



Kansas City Public Schools

Pre-K Before & After Care Program

Family Handbook

Kansas City Public Schools Vision Statement:

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



Dear Parents and Caregivers,

Whether you are new to our Pre-K family or are joining us once again, I am grateful you trust us with your child's care and educational experience. We have an exciting year ahead of us and we cannot wait to partner with you and your child. Our Pre-K Before & After School Program is offered from August to May, based on staffing availability.

Our Pre-K Before & After Care model is more than an academic experience. Your child will engage in daily enrichment activities, literacy, physical activities and free time for explorations that are important for becoming Kindergarten ready. Your child will also learn socialization skills, caring for others, critical-thinking, recognize healthy choices and how to manage those strong emotions that arise from frustrating and stressful situations.

In addition to providing high-quality early learning experiences, we are very interested in partnering with you! Please reach out if you have any questions or exciting ideas that will benefit the program.

Here's to a great year!

[Dr. Sharnette Dennis](#)

Sharnette Dennis, PhD
Early Learning Programs Manager
sdennis@kcpublicschools.org
Office: (816)-418-5258
Mobile: (816) 352-5668

Introduction

Please review this handbook carefully. Contact the Early Learning Department if you have questions regarding this information or the Pre-K Before & After Care program - (816) 418-PREK & (816) 418-5258.

The Pre-K Before & After Care program is operated and staffed by KCPS Early Learning employees, and it is separate from the LINC program.

Families may apply for acceptance to this program. Once accepted, families pay a yearly fee for their student to attend the program which may be paid in monthly installments. A sliding scale fee is available to determine reduced family fee amounts, for eligible families based on household size and income.

The information in this handbook is provided to assist us in working together to best serve your family's needs. The Early Learning team looks forward to working with you and your student in the Pre-K Before & After Care Program and wish to thank you for choosing KCPS for your child's early education experience.

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Code of Conduct

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

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

KCPS Student Code of Conduct: kcpublicschools.org/families/code-of-conduct

Early Learning Contact Information

Pre-K Before & After Staff: _____ Classroom phone #: _____

Pre-K Before & After Staff: _____ Contact Information #: _____

Early Learning Programs Manager	Dr. Sharnette Dennis	Office Phone: 816-418-5258 Mobile/text: 816-352-5668 Email: sdennis@kcpublicschools.org
Early Learning Dept. Support Assistant	Casondra Ohnstad	Office Number: 816-418-5213 Mobile/Text: 816-678-2472 Email: cohnstad@kcpublicschools.org
Early Learning Officer	Julia Wendt	Office phone: 816-418-7443 Email: jkwendt@kcpublicschools.org

PRE-K EDUCATIONAL PROGRAM HOURS

African-Centered College Prep – 9:15 am to 4:15 pm 6410 Swope Parkway, KCMO 64132	Border Star Montessori - 8:15 am to 3:15 pm 321 Wornall Road, KCMO 64113
Hale Cook Elementary - 9:15 am to 4:15 pm 7302 Pennsylvania Avenue, KCMO 64114	Hartman Elementary - 8:30am to 3:30 pm 8111 Oak Street, KCMO 64114
Harold Holliday Montessori - 8:15 am to 3:15 pm 7227 Jackson Avenue, KCMO 64132	JA Rogers Elementary - 9:15 am to 4:15 pm 6400 E. 23 rd Street, KCMO 64129
James Elementary - 8:00 am to 3:00 pm 5810 Scarritt Ave, KCMO 64123	Longfellow Elementary - 8:20 am to 3:20 pm 2830 Holmes Avenue, KCMO 64109
Primitivo Garcia Elementary - 8:00 am to 3:00 pm 1100 E 17 th Street, KCMO 64108	Pitcher Elementary - 8:30am to 3:30 pm 9915 E 38th Terrace, KCMO 64133
Trailwoods Elementary - 7:55 am - 2:55 pm 201 E. 17th Street, KCMO 64126	<i>*Pre-K Before & After Care Available at select locations*</i> <i>For more information, see Pre-K Before & After Care at https://www.kcpublicschools.org/schools/early-learning</i>

Pre-K Extended Learning Locations @ KCPS

Pre-K Extended Learning Program hours: 7:00am to 8:00am & 3:00pm to 6:00pm- Monday -Friday

James Elementary:	Please fill out the interest application on enrollkc.org	5810 Scarritt Ave, KCMO 64123
Primitivo Garcia Elementary:	Please fill out the interest application on enrollkc.org	1100 E 17th Street, KCMO 64108
Trailwoods Elementary:	Please fill out the interest application on enrollkc.org	6201 E 17 th Street, KCMO 64126

Pre-K Extended Learning Program hours: 7:00am to 8:20pm & 3:20pm to 6:00pm-Monday -Friday

Border Star Montessori:	Please fill out the interest application on enrollkc.org	6321 Wornall Road, KCMO 64113
Harold Holliday Montessori:	Please fill out the interest application on enrollkc.org	7227 Jackson Avenue, KCMO 64132
Longfellow:	Please fill out the interest application on enrollkc.org	2830 Holmes Avenue, KCMO 64109

Pre-K Extended Learning Program hours: 7:00am to 8:30pm & 3:30pm to 6:00pm-- Monday- Friday

Pitcher:	Please fill out the interest application on enrollkc.org	9915 E 38th Terrace, KCMO 64133
John T. Hartman:	Please fill out the interest application on enrollkc.org	8111 Oak Street, KCMO 64114

Pre-K Extended Learning Program hours: 7:00am to 9:15am & 4:15pm to 6:00pm -- Monday –Friday

African-Centered College Prep – Lower:	Please fill out the interest application on enrollkc.org	6410 Swope Parkway, KCMO 64132
Hale Cook:	Please fill out the interest application on enrollkc.org	7302 Pennsylvania Avenue, KCMO 64114
JA Rogers:	Please fill out the interest application on enrollkc.org	6400 E. 23rd Street, KCMO 64129

Pre-K Before & After Care Enrollment and Fees

In order to offer the Pre-K Before & After Care program, fees are charged for participation. Not all Pre-K locations offer the Pre-K Before & After Care program. A minimum number of children enrolled in the program is necessary in order to adequately staff and make the operation of the program cost effective.

Pre-K Before & After Care is a fee-based Before and After school program for families of Pre-K children. Eligibility for the program requires proof that parents or guardians are working or in school full-time, or a combination thereof.

FEES:

The total fee is for the full program year to reserve your child's space and reserve staff. Most families choose to pay this fee over ten monthly installments. However some families choose to pay the entire fee at the start of enrollment. Payment is required on holiday breaks as the full program fee takes those dates into account. The total fee set is based on the total cost of staffing for groups of 10-20 students.

Fee Payment must be received on the 15th of the month prior to starting the program. The full monthly installment fee amount must be paid by the fifteenth (15th) of each month in advance.

Failure to pay the full fee amount by the fifteenth (15th) may result in your child being excluded from care beginning on the sixteenth (16) day of the month.

APPLY

Applications for Pre-K Before & After Care can be completed with your student's initial KCPS application. Steps are as follows:

1. Fill out the initial interest application on <https://www.kcpublicschools.org/schools/early-learning/beforeandafter>
2. Upload the completed copy of **Child Medical Examination Report**
<https://hdfs.missouri.edu/wp-content/uploads/2020/09/2.pdf>
3. Proof of Full-time Work/School Schedule & Work contact information for all adult members of household
4. Check your email for your Pre-K Before & After Care Acceptance from our office.
5. To apply for sliding scale discount, income documents must be shared or in Infinite Campus Parent Portal
 - Proof of Income & Family Size:
 - Two months of paystubs for each adult in household
 - OR previous year's W-2

- OR previous year's income tax return

- Full Pay is \$1840 for the full year program. Payment may be made over 10 months at \$184 per month. Payment for September through May is due no later than the 15th of each month.
- Sliding Scale fee is available for income qualifying families meeting state & federal eligibility criteria based on household size & income.
 - Partial Pay: 75% Sliding Scale rate is \$1380. Payment may be made over 10 months at \$138 per month.
 - Half Pay: 50% Sliding Scale rate is \$920. Payment may be made over 10 months at \$92 per month.

Call **(816) 418-5258** if you have questions.

PAYMENT

Payments can be made online, by mail or in-person:

- Pay Online: **Infinite Campus** - *newly enrolled families will see a delay in online payment availability*
How to Pay Fees in Infinite Campus
Credit & Debit card transactions are subject to a 4% service fee, e-check transactions are subject to a 0.01% service fee
- Pay over the phone and make a Credit or Debit card transaction (subject to the 4% fee) with the Pre-K office at 816-418-5213.
- In Person: In person fee payment is only accepted at the KCPS Board of Education Treasury Office: 2901 Troost Ave Kansas City, MO 64109, (816) 418-7000. Only Check or Money order will be accepted as payment. *Schools cannot accept Pre-K Before & After Care enrollment fees or late pickup fees.*

By Mail: Checks may be made out to KCPS Pre-K Extended Learning and mailed to:
KCPS

Attn: Treasury
2901 Troost Ave
Kansas City, MO 64109

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

1st Late Pick-Up: Late Dismissal Warning

2nd Late Pick-Up: Dismissal Warning

3rd Late Pick-Up: Dismissal Notice.

Schools cannot accept Pre-K Before & After Care enrollment fees or late pickup fees. Payments are made through the Infinite Campus site on-line or by mail.

*****In order to offer the Pre-K Before & After Care Program, fees are charged for participation. Not all Pre-K locations offer the Pre-K Before & After Care program.**

A minimum number of children enrolled in the program is necessary to make the operation of a program at a school cost effective. ***

Arrival and Authorized Release

Due to the COVID-19 Pandemic, this procedure is modified to limit exposure of staff. Pre-K Parents/Guardians are allowed to enter the building to sign in & sign out their students. Please see the [Before & After Care Child Care FAQs.docx](#) and the **Pre-K Before & After Care Pandemic Addendum.*

Children's safety is very important to us. An **authorized parent and/or approved adult** must walk the child into the Pre-K Before & After Care classroom and sign them in. If children are in another location in the building, an authorized adult must sign them in and/or out prior to taking them from the program. Children may not be dropped off before the Pre-K Before & After Care start time and must be picked up by closing time. At the end of the program day, an adult must sign the child out. **Failure to do this may result in losing the privilege of the Pre-K Before & After Care program.**

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

Children may only exit the school with a parent/guardian or other designated adult. **NOTE: By law, either parent named on the child's birth certificate is permitted to pick up the child unless KCPS has on file a legal court document stating otherwise.** An authorized adult other than the parent picking up the child

must present photo identification. Children **will not be released** to an adult not on the approved list **without prior arrangement and photo identification.** *The person responsible for signing out a child must be sixteen (16) years old and have photo identification.*

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

Challenging Behaviors

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

Clothing

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

Health

**Due to the COVID-19 Pandemic, this procedure is modified to limit exposure of staff. Pre-K Parents/Guardians are allowed to enter the building to sign in & sign out their students. Please see the [Before & After Care Child Care FAQs.docx](#) and the [Pre-K Before & After Care Pandemic Addendum](#).*

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

Illness

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

- **Diarrhea:** More than one (1) abnormally loose stool. ***Diarrhea is defined as a watery stool.***

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

**Due to the COVID-19 Pandemic, this procedure is modified to limit exposure of staff. Pre-K Parents/Guardians are allowed to enter the building to sign in & sign out their students. Please see the [Before & After Care Child Care FAQs.docx](#) and the [Pre-K Before & After Care Pandemic Addendum](#).*

Nutrition

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

Severe Weather Closing

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

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

Transitions

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

Birthday Celebrations

Pre-K Before & After Care classrooms will not celebrate birthdays during before/after school hours.

COVID Policies

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

[Before & After Care Child Care FAQs.docx](#)

Before & After Care Program FAQs

1. How can I apply for the Pre-K Before & After Care Program?

You can apply via this **Pre-K Before & After Care Interest Form**.

- [Pre-K Before & After Care Application](#)

2. What are the hours of the Pre-K Before & After Care Program?

The Before & After Care Program operates as listed below. The program is available for a fee of \$184 per month.

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

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

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

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

Children in the building will follow the building level guidance of no masking required for Pre-K Program Before & After Care. All masking is optional based on local guidance.

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

- Teachers and other professional staff in the building will follow the building level guidance of no masking required for Pre-K Program Before & After Care. All masking is optional based on local guidance.

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

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

- Children will be assigned to zones in the classroom with 2-3 children. This group will be considered “stable” meaning they will not move into close interaction with children outside of this zoned group.
- Children will be provided individual tubs with their own learning materials so children will not have to share crayons, scissors, pencils, markers, etc.
- Playgrounds will be separated into zones allowing for only one classroom in an assigned area at a time.
- Social distancing will occur when moving throughout the building (restroom and playground only). Children will be taught how to maintain space through fun and creative ways.

7. How will the building and classrooms be cleaned?

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

8. How will my child get to their classroom?

Parents/guardians will be allowed to enter the building and walk their child to their classroom. An assigned staff member will meet the parent at their child's to their classroom. Contingent on Superintendent's mandate, a health assessment may occur before entry.

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

Upon arrival, the authorized adult will be allowed to enter the building and walk to their child's classroom.

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

Staff and families will receive education on the signs and symptoms of Covid-19 and will be asked to keep their student home should any of the signs or symptoms be present. Contingent on Superintendent's mandate, a health assessment may occur before entry.

Additional safety measures include sanitation practices by all staff. Children will remain in stable groups and will have several handwashing breaks throughout the program day.

Procedures for Parent and Community Member Concerns

The Pre-K Before & After Care program uses the following procedures to resolve parent or community member concerns about the program:

- Submit comments/concerns to Casondra Ohnstad (Early Learning Department Support Assistant) and/or Dr. Sharnette Dennis (Early Learning Programs Manager). Contact information for these individuals is located on page five (6) of this document.
- Within ten (10) working days of the complaint, Dr. Sharnette Dennis (Early Learning Programs Manager) (or her designee) will attempt resolution of the concern. Whether a particular action or incident constitutes a violation of policy requires a determination based on all of the facts and surrounding circumstances.
- Parents/community members shall be guaranteed the right to an adequate, reliable, and impartial investigation of concerns, which shall include:
 1. The opportunity to present witnesses and provide evidence.
 2. Completion of investigation within 30 days of the complaint.
 3. Timely notice of the outcome of the investigation.
 4. The right to appeal the decision of the investigating authority to the Superintendent's designee and to receive notice of their decision within 20 days of the appeal.
- Concerns that allege a violation of Federal or State Laws, Federal or State Regulations, Missouri Child Care Licensing Regulations, or KCPS Policies are referred to KCPS Legal Counsel in accordance with KCPS policy.

Procedures for Discrimination/Harassment Complaints

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

NOTICE OF NON-DISCRIMINATION

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

Anti-Discrimination and Harassment Coordinator

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

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

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

Purpose

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

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

Procedure for Filing Complaints

Discrimination or harassment complaints made under the provisions of this rule will be handled using federal enforcement agencies' standards in the processing and investigation of discrimination/harassment charges and without extraneous administrative barriers. No anonymous complaints shall be accepted or processed and all complaints should include, to the best of the complainant's ability, specific information regarding the discriminatory or harassing action(s) or inaction(s), the basis (e.g., age, race, disability, etc.) for the action(s) or inaction(s), the alleged

offender(s), and witnesses if any. Any complainant who knowingly submits false information will be subject to disciplinary action. Records are maintained of each discrimination or harassment complaint investigation to include the final disposition of each.

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

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

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

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

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

1. The opportunity for the complainants to present witnesses and provide evidence.
2. Completion of investigation within 30 days of the complaint.
3. Timely notice of the outcome of the investigation.
4. The right to appeal the decision of the investigating authority to the superintendent's designee and to receive notice of the decision within 20 days of the appeal.

Appeals

If the student/parent does not agree with the final determination made by the Anti-Discrimination and Harassment Coordinator or principal, he/she may appeal the determination to the Superintendent of the District by submitting a letter of appeal to the Anti-Discrimination and Harassment Coordinator

within five (5) workdays of the date of the final determination. The decision of the Superintendent shall be issued within twenty (20) days from the receipt of the appeal and no further appeals shall be taken.

Special Provisions

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

Limitations

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

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

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Discrimination – Harassment Complaint

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

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

Name:

Last *First*

Address:

Street or P.O. Box *City* *State* *Zip*
Phone: Day () _____ Evening () _____

I Am A: ☐ Student ☐ Employee ☐ Other:

I Wish to Complain Against:

Date of incident of alleged discrimination:

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

Place of incident of alleged discrimination:

Nature of alleged discrimination:

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

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

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

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

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

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

Please submit any additional information pertaining to the alleged discrimination:

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

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

CONFIDENTIAL

Complaint Acknowledgment:

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

I understand and acknowledge that a copy of this complaint, along with the attachments, will be furnished to the alleged offender ("respondent"). I have attached to this complaint any supportive evidence and/or documentation such as e-mails, records, materials which I believe supports my allegation. I also understand and consent to the disclosure of information contained in this complaint to appropriate administrators and witnesses interviewed for the purpose of investigating this complaint. I understand that I will have to provide contact information of witnesses identified in this complaint. I am willing to cooperate fully in the investigation and provide whatever evidence the District deems relevant.

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

Signature: _____ Date: _____

Administrator: _____ Building: _____

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

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

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

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

Printed Name: _____

Receipt of Parent Handbook Acknowledgement

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

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

- Restricting my access to the school building;
- Removing my child from the Pre-K Before & After Care program; or
- Any other action the KCPS deems appropriate.

Parent Signature:

Date:

Witness Signature:

Date:

Print Name:

Date:

Print Name:

Date:
