, and other factors
2. Warning signs may indicate suicidal intentions, including changes in scholars' appearance, personality, or behavior
3. Research-based instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
4. School and community resources and services
5. Organizational procedures for intervening when a scholar attempts, threatens, or discloses the desire to commit suicide

### **Intervention**

Whenever a staff member suspects or has knowledge of a scholar's suicidal intentions, he/she shall promptly notify administration or school counselor. The administration or counselor shall then notify the scholar's parents/guardians as soon as possible and may refer the scholar to mental health resources in the school or community. In the virtual setting, if no adult is present with or near the scholar, law enforcement will be contacted to conduct a wellness check. Attempts will continue to be made to contact parents/guardians.

Scholars shall be encouraged to notify a teacher, administrator, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another scholar's suicidal intentions.

Whenever schools establish a peer counseling system to provide support for scholars, peer counselors shall complete the suicide prevention curriculum, including identification of the warning signs of suicidal behavior and referral of a suicidal scholar to appropriate adults.

Education Code 49602, which requires confidentiality of information disclosed to a school counselor when the scholar is 12 years of age or older, specifically allows a counselor to disclose such information to the administration or parents/guardians of the scholar when he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the scholar's health or safety. In addition, Education Code 49602 allows disclosure to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the scholar for treatment.

The Executive Director or designee shall establish crisis intervention procedures to ensure Scholar safety and appropriate communications in the event that a suicide occurs or an attempt is made on campus or at a school-sponsored activity.

### **Withdrawals from School**

Scholars planning to transfer to another school must present a written request from a parent(s)/guardians(s) to the Registrar. The Registrar will issue a withdrawal slip for the scholar to present to teachers (on the last day of attendance) in order to receive grades, return textbooks, and clear all debts (i.e. curriculum fines).

Transcripts will be sent to the scholar's new school, upon request. California state laws require all scholars to enroll and attend school until they have received a diploma or are 18 years old.

A dismissal from KISP, due to non-compliance, is for a period of the semester in which the dismissal occurred plus two additional semesters (up to 18 months). Scholars may appeal and request a conditional re-enrollment.

### **Scholar Representation**

Scholars who participate in internships, job shadowing, or other opportunities in the community are representing Kairos and must adhere to Kairos rules, regulations, and appropriate behavior, as outlined in this handbook under *Expectations*, keeping in mind to represent Kairos properly at all times. Scholars who violate KISP rules and regulations or engage in behavior that reflects negatively on Kairos will no longer be allowed to participate in these activities.

### **ATTENDANCE**

Scholar attendance is the most essential element of meeting the educational needs of the scholar. KISP expects scholars to maintain 100% attendance. This practice aligns with our mission of excellence and accountability, which supports scholar success. KISP's desire to provide "real-world" accountability of being on time to scheduled appointments and/or class and taking personal responsibility for attendance is a life skill that the scholar's future employers will always value. KISP desires to equip scholars to embrace ownership and responsibility and be a productive part of the future workforce. Finally, scholar attendance provides resources for KISP to support programs that enrich the learning environment. Pursuant to state law, scholars may not be enrolled in another educational placement while enrolled at KISP. Considering the above, all scheduled PLP meetings must be held in-person at the Learning Center with rare exceptions (i.e. illness, emergencies, etc.) that are agreed upon by all parties (academic advisor, parent, scholar etc.). If the PLP cannot happen in-person, a virtual meeting will be scheduled. Both the scholar and one parent/guardian are required to attend PLP meetings.

Because of the nature of independent study/home school and how attendance is mandatory based on daily engagement of assigned work, there are no excused or unexcused absences. Attendance compliance is based upon quality completion of work within the stated timelines. KISP's scholar attendance is determined by a combination of value of work completed (which is at the academic advisors' discretion), daily engagement, assessment completion, as well as attendance at the scheduled PLP meetings.

KISP recognizes that families may not evenly distribute scholar's work assignments over weekdays. Work done on weekends or other days when school is not in session cannot be used to "make-up" weekdays where no "daily engagement" occurred.

### **Scholar Intervention Policy**

Scholar Non-Compliance and Dismissal Procedures: satisfactory attendance, behavior, and academic standing are required for continued enrollment in Kairos Innovative Scholars Pathway (KISP). Attendance, behavioral, and academic requirements, expectations, and policies are outlined in this handbook, which each scholar receives each year upon enrollment. Each scholar and

parent(s)/guardians(s) is/are responsible for reviewing and understanding the information presented herein. Administration is available to provide additional clarification of the handbook upon request.

KISP Learning Center Center Classes and workshop policies are communicated electronically by KISP staff to scholars/parents at the beginning of each school year. Such policies align with the Kairos Public Schools charter, and KISP policies and procedures outlined in this handbook and the Kairos Public Schools Board-adopted policies, procedures, and regulations.

Administration regularly monitors individual scholar attendance, behavior, and academic standing. A scholar's failure to maintain compliance with attendance, academic, and/or behavioral expectations will result in the implementation of the following intervention strategies below.

### **Academics/Attendance**

Kairos Innovative Scholars Pathway (KISP) have established a 100% PLP completion rate as the minimum amount of work needed to be completed within a given PLP period in order to maintain work completion compliance, before the process of "non-compliance" begins. With 100% of the PLP completed, four (4) work samples must be provided as "justification" of work completed, one (1) work sample from each core subject (Math, English Language Arts, Social Studies, and Science). Work must not only be completed at a rate of 100% but the quality of the work/ work samples turned in will also be evaluated by the academic advisor who will determine whether the work/work samples completed are adequate representations of the scholars academic abilities. An Advisory may request to see all completed work for any/ all subjects in order to ascertain how a scholar is doing academically. In addition to 100% PLP completion, adequate work/work samples, if a scheduled monthly PLP meeting is missed or rescheduled more than once, the below "non-compliance" process MAY be implemented. Assignments are given at the beginning of every PLP period and full completion of assignments is expected by the date of the next PLP meeting (not to exceed 20 school days). If 10% or more of the assigned PLP work is missed within the PLP period, or if work/work sample completion is determined to be inadequate by the assigned academic advisor, or if a scheduled PLP meeting is missed (as stated above), the KISP academic advisor will arrange a parent/scholar conference to discuss the deficiency. If 10% or more of assignments continue to be missed, or if the quality of the work/work samples continues to be sub-par as determined by the academic advisor, or if a scheduled PLP meeting is missed (as stated above), at any time during any PLP period within the course of the school year, an *Intervention Action Plan* will be created by the academic advisor and agreed upon with the parent(s)/guardians(s) of the scholar. A copy of this *Intervention Action Plan* will be given to the parent. If non-compliance continues, the following steps are followed:

**Step 1.** Academic Advisors, and potentially administration, meet with the scholar and parents/guardians to issue a first notice of "non-compliance" and to discuss continuing concerns and methods of resolution to address the scholar's needs. Any modifications to the *Intervention Action Plan* will be documented and given to the parent. These interventions include, but are not limited to:

1. Attendance based on completion of assignments as quantified by the assigned supervising teacher;
2. Evaluation of skills and/or work quality on assignments;
3. Scholar's attitude toward learning and achievement;
4. Punctual attendance at scheduled appointments;
5. Preparedness for scheduled appointments;

6. Scholar demonstration of adequate and appropriate progress toward California State Standards;
7. The parent(s)/guardians(s) ability to support scholar learning in the home, including, but not limited to, an appropriate learning environment;
8. Counseling support;
9. Adherence to Learning Center and Workshop rules;
10. Behavior contract;
11. Removal from workshop attendance.

**Step 2.** If a non-compliant status continues or recurs, a second “non-compliance” is issued and notice is sent to parent(s)/guardians(s) requesting that immediate contact be made with administration. An administrator, designee, advisor, and/or counselor meets with the scholar and may modify the existing *Intervention Action Plan*.

**Step 3.** If a third non-compliance is issued during the remainder of the current school year, a Notice of Dismissal will be issued.

### **Incomplete Grades**

A student may receive an incomplete (“I”) upon administrator or designee approval if a situation would warrant such action. Students will be required to complete all necessary coursework prior to the end of the ensuing semester. If course requirements are not completed within the stated timeline, a “zero” will be given for the incomplete work and a final grade will be determined and recorded.

### **Behavior**

The Kairos Innovative Scholars Pathway maintain a behavior matrix outlining sample behavioral infractions. The behavior matrix is outlined in the KISP Scholar Handbook and is available for review in the office. Behavioral infractions range in consequences and may include non-compliance letters issued (following the above process). If a third non-compliance is issued in the current school year, a notice of dismissal may be issued.

### **Additional Consideration for Pupils with a Section 504 Plan or IEP**

If KPS recommends removal from independent study as a result of non-compliance, and the scholar has a Section 504 Plan or IEP, KPS shall schedule an IEP meeting or Section 504 meeting (as applicable) following applicable legal timelines, to determine the following:

1. Whether the missed assignments were caused by or had a direct and substantial relationship to the scholar’s disability; **OR**
2. Whether the missed assignments were the direct result of KPS’s failure to implement the IEP or Section 504 Plan, as applicable.

If the answer to (1) or (2), above, is yes, then the missed assignments are a manifestation of the scholar’s disability and the school will follow applicable state and federal laws to ensure that the scholar is offered a free appropriate public education.

If the answer to either (1) and (2), above, is no, then the scholar may be removed from independent study consistent with this policy.

This meeting may be combined with the Non-Compliance process at the discretion of KPS.

### **Leaving School Early and On-Site Access**

Because KISP is an independent study/home school program, labs and enrichment workshops are primarily voluntary in nature. Some subjects and workshops may have specific attendance expectations that must be maintained for continued placement and access not only for KISP compliance, but course requirements. Administration and staff can require scholars and parents to leave campus if they are not following designated policies and classroom expectations. On-site access to all seminars, labs, and support classes and programs are a privilege and not a right. Attendance, behavior, and academic compliance must be maintained at all times to maintain these privileges. Scholars between grades K-8 must have a parent(s)/guardians(s) with them while on-site unless scholars are participating in enrichment or designated extra-curricular activities. K-8 parents/guardians must sign the scholar into the activity prior to leaving campus and must return by the designated pick-up time. Failure to pick up a scholar on-time may result in removal from the enrichment programs.

Participation in any on-campus activity or workshop is a privilege and scholars are expected to observe all requirements and procedures of the campus. Failure to adhere to the required practices and policies may result in the scholar's forfeiture of access to these course offerings and may jeopardize placement at KISP.

### **Bathroom Area**

Scholars must observe the following bathroom rules at all times:

1. No running, chasing, playing, or bouncing balls in the bathrooms.
2. One person per stall at all times.
3. No use of personal electronic devices
4. Use "inside talking voices" – no screaming
5. Use the bathroom area appropriately and leave it neat

### **Dress Code**

Scholar behavior is greatly improved, which leads to a more productive working environment, when a scholar is dressed appropriately for school. KISP have established a dress code that gives families flexibility in the way their scholars dress. Use good judgment when dressing for all activities and when on campus, including, but not limited to, all school related events or attending your educational advisor meetings. A scholar will not be allowed to remain at school in clothing that is inappropriate or otherwise unsafe, offensive, or disruptive to instruction. All shirts must have sleeves.

On-time consequences for inappropriate clothing range from a simple change of clothing to being sent home. Continual infractions could result in dress-code non-compliance, which may jeopardize placement with KISP.

### **The following clothing items are not allowed:**

- Visible undergarments or midriff/backless tops or dresses/tube tops/overalls with inappropriate skin exposure
- Shorts with less than a three inch inseam or that are inappropriately worn or tattered
- Revealing clothing: if needed, parents will be contacted to bring a change of clothes
- Tank style underwear shirts/tank tops

- Excessively large pants that sag or drag on the ground; pants with one leg rolled up
- Belt buckles, wristbands, belts, jewelry, or any clothing with spikes
- Chains
- Clothing written on or marked in a “tag” or graffiti style
- Clothing displaying inappropriate images/messages such as alcohol, tobacco, drugs or violence
- Clothing displaying images/messages that may be offensive to others and would be interruptive to the learning process
- Any outerwear or excessively bagging clothing (blankets, robes, snuggies, flags etc.) is not allowed unless during an administrator approved spirit/dress up day or as a reward.
- Rings or jewelry that could be considered a weapon or choker style pet chains
- Gang style clothing or accessories including gang colors or emblems; this includes bandanna print scarves, hairnets, hoods, etc.

**Repeated violation of the dress code(s) shall be considered disruption of school activities and/or willful defiance of valid school personnel authority. Appropriate consequences shall be specified and implemented according to the discipline policies and may lead to dismissal from KISP. State law requires that scholars wear shoes at all times while on school property.**

### **Electronic Devices**

**Consequences listed below can be applied to a combination of both cell phone and personal devices. For example, after a scholar has received three consequences for cell phone use, and then violates the personal devices policy, that constitutes his/her fourth infraction, and, therefore, he/she faces suspension, etc.**

#### **A. Cell Phone/Mobile Device Use**

Cell phones/mobile devices are not to be used while on school property, unless permission is granted by a staff member, in response to a perceived threat or danger, unless a doctor has determined that the phone is necessary for medical use, or use of the cell phone is outlined within a Scholar's individual education plan. A scholar is expected to always follow adult directions regarding cell phone use. The following protocol for violation of cell phone rules will include:

1. First Violation – if phone is out – the advisor will take the phone and the scholar must retrieve the phone from the advisor at the end of the class and/or workshop. Parent contact will be made.
2. Second Violation – if phone is out – the phone will be given to administration and the parent(s)/guardians(s) must retrieve the phone from an administrator at the end of the day. Parent contact will be made. A non-compliance will be issued.
3. Third Violation – if phone is out – the phone will be given to administration and the scholar's parent(s)/guardians(s) must retrieve the phone from an administrator. A non-compliance will be issued.
4. Fourth Violation – if phone is out – the phone will be given to administration and the scholar's parent(s)/guardians(s) must retrieve the phone from an administrator.

#### **B. Personal Technology Devices**

The same policies for Cell Phone Use (above) apply to Personal Technology Devices. Personal devices may be brought to school and used during instructional time when permitted by staff. However,

Scholars bringing their own devices do so at their own risk. Kairos is not responsible for lost or stolen devices. A Scholar is expected to always follow adult directions regarding personal device use. The following protocol for violation of personal devices will include:

1. First Violation – if a personal device is out – the advisor will take the device and the Scholar must retrieve the personal device from the advisor at the end of the day. Parent contact will be made.
2. Second Violation – if a personal device is out – the device will be given to administration and the parent(s)/guardians(s) must retrieve the personal device from an administrator at the end of the day. Parent contact will be made. A non-compliance will be issued.
3. Third Violation – if a personal device is out – the device will be given to administration and the Scholar's parent(s)/guardians(s) must retrieve the personal device from an administrator. A non-compliance will be issued.
4. Fourth Violation – if a personal device is out – the phone will be given to administration and the Scholar's parent(s)/guardians(s) must retrieve the phone from an administrator.

**If a parent(s)/guardians(s) has an urgent need to contact scholars during school hours, the parent(s)/guardians(s) may contact the front desk and the message will be relayed to the scholar. A parent(s)/guardian(s) is not to call a scholar during instructional time as this disrupts the instructional environment and places the scholar in violation of the school policy. If a scholar chooses to bring an electronic device to school, Kairos Public Schools is not responsible for loss or theft.**

### **Facility Rules**

To ensure the safety of all, KISP scholars and parents/guardian(s) are allowed in designated areas only. Scholar/parent(s)/guardian(s) must follow KISP staff directions and refrain from disruptive and unsafe behavior at all times. A scholar in violation of facility rules may be subject to discipline and/or dismissal from KISP.

### **Visitor Policy**

Visitors that wish to enter the KISP Learning Center must check in at the front desk and provide proper identification before admittance.

Any visitor who disrupts the learning environment will be subjected to, but not limited to, the following consequences: immediate removal from the premises, police intervention, and/or a permanent ban from the campus.

### **General Information**

The following behaviors are not permitted on or near campus, on the way to or from school, or at any school function regardless of location. Scholars pretending to engage in any of the behaviors listed may be subject to the same consequences because pretending disrupts school activities. The behaviors are punishable by removal from workshop, restitution, expulsion, and/or dismissal from KISP. **A list of offenses that, if committed, can lead to disciplinary action, are included in this handbook. However, this list does not preclude KISP from implementing disciplinary actions, at administration's discretion, for behaviors deemed inappropriate that may not be included in the list.**

### **Electronic Surveillance**

Audio & video recording systems are installed and used at any time for purposes including, but not limited to, the following:

- the security of the facility
- to inhibit vandalism to the site and other misconduct on the site
- evidentiary purposes

The Executive Director, or designee, oversees the implementation and operation of the video recording system and will comply with the following guidelines and restrictions:

1. The video cameras will record pictures only, and will not record such areas as inside restrooms, classrooms, or counselor offices, as opposed to areas generally accepted as public, such as, but not limited to:
  - a. outdoor campus areas
  - b. parking lots
  - c. walkways and hallways
2. The video cameras will generally not be monitored and are intended to read and store the images for future reference.
3. The video cameras may be programmed to record continually.
4. Video recordings may be erased, deleted, or destroyed after ten (10) days, unless there is an administrative decision to maintain recordings for a longer period of time.
5. Video recordings are the property of KISP and may be reproduced only as permitted by law.
6. The automatically operating video cameras might record conduct on school grounds and may not be continually monitored.
7. Video cameras will not record audio.

### **Fighting and Intimidation**

Fighting and intimidation are not tolerated and are dealt with immediately. If scholar engages in intimidation or fighting, the scholar is subject to immediate dismissal from KISP. Engaging in any violence (hitting, throwing, fighting, etc.) may result in referral to law enforcement authorities depending upon the act committed. Parents may be held liable for their scholar's actions, which means they can be held financially responsible for a crime that their scholar commits.

### **Law Enforcement Notification**

1. Law enforcement shall be notified prior to dismissal or expulsion of scholar of any kinds of acts, which may constitute an assault upon another with a deadly weapon or instrument other than a firearm, or, by any means of force likely to produce great bodily injury.
2. Law enforcement shall be notified of any acts of a scholar that may involve bringing or possessing a firearm, dirk, dagger, knife having a blade longer than 2 ½ inches, folding knife with a locking blade, a razor with an unguarded blade, a taser, or stun gun.
3. Law enforcement shall be notified within one school day after suspension or expulsion of any acts of a scholar that may involve the use, possession, or sale of narcotics, or a controlled substance, alcohol, or an intoxicant of any kind.
4. Law enforcement has the right to meet with scholar without prior parent(s)/guardians(s) permission. However, notification will be provided to parent(s)/guardian(s) by KISP at some point whether before, during, or after an incident involving law enforcement.

### **Off Limit Areas**

Scholars are not to visit off limit areas during school hours. Areas that are off limits at all times during the school day are:

- The parking lots

- Public streets adjacent to campus
- Sidewalks along the perimeter of the learning center
- City park next to campus without parent permission given to the school
- Open field owned by Kairos Public Schools next to the learning center.

Scholars are not to be outside of the designated KISP areas.

### **Personal Items**

KISP is not responsible for loss of scholar's personal items. If a scholar brings personal items to school, the scholar is responsible for potential loss of items.

### **School Property Damage**

California Law permits the charter school to hold parents liable for damages caused by their scholar for up to \$17,593 on any equipment, materials, and/or school property; **Civil Code 1714.1**.

### **Public Displays of Affection**

Public displays of affection by scholars, parents, and staff are defined as anything determined to be inappropriate by school staff members. Inappropriate behavior includes, but is not limited to, sharing chairs or sitting on someone else's lap (regardless of the gender), kissing, hugging, inappropriate touching, etc. If a teacher or other KISP staff member asks one to stop the behavior, one must do so. Failure to stop the behavior when asked is equivalent to defiance and subject to disciplinary action.

### **Robbery, Theft, or Extortion**

Robbery or extortion is strictly prohibited. Scholars are not to steal, attempt to steal, or knowingly receive stolen property. Such acts are punishable by suspension, expulsion, police intervention, and/or dismissal from KISP.

### **Search and Seizure**

KISP recognizes and has determined that the occurrence of incidents which may include the possession of firearms, weapons, alcohol, controlled substances, or other items of contraband prohibited by law or KISP rules and regulations, jeopardizes the health, safety, and welfare of scholars and KISP employees. Incidents which jeopardize the health, safety, and welfare of KISP scholars and employees may necessitate the search of scholars and their property.

K-9 Services may be used on campus for contraband detection. No K-9 will interact with a Scholar, but may use detection techniques with a Scholar's backpack or school-issued chromebook or other potential items in a Scholar's possession.

### **Scholar Searches**

A Scholar's person and/or personal effects (e.g. backpack, purse, etc.) may be searched if a school official has reasonable grounds for suspecting that the search will turn up evidence that the Scholar has violated or is violating either the law or KISP rules and regulations, including, but not limited to, possession of illegal, unauthorized, or contraband materials. Illegal, unauthorized or contraband materials include those materials which are dangerous to the health or safety of Scholars or KISP employees, are disruptive or potentially disruptive, or which have been cited as unauthorized in school rules or regulations.

Any search of a Scholar and/or his/her personal effects shall be conducted by a school official of the same gender as the Scholar and in the presence of another adult witness. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. For example, if a school official has reasonable suspicion to believe that a Scholar has on his or her person an item imminently dangerous to the Scholar or others, a more intrusive search of the Scholar's person may be conducted.

In no case shall a strip search be conducted by school officials. These types of searches are prohibited by law and require a Scholar to remove or arrange some or all of their clothing, and undergo the inspection of parts of the Scholar's body.

A search of a group of Scholars where no particular Scholar within the group is suspected may be conducted only if there is reasonable suspicion of conduct imminently dangerous to Scholars, others, or school property.

Prior notification to parent(s)/guardians(s) is not required. Refusal by a Scholar to cooperate with search could result in dismissal from KISP.

K-9 Services may be used on campus for contraband detection. No K-9 will interact with a Scholar, but may use detection techniques with a Scholar's backpack or school-issued chromebook or other potential items in a Scholar's possession.

### **Sexual Harassment**

Sexual harassment means unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. KISP recognizes that harassment on the basis of gender is a violation of both federal and state employment discrimination laws as well as Board policy and administrative procedures. KISP is committed to providing Scholars with an academic environment free from sexual harassment and will not tolerate such conduct on the part of any Scholar or KISP employee. Any Scholar with a complaint of sexual harassment should notify an adult staff member including, teacher, Counselor, or an Administrator who will begin the complaint process contained in KISP's administrative procedure. Copies of the administrative procedures may be obtained from the school. No individual will suffer reprisals from reporting incidents of sexual harassment or making any complaint. Scholars who commit or attempt to commit sexual assault will be recommended for expulsion.

### **Threats**

Scholars are not to threaten, bait, harass, or intimidate other Scholars.

### **Tobacco Use or Possession**

Possession or use of tobacco by faculty, staff, parent(s)/guardians(s)s, Scholars, guests, etc. on school property is not allowed. Possession and/or use of tobacco by a Scholar may lead to immediate dismissal and/or non-compliance action. Scholars are not to possess any incineration or combustible materials (matches, lighters, flares, etc.).

### **Trespassing**

Scholars are not to trespass on campus when school is not in session or when Scholar is not allowed on campus. Scholars are not to be on or near any other school campus when school is not in session as it is considered trespassing. Violation will result in the Scholar being cited and possibly appearing in front of a judge for a hearing during a court proceeding. Scholars should not

be on the main campus unless they have official permission or they are addressing school business.

### Verbal Threats

KISP is committed to providing a safe and orderly learning environment. In keeping with that commitment, the Kairos Board adopted a policy to deal with threats in a serious manner. The types of behavior that will be considered threatening include:

- Stating that one has a weapon or bomb in his or her possession at school
- Stating that one plans to bring a weapon or bomb to school
- Stating that one plans to cause physical harm to a Scholar or staff member
- Making a false statement that there is a bomb or other destructive device at school

In such cases, in addition to parental notification, possible consequences that may be imposed for issuing a threat include suspension, non-compliance action, and/or expulsion. In such cases, notification to law enforcement agencies leading to discussion with the Scholar committing the act and/or possible arrest and prosecution for disorderly conduct or criminal mischief may be made.

In addition to having a right to feel safe at KISP, everyone also has a responsibility to contribute to keeping the school safe. These responsibilities include:

- Reporting any knowledge of possession of weapons, or a person's plans to engage in actions that would cause physical injury or death
- Never fabricating a report as a joke or to cause problems with another Scholar.
- Avoiding promising other Scholars that a secret will be kept in regards with anything related to physical safety

### Weapons

The possession, sale, or otherwise furnishing of firearm, knife, explosive, or other dangerous object poses a clear and serious danger. It is Kairos' policy that any Scholar who possesses a weapon at school or at a school activity on or off school grounds will be expelled. A weapon, dangerous instrument, or replica weapon is any object that a reasonable person could perceive to be a weapon. Examples include, but are not limited to: a gun, rifle, pistol, revolver, "zip gun", cap gun, pellet gun, BB gun, spot marker gun, squirt gun, taser, dirk, dagger, ice pick, awl, knife, sword, razor, box cutter, pipe bomb, time bomb, destructive devices, fireworks, firecrackers, containers of inflammable fluids, tear gas, pepper spray, billy club, blackjack, slingshot, nunchuck, sand club, sandbag, metal knuckles, or any metal plate with radiating points with one or more sharp edges, model gun, model rifle, model pistol, model semi-automatic weapon, toy gun, toy rifle, toy pistol, toy semi-automatic weapon, laser pen or pointer. It is also a rule and regulation of Kairos that a Scholar may not use a weapon, dangerous instrument or replica weapon in any manner that would constitute cause for disciplinary action. A Scholar in violation of the no weapons rule may be subject to law enforcement referral.

### Behavior Matrix

The following chart is a guideline for most disciplinary situations. The teacher, Administrator or designee, or administrator may utilize discretion when determining the final consequence. Consequences may vary based on severity and circumstances of the violation. **Repeat offenses of disciplinary actions, in combination with academic and attendance non-compliance, can result in non-compliance letters, dismissal, or expulsion.**

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>Repeat Offenses</b>
Academic dishonesty	Zero on assignment Parent contact	Zero on assignment Teacher/parent conference Non-compliance Action	Zero on assignment Admin conference Non-compliance Action	Dismissal from KISP
Cell Phone Violation*	Confiscation Parent contact	Confiscation Parent pickup after school Non-compliance Action	Confiscation Parent pickup after school Non-compliance Action	Non-compliance Action
Workshop Disruption (In the workshop or at a School Event)	Administrator or designee conference Parent contact Non-compliance Action	Administrator or designee conference Parent contact Non-compliance Action	Removal from privilege of attending workshop	Removal from privilege of attending workshop
Defiance	Administrator or designee conference Non-compliance Action	Administrator or designee conference Non-compliance Action	Removal from on-site privileges	Removal from on-site privileges
Horseplay	Administrator or designee conference Non-compliance Action	Administrator or designee conference Non-compliance Action	Removal from on-site privileges Dismissal	Removal from on-site privileges Dismissal
Dress Code Violation*	Change/fix clothing Parent contact Confiscation	Parent contact Confiscation Non-compliance Action	Parent contact Non-compliance Action	Non-compliance Action
Electronic Device Violation*	Confiscation Parent contact	Confiscation Parent pickup after school Non-compliance Action	Confiscation Parent pickup after school Non-compliance Action	Confiscation Parent pickup after school Non-compliance Action
Fighting	Non-compliance Action Dismissal Expulsion Restitution	Non-compliance Action Dismissal Expulsion Restitution	Same	Same

Hat/headgear Violation*	Warning Change/fix clothing	Confiscation Non-compliance Action Parent pickup after school	Confiscation Non-compliance Action Parent pickup after school	Confiscation Non-compliance Action Parent pickup after school
Inappropriate Use of Technology or School Equipment	Loss of computer use Parent Contact Payment of Damages Non-compliance Action Dismissal Criminal Charges Compliance Action	Same	Same	Same
Possession or use of -alcohol/drugs/drug paraphernalia or tobacco	Confiscation Police contact Dismissal Expulsion	--	--	--
Furnishing or selling alcohol/drugs/drug paraphernalia	Confiscation Police citation Dismissal Expulsion	--	--	--
Profanity/Vulgarity/Hate Speech	Warning Parent contact Non-compliance Action	Parent Contact Non-Compliance Action	Dismissal	Dismissal

Theft	Administrator or designee conference Non-compliance Action Dismissal	Same	Same	Same
Vandalism	Restitution Community Service Possible Police contact Non-compliance Action Dismissal	Same	Same	Same

Weapons/Explosives	Confiscation Parent contact Police Contact Non-compliance Action Dismissal Expulsion	--	--	--
Harassment, Bullying, Cyber-Bullying	Police Contact Non-compliance Action Dismissal	Same	Same	Same

*\*All confiscated items unclaimed at the end of the year will be donated to local charity or discarded.*

## **Restorative Justice**

Restorative Justice and Restorative Practices is a system of principles and processes that build and sustain a culture of connection, respect, responsibility, and accountability. Our Administrators oversee sessions with the consent of scholars and/or families (in some cases) with the intent of repairing any relational harm done and reinforcing empathy, forgiveness, and understanding.

## **Grounds for Suspension, Involuntary Dismissal, and Expulsion of Scholars**

A Scholar may be suspended, expelled, or involuntarily dismissed for prohibited misconduct if the act is related to school activity or school attendance occurring at KPS or at any other school or a KPS sponsored event at anytime including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school sponsored activity.

A Scholar is subject to dismissal due to continued non-compliance after receiving a Second Notice of Non-Compliance due to attendance, academic, and/or behavior issues as stated in the Scholar Intervention policy.

When on suspension or recommended for involuntary dismissal/expulsion, the Scholar is not to be on or near the school campus unless prior permission has been granted from a school administrator. The Scholar is not allowed to attend any school function during this time. The Scholar can be arrested for trespassing.

## **Enumerated Offenses:**

Scholars may be suspended, involuntarily dismissed, or expelled for any of the following acts when it is determined the Scholar:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force of violence upon the person of another, except self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the Scholar had obtained written permission to possess the item from a certificated school employee, with the Executive Director, Administrator or designee, and/or Administrator's or designee's concurrence.

3. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen property including school property or private property.
13. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
15. Harassed, threatened, or intimidated a Scholar who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that Scholar from being a witness and/or retaliating against that Scholar for being a witness, or both.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in or attempted to engage in hazing of another.
18. Aiding or abetting as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
19. Made terrorist threats against school officials and/or school property.
20. Committed sexual harassment.
21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
22. Intentionally harassed, threatened or intimidated a Scholar or group of Scholars to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading Scholar rights by creating an intimidating or hostile educational environment.

In addition to the offenses listed above, a Scholar may be suspended or expelled when it is determined the Scholar:

Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property;

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health;

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance;

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude,

semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

*\*Note: Restitution may also be required in cases of damage or destruction of KPS property.*

#### **E. Suspension/Involuntary Dismissal/Expulsion Procedure**

Suspensions for 10 days and under shall be initiated according to the following procedures:

##### **1. Conference**

Suspension shall be preceded, if possible, by a conference conducted by the Administrator or designee. The conference may be omitted if the Administrator or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of Scholars or school personnel. If a Scholar is suspended without this conference, both the parent(s)/guardians(s) and Scholar shall be notified of the Scholar's right to return to school for the purpose of a conference.

At the conference, the Scholar shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense.

This conference shall be held within two school days, unless the Scholar waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization.

No penalties may be imposed on a Scholar for failure of the Scholar's parent or guardian to attend a conference with school officials. Reinstatement of the suspended Scholar shall not be contingent upon attendance by the Scholar's parent or guardian at the conference.

##### **2. Notice to Parents/Guardians**

At the time of the suspension, an Administrator or designee shall make a reasonable effort to contact the parent(s)/guardians(s) by telephone or in person. Whenever a Scholar is suspended, the parent(s)/guardians(s) shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the Scholar. In addition, the notice may also state the date and time when the Scholar may return to school. If school officials

wish to ask the parent(s)/guardians(s) to confer regarding matters pertinent to the suspension, the notice may request that the parent(s)/guardians(s) respond to such requests without delay.

### 3. Suspensions of 10 or more days/Involuntary Dismissal

For suspensions of 10 days or more and recommendations for dismissal, the charter school will:

- i. Provide timely, written notice of the charges against the pupil and an explanation of the pupil's basic rights.
- ii. Provide a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil has the right to bring legal counsel or an advocate.

No pupil shall be involuntarily removed (involuntarily dismissed) by the charter school for any reason unless the parent or guardian of the pupil has been provided written notice of intent to remove the pupil no less than five school days before the effective date of the action. The written notice shall be in the native language of the pupil or the pupil's parent or guardian or, if the pupil is a foster child or youth or a homeless child or youth, the pupil's educational rights holder, and shall inform him or her of the right to initiate the procedures specified in clause (ii) before the effective date of the action. If the pupil's parent, guardian, or educational rights holder initiates the procedures for a hearing, the pupil shall remain enrolled and shall not be removed until the charter school issues a final decision.

#### F. Authority to Expel or Involuntarily Dismiss

A Scholar may be expelled either by the Board following a hearing before it or by the Board upon the recommendation of an Appeal Panel to be assigned by the Executive Director or designee under the direction of the Board as needed. The Appeal Panel should consist of the following, but is not limited to, Board Directors, Special Education Department, Certificated Staff, and Counseling Department. The Appeal Panel may recommend expulsion of any Scholar found to have committed an expellable offense.

### **Suspensions for Scholars With Disabilities**

A Scholar identified as an individual with disabilities or for whom KPSVA has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Act ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for disciplinary action, including suspension and expulsion, and is accorded the same due process procedures applicable to regular education Scholars except when federal and state law mandates additional or different procedures. KPSVA will follow the IDEA, Section 504, and all applicable federal and state laws when imposing any form of discipline on a Scholar identified as an individual with disabilities or for whom KPSVA has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such Scholars.

#### **Expulsion Information:**

\*Information on the board policy regarding Expulsions can be obtained in the charter school office.

## **Re-Admission**

The decision to readmit a Scholar or to admit a previously expelled Scholar from another school district or charter school shall be in the sole discretion of the Executive Board following a meeting with KISP Administration, the Scholar, and guardian or representative to determine whether the Scholar has successfully completed the rehabilitation plan and to determine whether the Scholar poses a threat to others or will be disruptive to the school environment. The KISP Administrator shall make a recommendation to the Board of Directors following the meeting regarding his or her determination. The Scholar's readmission is also contingent upon KISP's enrollment capacity at the time the Scholar seeks readmission.

## **CO-CURRICULAR**

The Board of Directors acknowledges the value of Scholar involvement in extracurricular activities, including athletics. Believing that academics are a Scholar's number one priority, Scholars wishing to participate in co/extra-curricular activities must model exemplary academic and behavioral standards. Co/extra-curricular activities will be aligned with the vision of KISP, will be life-long in nature, and will be supervised by KISP employees and/or cleared volunteers.

### **Co/Extra-Curricular Criteria**

Middle School and High School Scholars (grades 6-12) participating in co/extra-curricular activities must not be on academic/behavioral/attendance non-compliance. If a participant has failed to achieve the KISP requirements, he/she will become scholastically ineligible.

### **For Scholar-Athletes**

Each academic year the Scholar-athlete and his/her parent(s)/guardians(s) must complete a paperwork process and be "cleared" by the athletic director, or his/her designee, or coach, before any tryouts, practice, participation, or play.

Successful clearance includes, but is not limited to:

- A physical by a medical practitioner.
- Emergency phone numbers and other pertinent emergency information.
- Releases for medical care.
- Waiver of liability.
- Insurance verification.
- A signed "Ethics In Sports" form (athlete, parent, and coach).
- A signed "Informed Consent" form.
- A Kairos "Co-/Extra-curricular Code of Conduct" form.
- A signed acknowledgement of receipt of the KISP Scholar Handbook.

All of the above information must be checked by the athletic director, or his/her designee, or coach, prior to the Scholar being "cleared." Only after the athletic director, or his/her designee, verifies that all of the information has been successfully completed may a Scholar-athlete participate in any manner.

### **Staffing**

Staffing for co/extra-curricular activities include Kairos Public School certificated and classified personnel for clubs and athletics, as well as walk-on coaches for some athletic sports teams. All co/extra-curricular advisors/coaches are hired per KISP personnel policies and procedures, and are First Aid/CPR certified. The coaches for athletic teams report directly to the Athletic Director.

## Approval Process

Request for approval of co/extra-curricular programs is through submission of an Activities Application to administration. Administration will review and either deny or approve the application. After approval by administration the request is presented to the Board of Directors for approval. All co-curricular clubs must obtain official approval prior to beginning meetings, activities, etc.

## Co-Curricular Program Offerings

KISP administration reserves the right to discontinue any co-curricular activity if the applicable program offered fails to meet the minimum participant numbers, if transportation issues arise, or for financial reasons.

## ENROLLMENT

**\*\* The Kairos Innovative Scholars Pathway (KISP) and Kairos Luminary Academy are separate programs from Kairos Public Schools Foundations & Leadership Academies. No Scholar admitted into the Kairos Innovative Scholars Pathway will have the right to transfer into the onsite Kairos Public School Foundation or Leadership Academy unless space is available. KISP scholars may not move ahead of anyone on the KPS waitlist. \*\***

Enrollment procedures are in place at KISP in order to fulfill its mission, maintain quality instruction, and provide sufficient tools for Scholar success.

Admission to KISP is open to California Scholars who wish to enroll, subject to capacity. Pursuant to state law, KISP scholars may not be dually enrolled in any other educational programs while attending KISP. Applications will be accepted from the beginning of January for the following school year. In the event that the number of applicants to KISP exceeds the number of available openings, a random lottery will be held on a specified and published date in the Spring. KISP/ has ongoing registration throughout the school year before capacity is reached. Scholars may enter the program at any time until the last day of eligibility for enrollment for the current year, which will be posted on the school website.

If Scholars with enrollment priority do not adhere to designated registration/ re-enrollment protocol and/or procedures timelines, the enrollment priority will be forfeited.

## Registration Protocol and Procedures for New Scholars

Specific dates, times, and information for new Scholar registration will be posted on KISP's website prior to enrollment. The following criteria must be met in order to enroll in KISP:

1. Submit a fully completed application within the stated deadline.
2. Scholar will be required to meet additional criteria as follows:
  - An incoming K-12 Scholar must have a current report card (birth certificate for kindergarten applicants);
  - Current immunizations;
  - A copy of discipline history;
  - A copy of attendance record with no history of SARB;
  - An incoming Scholar who has an Individualized Education Program ("IEP") must present a copy of the IEP, a psycho-educational report and participate in a transition meeting prior to enrollment and independent study is an appropriate placement;
  - Scholar and parent(s)/guardians(s) are required to thoroughly read the KISP Scholar

- Handbook;
- A Scholar must complete any pre-assessment testing which *might* be required for placement into English/ math or other designated courses;
- Orientation **is a requirement** that must be met concurrent to enrollment. Failure to attend the assigned orientation will result in loss of enrollment status. The purpose of attending orientation is to familiarize new Scholars and families with expectations and policies unique to KISP and foster a more successful transition.

### **Re-Enrollment Protocol and Procedures for Returning Scholars**

Scholars who are currently enrolled at KISP must meet the following requirements if Scholar wishes to re-enroll the following year:

1. Complete and return a re-enrollment packet, course request sheet, and all other required paperwork by stated deadlines.
  - a. Failure to adhere to these stated deadlines will result in a Scholar losing priority placement. If at capacity, this will result in Scholar being placed on the waiting list and participating in the lottery which will take place in the Spring.
2. A Scholar dismissed from KISP due to attendance, academic, and/or behavior non-compliance or in violation of a probationary status will be ineligible for re-enrollment for up to one calendar year and will be eligible to apply for re-enrollment after the dismissal period is over upon Board approval. Once eligible, the Scholar will be required to adhere to all re-enrollment protocols and procedures.

### **Re-Enrollment Protocol and Procedures**

The following criteria must be met in order to re-register for KISP:

1. Complete and return an application or re-enrollment packet and all other required paperwork by stated deadlines.
  - a. Failure to adhere to these stated deadlines will result in Scholar losing priority placement. If at capacity, this will result in Scholar being placed on the waiting list and participating in the lottery which will take place in the Spring.
2. An incoming Scholar must provide a copy of discipline history.
3. An incoming Scholar must provide a copy of attendance records with no history of SARB.
4. A KISP contract will be required for a new and returning KISP Scholar each school year.

Re-enrollment eligibility in the KISP program will be determined based on fulfillment of the KISP contract requirements.

Placement in KISP is for one full year. KISP contracts and enrollment applications must be filled out annually.

### **Scholar Entering KISP Late**

Scholars enrolling at KISP are highly encouraged to initiate enrollment at the start of each school year. If enrollment at the start of the school year is not possible, KISP encourages a Scholar to enroll at the beginning of the semester in order for the Scholar's educational needs to be best met.

KISP non-lottery enrollment offers that may be made throughout the school year will have a 48-hour window to accept the offer before the said offer is rescinded. Throughout the school year, once a non-lottery offer has been accepted, scholars have five days to complete registration and then two weeks to officially begin at KISP. This means that scholars must agree to a start date no later than 14-days following their completed registration.

A Scholar entering KISP after the semester has started will be required to present a transcript or report card from his/her previously attended school. Advisors will attempt to align subjects accordingly.

All paperwork (completed parent section of contract(s), transcripts/withdrawal form(s), etc. and all other required enrollment paperwork) must be turned in by the end of the 5-day registration period.

Kairos Public Schools Board policy states that in order for a KISP scholar to receive the admissions lottery preference for another Kairos program, they must have been enrolled in a Kairos Public Schools program by October 1st of the current school year.

### **Withdrawal Procedures**

Exiting Scholars, leaving voluntarily or leaving as the result of non-compliance, **should not** enroll in another school until officially withdrawn from KISP. Scholars who have been dismissed are not eligible to return for up to 18 months, at Board discretion.

1. Sign out with the KISP Administrative Assistant in the KISP Administration Office. The parent or guardian must sign the Scholar withdrawal report form.
2. All textbooks/curriculum must be returned to the Administrative Assistant at the time of exit. Any damaged or outstanding books will be billed accordingly. All school records including report cards, transcripts, and diplomas will be withheld from Scholar, until the debt is cleared. Necessary records will be provided to the new school of enrollment along with a notification of any debt owed to KISP.
3. Once officially cleared, an Exit form for the next school of enrollment and any additional records needed for registration will be released to the parent(s)/guardians(s) or Scholar over 18 years or older.
4. Kairos Public Schools will hold parents liable for damages incurred by Scholar on any equipment, materials, and/or school property up to, but may not be limited to, \$17,593. No Scholar records will be released unless all materials and/or damages have been cleared.

State law requires that a Scholar remain enrolled in school through age 18 or until a high school diploma or a California High School Equivalency Certificate is earned. Upon exiting KISP, Scholars must enroll in a public or private school. Parents choosing to school a Scholar at home must file a "Private School Affidavit" with the California Department of Education at <http://www.cde.ca.gov/privateschools> or contact CDE Policy and Program Coordinator, 1430 N. Street, Suite 4309, Sacramento, CA 95819 4309, Sacramento, CA 95819, and must provide the KISP Registrar with a copy of that document prior to officially exiting.

## **Kairos Public Schools**

### **TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING[ POLICY**

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with Scholars' ability to learn, negatively affect Scholar engagement, diminish school safety, and contribute to a hostile school environment. As such, Kairos Public School ("Kairos" or the "Charter School") prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means.

As used in this policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of mental or physical disability, sex (including pregnancy and related conditions, and parental status), sexual orientation, gender, gender identity, gender expression, immigration status, nationality (including national origin, country of origin, and citizenship), race or ethnicity (including ancestry, color, ethnic group identification, ethnic background, and traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twist), religion (including agnosticism and atheism), religious affiliation, medical condition, genetic information, marital status, age or association with a person or group with one or more of these actual or perceived characteristics or based on any other characteristic protected under applicable state or federal law or local ordinance. Hereafter, such actions are referred to as "misconduct prohibited by this Policy."

To the extent possible, the Charter School will make reasonable efforts to prevent Scholars from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. Kairos school staff who witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

Moreover, the Charter School will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with whom Kairos does business, or any other individual, Scholar, or volunteer. This Policy applies to all employee, Scholar, and volunteer actions and relationships, regardless of position or gender. Kairos will promptly and thoroughly investigate and respond to any complaint of misconduct prohibited by this Policy in a manner that is not deliberately indifferent and will take appropriate corrective action, if warranted. Kairos complies with all applicable state and federal laws and regulations and local ordinances in its investigation of and

response to reports of misconduct prohibited by this Policy.

## **Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator (“Coordinator”):**

Teresa Salgado-Ellis  
Human Resources  
129 Elm Street Vacaville CA 95688  
707-453-7234  
[tsalgadoellis@kairospublicschools.org](mailto:tsalgadoellis@kairospublicschools.org)

### **Definitions**

#### **Prohibited Unlawful Harassment**

- Verbal conduct such as epithets, derogatory jokes or comments or slurs.
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work or school because of sex, race or any other protected basis.
- Retaliation for reporting or threatening to report harassment.
- Deferential or preferential treatment based on any of the protected characteristics listed above.

#### **Prohibited Unlawful Harassment under Title IX**

Title IX (20 U.S.C. § 1681 *et seq.*; 34 C.F.R. Part 106) and California state law prohibit discrimination and harassment on the basis of sex. In accordance with these existing laws, discrimination and harassment on the basis of sex in education institutions, including in the education institution’s admissions and employment practices, is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination and harassment in education programs or activities conducted by Kairos.

Kairos is committed to providing a work and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to the Coordinator, the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Sexual harassment consists of conduct on the basis of sex, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct on the basis of sex, regardless of whether or not the conduct is motivated by sexual desire, when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, education, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment, educational or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against themselves or against another individual.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
  - o Rape, sexual battery, molestation or attempts to commit these assaults.
  - o Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
  - o Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
  - o Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
  - o Subjecting or threats of subjecting a Scholar or employee to unwelcome sexual attention or conduct or intentionally making the Scholar's or employee's performance more difficult because of the Scholar's or the employee's sex.
- Sexual or discriminatory displays or publications anywhere in the work or educational environment, such as:
  - o Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view in the work or educational environment.
  - o Reading publicly or otherwise publicizing in the work or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic.
  - o Displaying signs or other materials purporting to segregate an individual by sex in an area of the work or educational environment (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this Policy.

### **Prohibited Bullying**

**Bullying** is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a Scholar or group of Scholars that may constitute sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more Scholars that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable Scholar <sup>[4]</sup> or Scholars in fear of harm to that Scholar's or those Scholars' person or property.
2. Causing a reasonable Scholar to experience a substantially detrimental effect on the Scholar's physical or mental health.
3. Causing a reasonable Scholar to experience a substantial interference with the Scholar's academic performance.

4. Causing a reasonable Scholar to experience a substantial interference with the Scholar's ability to participate in or benefit from the services, activities, or privileges provided by Kairos.

**Cyberbullying** is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, video or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

**Electronic act** means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound, video, or image.
2. A post on a social network Internet Web site including, but not limited to:
  1. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of "bullying," above.
  2. Creating a credible impersonation of another actual Scholar for the purpose of having one or more of the effects listed in the definition of "bullying," above. "Credible impersonation" means to knowingly and without consent impersonate a Scholar for the purpose of bullying the Scholar and such that another Scholar would reasonably believe, or has reasonably believed, that the Scholar was or is the Scholar who was impersonated.
  3. Creating a false profile for the purpose of having one or more of the effects listed in the definition of "bullying," above. "False profile" means a profile of a fictitious Scholar or a profile using the likeness or attributes of an actual Scholar other than the Scholar who created the false profile.
3. An act of "Cyber sexual bullying" including, but not limited to:
  - a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a Scholar to another Scholar or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition of "bullying," above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
  - b. "Cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
4. Notwithstanding the definitions of "bullying" and "electronic act" above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

**Formal Complaint of Sexual Harassment** means a written document filed and signed by a complainant who is participating in or attempting to participate in Kairos's education program or activity or signed by the Coordinator alleging sexual harassment against a respondent and requesting that Kairos investigate the allegation of sexual harassment.

**Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

### **Bullying and Cyberbullying Prevention Procedures**<sup>[CLF3]</sup>

Kairos has adopted the following procedures for preventing acts of bullying, including cyberbullying.

#### **1. Cyberbullying Prevention Procedures**<sup>[CLF4]</sup>

Kairos advises Scholars:

- a. To never share passwords, personal data, or private photos online.
- b. To think about what they are doing carefully before posting and by emphasizing that comments cannot be retracted once they are posted.
- c. That personal information revealed on social media can be shared with anyone including parents, teachers, administrators, and potential employers. Scholars should never reveal information that would make them uncomfortable if the world had access to it.
- d. To consider how it would feel receiving such comments before making comments about others online.

Kairos informs Charter School employees, Scholars, and parents/guardians of Kairos's policies regarding the use of technology in and out of the classroom. Kairos encourages parents/guardians to discuss these policies with their children to ensure their children understand and comply with such policies.

#### **2. Education**

Kairos employees cannot always be present when bullying incidents occur, so educating Scholars about bullying is a key prevention technique to limit bullying from happening. Kairos advises Scholars that hateful and/or demeaning behavior is inappropriate and unacceptable in our society and at Kairos and encourages Scholars to practice compassion and respect each other.

Charter School educates Scholars to accept all Scholar peers regardless of protected characteristics (including but not limited to actual or perceived sexual orientation, gender identification, physical or cognitive disabilities, race, ethnicity, religion, and immigration status) and about the negative impact of bullying other Scholars based on protected characteristics.

Kairos's bullying prevention education also discusses the differences between appropriate and inappropriate behaviors and includes sample situations to help Scholars learn and practice appropriate behavior and to develop techniques and strategies to respond in a non-aggressive way to bullying-type behaviors. Scholars will also develop confidence and learn how to advocate for themselves and others, and when to go to an adult for help.

Kairos informs Kairos employees, Scholars, and parents/guardians of this Policy and encourages parents/guardians to discuss this Policy with their children to ensure their children understand and comply with this Policy.

### 3. Professional Development

Kairos annually makes available the online training module developed by the California Department of Education pursuant Education Code section 32283.5(a) to its certificated employees and all other Kairos employees who have regular interaction with Scholars[CLF5] .

Kairos informs certificated employees about the common signs that a Scholar is a target of bullying including:

- Physical cuts or injuries
- Lost or broken personal items
- Fear of going to school/practice/games
- Loss of interest in school, activities, or friends
- Trouble sleeping or eating
- Anxious/sick/nervous behavior or distracted appearance
- Self-destructiveness or displays of odd behavior
- Decreased self-esteem

Charter School also informs certificated employees about the groups of Scholars determined by Kairos, and available research, to be at elevated risk for bullying. These groups include but are not limited to:

- Scholars who are lesbian, gay, bisexual, transgender, or questioning youth (“LGBTQ”) and those youth perceived as LGBTQ; [CLF6] and
- Scholars with physical or learning disabilities.

Kairos encourages its employees to demonstrate effective problem-solving, anger management, and self-confidence skills for Kairos’s Scholars.

## **Grievance Procedures**

### **1. Scope of Grievance Procedures**

Kairos will comply with its Uniform Complaint Procedures (“UCP”) policy when investigating and responding to complaints alleging unlawful harassment, discrimination, intimidation or bullying against a protected group or on the basis of a person’s association with a person or group with one or more of the protected characteristics set forth in the UCP that:

- a. Are written and signed[CLF7] ;
- b. Filed by an individual who alleges that they have personally suffered unlawful discrimination, harassment, intimidation or bullying, or by one who believes any specific class of individuals has been subjected to discrimination, harassment, intimidation or bullying prohibited by this Policy, or by a duly authorized representative who alleges that an individual Scholar has been subjected to discrimination, harassment, intimidation, or bullying; and
- c. Submitted to the Kairos UCP Compliance Officer not later than six (6) months from the date the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

The following grievance procedures shall be utilized for reports of misconduct prohibited by this Policy that do not comply with the writing, timeline, or other formal filing requirements of a uniform complaint. For formal complaints of sexual harassment, Kairos will utilize the following grievance

procedures in addition to its UCP when applicable.

## **2. Reporting**

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene when safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this Policy for reporting alleged acts of misconduct prohibited by this Policy.

Any Scholar who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Coordinator:

Teresa Salgado-Ellis  
Human Resource Specialist  
129 Elm Street Vacaville CA 95688  
707-453-7234  
[tsalgadoellis@kairospublicschools.org](mailto:tsalgadoellis@kairospublicschools.org)

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights. Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to complainants.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. Kairos will investigate and respond to all oral and written reports of misconduct prohibited by this Policy in a manner that is not deliberately indifferent[CLF8]. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Scholars are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any Scholar who feels they are a target of such behavior should immediately contact a teacher, counselor, the Executive Director, Coordinator, a staff person or a family member so that the Scholar can get assistance in resolving the issue in a manner that is consistent with this Policy.

Kairos acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to comply with the law, carry out the investigation and/or to resolve the issue, as determined by the Coordinator or designee on a case-by-case basis.

Kairos prohibits any form of retaliation against any individual who files a report or complaint, testifies, assists, participates, or refuses to participate in any investigation or proceeding related to misconduct prohibited by this Policy. Such participation or lack of participation shall not in any way affect the status, grades, or work assignments of the individual. Individuals alleging retaliation in violation of this Policy may file a grievance using the procedures set forth in this Policy. Knowingly making false statements or knowingly submitting false information during the grievance process is prohibited and may result in disciplinary action.

All supervisors of staff will receive sexual harassment training within six (6) months of their

assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff, and any individual designated as a coordinator, investigator or decision-maker and any person who facilitates an informal resolution process [CLF9] will receive sexual harassment training and/or instruction concerning sexual harassment as required by law.

### **3. Supportive Measures**

Upon the receipt of an informal or formal complaint of sexual harassment, the Coordinator will promptly contact the complainant to discuss the availability of supportive measures. The Coordinator will consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint of sexual harassment, and explain the process for filing a formal complaint of sexual harassment.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint of sexual harassment or where no formal complaint of sexual harassment has been filed. Such measures are designed to restore or preserve equal access to Kairos's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Kairos's educational environment, or deter sexual harassment. Supportive measures available to complainants and respondents may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Kairos will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of Kairos to provide the supportive measures.

### **4. Investigation and Response**

Upon receipt of a report of misconduct prohibited by this Policy from a Scholar, staff member, parent, volunteer, visitor or affiliate of Kairos, the Coordinator (or designee [CLF10] e) will promptly initiate an investigation. A third-party investigator may be retained to conduct the investigation [CLF11]. In most cases, a thorough investigation will take no more than twenty-five (25) school [CLF12] days. If the Coordinator (or designee) determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the Coordinator (or designee) will inform the complainant of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Coordinator (or designee) will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, the Coordinator (or designee) will not reveal confidential information related to other Scholars or employees.

For investigations of and responses to formal complaints of sexual harassment, the following grievance procedures will apply:

- Notice of the Allegations

- o Upon receipt of a formal complaint of sexual harassment, the Coordinator (or designee) will give all known parties written notice of its grievance process, including any voluntary informal resolution process. The notice will include:

- § A description of the allegations of sexual harassment at issue and to the extent

known, the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident[CLF13];

§ A statement that the respondent is presumed not responsible for the alleged conduct until a final decision is reached;

§ A statement that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence; and

§ A statement that Kairos prohibits an individual from knowingly making false statements or knowingly submitting false information during the grievance process.

· Emergency Removal[CLF14]

o Kairos may place a non-Scholar employee respondent on administrative leave during the pendency of a formal complaint of sexual harassment grievance process in accordance with Kairos's policies.

o Kairos may remove a respondent from Kairos's education program or activity on an emergency basis, in accordance with Kairos's policies, provided that Kairos undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any Scholar or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

o This provision may not be construed to modify any rights under the IDEA, Section 504, or the ADA.

· Informal Resolution

o If a formal complaint of sexual harassment is filed, Kairos may offer a voluntary informal resolution process, such as mediation, to the parties at any time prior to reaching a determination regarding responsibility. If Kairos offers such a process, it will do the following:

§ Provide the parties with advance written notice of:

- The allegations;
- The requirements of the voluntary informal resolution process including the circumstances under which the parties are precluded from resuming a formal complaint of sexual harassment arising from the same allegations;
- The parties' right to withdraw from the voluntary informal resolution process and resume the grievance process at any time prior to agreeing to a resolution; and
- Any consequences resulting from participating in the voluntary informal resolution process, including the records that will be maintained or could be shared; and

§ Obtain the parties' advance voluntary, written consent to the informal resolution process.

o Kairos will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a Scholar.

· Investigation Process

o The decision-maker(s) will not be the same person(s) as the Coordinator or the investigator. Kairos shall ensure that all decision-makers and investigators do not have a conflict of interest or bias for or against complainants or respondents.

o In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the investigator determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause,

the investigator will inform the complainant and any respondents in writing of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.

- o The parties will be provided with an equal opportunity to present witnesses, to inspect and review any evidence obtained that is directly related to the allegations raised, and to have an advisor present during any investigative meeting or interview.
- o The parties will not be prohibited from discussing the allegations under investigation or to gather and present relevant evidence.
- o A party whose participation is invited or expected at an investigative meeting or interview will receive written notice of the date, time, location, participants, and purpose of the meeting or interview with sufficient time for the party to prepare to participate.
- o Prior to completion of the investigative report, Kairos will send to each party and the party's advisor, if any, a copy of the evidence subject to inspection and review, and the parties will have at least ten (10) days to submit a written response for the investigator's consideration prior to the completion of the investigation report.
- o The investigator will complete an investigation report that fairly summarizes all relevant evidence and send a copy of the report to each party and the party's advisor, if any, at least ten (10) days prior to the determination of responsibility.

#### Dismissal of a Formal Complaint of Sexual Harassment

- o If the investigation reveals that the alleged harassment did not occur in Kairos's educational program in the United States or would not constitute sexual harassment even if proved, the formal complaint with regard to that conduct must be dismissed. However, such a dismissal does not preclude action under another applicable Kairos policy.
- o Kairos may dismiss a formal complaint of sexual harassment if:
  - § The complainant provides a written withdrawal of the complaint to the Coordinator;
  - § The respondent is no longer employed or enrolled at Kairos; or
  - § The specific circumstances prevent Kairos from gathering evidence sufficient to reach a decision on the formal complaint or the allegations therein.
- o If a formal complaint of sexual harassment or any of the claims therein are dismissed, Kairos will promptly send written notice of the dismissal and the reason(s) for the dismissal simultaneously to the parties.

#### Determination of Responsibility

- o The decision-maker(s) will not be the same person(s) as the Coordinator, the investigator or the decision-maker(s) for the appeal.
- o The standard of evidence used to determine responsibility is the preponderance of the evidence standard.
- o Determinations will be based on an objective evaluation of all relevant evidence and credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
- o Kairos will send a written decision on the formal complaint to the complainant and respondent simultaneously that describes:
  - § The allegations in the formal complaint of sexual harassment;
  - § All procedural steps taken including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
  - § The findings of facts supporting the determination;

- § The conclusions about the application of Kairos's code of conduct to the facts;
- § The decision and rationale for each allegation;
- § Any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant; and
- § The procedures and permissible bases for appeals.

## 5. Consequences

Scholars or employees who engage in misconduct prohibited by this Policy, knowingly make false statements or knowingly submit false information during the grievance process may be subject to disciplinary action up to and including suspension and/or expulsion from Kairos or termination of employment. The Coordinator is responsible for effective implementation of any remedies ordered by Kairos in response to a formal complaint of sexual harassment.

## 6. Right of Appeal

Should the reporting individual find Kairos's resolution unsatisfactory, the reporting individual may, within five (5) business days of notice of Kairos's decision or resolution, submit a written appeal to the Chair of the Kairos Board[CLF15], who will review the investigation and render a final decision.

The following appeal rights and procedures will apply to formal complaints of sexual harassment:

- The complainant and the respondent shall have the same appeal rights and Kairos will implement appeal procedures equally for both parties.
- Within five (5) business days of Kairos's written decision or dismissal of the complaint, the complainant or respondent may submit a written appeal to the Coordinator.
- The decision-maker(s) for the appeal will not be the same person(s) as the Coordinator, the investigator or the initial decision-maker(s).
- The complainant and respondent may appeal from a determination regarding responsibility, and from Kairos's dismissal of a formal complaint or any allegations therein, on the following bases:
  - o Procedural irregularity that affected the outcome of the matter;
  - o New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  - o The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- Kairos will notify the other party in writing when an appeal is filed.
- The decision-maker(s) for the appeal will: 1) give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; 2) issue a written decision describing the result of the appeal and the rationale for the result; and 3) and provide the written decision simultaneously to both parties.

## 7. Recordkeeping

All records related to any investigation of complaints under this Policy are maintained in a secure location.

Kairos will maintain the following records for at least seven (7) years:

- Records of each sexual harassment investigation, including any determination of responsibility; any audio or audiovisual recording or transcript; any disciplinary sanctions

imposed on the respondent; and any remedies provided to the complainant.

- Records of any appeal of a formal sexual harassment complaint and the results of that appeal.
- Records of any informal resolution of a sexual harassment complaint and the results of that informal resolution.
- All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process<sup>[CLF16]</sup>.
- Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.

**TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION & BULLYING COMPLAINT FORM**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you have a complaint against: \_\_\_\_\_

\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

\_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

\_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e., specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I hereby authorize Kairos to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand that providing false information in this regard could result in disciplinary action up to and including suspension and/or expulsion or termination of employment.**

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Date:

-----  
Signature of Complainant

-----  
Print Name

**To be completed by the Charter School:**

Received by: -----  
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Date:

Follow up Meeting with Complainant held on: -----

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☐ “Reasonable Scholar” is defined as a Scholar, including, but not limited to, an exceptional needs Scholar, who exercises care, skill and judgment in conduct for a person of the Scholar’s age, or for a person of the Scholar’s age with the Scholar’s exceptional needs.

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[CLF1] Per AB 34 and 543, this policy 1) must be posted in a prominent and readily accessible location on the School’s website; 2) should be included in the School’s “regular policy statement”; 3) shall be provided as part of any orientation program conducted for new and continuing pupils at the beginning of each quarter, semester, or summer session, as applicable; 4) shall be provided for each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year, or at the time that there is a new employee hired; 5) shall appear in any publication of the institution that sets forth the comprehensive rules, regulations, procedures, and standards of conduct for the institution (i.e., Scholar handbook); and 6) shall be displayed in a prominent location in the main administrative building or other area of the campus or schoolsite where other similar notices/policies are posted.

Please note that in addition to this policy, the School is legally required to have Title IX language on the School’s website in compliance with Education Code section 221.61 including a link to the CDE’s Title IX information, the definition of discrimination and harassment based on sex as described in Section 230, and the rights set forth in Section 221.8. We can provide you with some sample language if desired.

Please do not hesitate to reach out with any questions regarding posting requirements.

[CLF2] Once this Policy is reviewed and approved by the Board, we recommend including the adoption date. When this Policy is reviewed and revised thereafter, we recommend including a revision date to assist with version control. Lastly, the School may choose to a number to this Board Policy (example: Board Policy (BP) 23, Scholar Policy (SP) 14, etc.).

This Policy is within our sample format, which you may choose to adopt. If not, please ensure that the formatting is changed to align with your existing board policies.

[CLF3]This section has been added pursuant to Education Code section 234.4 (AB 2291), which requires LEAs including charter schools to adopt, on or before December 31, 2019, “procedures for preventing acts of bullying, including cyberbullying.”

The law doesn’t specify the exact bullying prevention procedures that must be adopted by schools. However, since the law requires schools to provide the CDE’s bullying module to its staff who interact with Scholars, the bullying prevention procedures developed by the School should be consistent with those outlined in the CDE’s online bullying module, which include education and professional development components.

To develop these procedures, we used the CDE’s bullying module and Stopbullying.gov–Bullying Training Prevention Center’s bullying module, which is also recommended by the CDE and available at:

<https://www.stopbullying.gov/prevention/training-center/index.html>

Please let us know if these proposed procedures do not work for the School logistically or if they are inconsistent with the procedures the School plans to implement. We can work with the School to further tailor the procedures to align with the School’s program.

[CLF4]Please ensure the School’s technology use policies align with the cyberbullying prevention procedures adopted by the School as part of this policy. If the School doesn’t have a technology use policy, we can provide the School with a starting place draft for this policy upon request. These cyber-bullying prevention procedures were developed from the CDE’s bullying module.

[CLF5]This is required per Ed. Code section 32283.5 (effective 1/1/19). The CDE’s bullying module and online training module are currently located here:

<https://www.cde.ca.gov/ls/ss/se/bullyres.asp>

[CLF6]Ed. Code section 218, schools that serve pupils in grades 7 to 12, inclusive, are encouraged to use CDE resources for the support of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) pupils, and strategies to increase support for LGBTQ pupils and thereby improve overall school climate (which are to be updated by July 1, 2021) to provide training at least once every two years to teachers and other certificated employees.

[CLF7]If the complainant is unable to put the complaint in writing, due to conditions such as a disability or illiteracy, the School must assist the complainant in the filing of the complaint.

[CLF8]For a complaint of discrimination, bullying, harassment, discrimination or intimidation to fall under the UCP, it must be a written complaint. However, all reports of harassment/discrimination/bullying must be investigated even if they are oral or outside the UCP timelines, and appropriate action must be taken when necessary according to the results of the investigation.

[CLF9]The training of these individuals must include training on the definition of sexual harassment in § 106.30, the scope of the school’s education program or activity, how to conduct an investigation and grievance process including appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The School also must ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence and decision-makers are trained on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant.

[CLF10] If a complaint is against the Coordinator, that complaint must be investigated/resolved by another administrator who holds a position above the Coordinator or by a member of the Board.

[CLF11] This is optional. We have included this since schools occasionally use third-party investigators for discrimination/harassment complaints.

[CLF12] EC 234.1 does not include a specific timeline for the investigation but requires that this policy include a timeline and the timeline should be reasonable. We have included a suggested timeline of 25 school days (or about 5 weeks unless over a break) or less, but have left flexibility in the event the investigation will take longer. Note that under the UCP, for complaints alleging discrimination, harassment, intimidation or bullying against a group based on protected characteristics or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, a written response including specific elements must be provided to the complainant within 60 days from the receipt of the complaint.

[CLF13] If, in the course of an investigation, the School decides to investigate allegations about the complainant or respondent that are not included in this notice, the School must provide notice of the additional allegations to the parties whose identities are known.

[CLF14] Regardless of any determination on whether to remove a Scholar or employee on an emergency basis, the School still must follow the grievance process required for formal complaints of sexual harassment before imposing any disciplinary sanctions or other actions that are not supportive measures (e.g., terminations or expulsions) against a respondent. Emergency removal is not a substitute for reaching a determination as to a respondent's responsibility for the sexual harassment allegations; rather, emergency removal is for the purpose of addressing imminent threats posed to any person's physical health or safety, which might arise out of the sexual harassment allegations. Emergency removals allow schools to address emergency situations, whether or not a grievance process is underway, provided that the school first undertakes an individualized safety and risk analysis and provides the respondent notice and opportunity to challenge the removal decision.

[CLF15] The School may change this reference to an administrator at the School who is in a position above the person making the initial decision as long as it is not the same person as the Coordinator or the investigator. The School could also use the Board to make the appeal decision, which may ultimately delay the process and require compliance with the Brown Act, but anyone on the Board who participated in the investigation or initial decision or who serves as the Coordinator would need to recuse themselves.

[CLF16] The School must make these training materials publicly available on its website or, if it does not have a website, make them available for inspection by the general public upon request.

### **Kairos Public Schools (KPS)**

### **Board Policy on Evaluation, Selection, and Removal of Curriculum & Library Materials**

Policy Number: **2024.04.16**

**Purpose:**

The purpose of this policy is to ensure that the curriculum & library materials within the Kairos Public Schools remain relevant, current, and appropriate for the educational needs and welfare of students, while also respecting the rights and responsibilities of parents/guardians in the educational process.

**Policy Statement:**

The Kairos Public Schools (KPS) Board of Directors recognizes the need for ongoing evaluation and updating of curriculum materials and library materials to reflect evolving educational curricula, new material formats, instructional methods, and the diverse needs of students and educators. It is imperative that materials which contain outdated information, are no longer relevant, or are in poor condition be reevaluated, removed, or replaced to maintain a library collection that supports the District's educational goals.

**1. Evaluation and Selection Criteria:**

- Materials shall be continually evaluated to ensure they support the curriculum, educational goals of the organization, and the informational and recreational needs of students and teachers.
- Selection of materials will consider accuracy, relevance, age-appropriateness, inclusiveness, and alignment with current educational standards and technologies.
- All curriculum and library materials that contain any explicit materials (ex: sexually explicit, violent, racist content, etc..) must be approved by the KPS curriculum review committee. Objections to the KPS Curriculum Review Committee may be appealed to the KPS Board of Directors for a final decision.
- All gifts and donations of library materials shall undergo the same rigorous evaluation process as purchased materials.

**2. Rights of Parents and Guardians:**

- The KPS Board supports the fundamental rights of parents and guardians to direct the upbringing and education of their children, including monitoring and involvement in their child's use of curriculum & library materials.
- Complaints concerning the appropriateness of curriculum and library materials should follow the KPS established procedures for reviewing instructional materials.

**3. Process for Challenging Materials:**

- Parents/guardians, students, staff, or residents may formally challenge curriculum or library materials they consider to contain sexually obscene content or otherwise inappropriate for students.
- Upon receiving a formal complaint, the Academy Administrator shall temporarily remove the challenged material and notify the Executive Director within three days.
- The Executive Director will inform the Board of Directors within two business days, prompting a public hearing within 45 days to determine the material's suitability.
- The hearing can occur during a regular Board meeting or a specially convened session. The Board will decide by vote whether the challenged material is appropriate for student use. If deemed unsuitable, the material will be permanently removed from all KPS facilities within five days.

**Implementation:**

The Executive Director or designee is responsible for implementing this policy and ensuring that procedures for the evaluation, selection, and removal of curriculum and library materials are followed as outlined.

**Review and Revision:**

This policy shall be reviewed and revised as necessary to reflect changes in legal requirements, educational standards, or community needs.

Adoption Date: 4/16/24

Last Revision Date: