



Student and Parent Handbook
2023-2024

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TABLE OF CONTENTS

Table of Contents

[INTRODUCTION](#)

[ATTENDANCE POLICIES AND PROCEDURES](#)

[Attendance Hours](#)

[Absences](#)

[Medical Appointments](#)

[Contracts for Independent Study](#)

[School Calendars and Activities](#)

[Tardiness](#)

[CAMPUS POLICIES](#)

[Closed Campus](#)

[Student Visitors](#)

[School Dances](#)

[Drop Off/Pick Up](#)

[West Campus](#)

[East Campus](#)

[Valet Service](#)

[Kinetic Academy Staff Parking Lot- West Campus](#)

[Late Pick Up Policy](#)

[Teacher Conferences/Meetings](#)

[Birthday Celebrations](#)

[Awards Assemblies](#)

[Lost & Found](#)

[School Supplies](#)

[Evening Events](#)

[COMMUNITY SERVICE](#)

[Participating, Improving, Giving Back](#)

[Charitable Hour Guidelines](#)

[Charitable Hour Process](#)

[STUDENT HEALTH AND WELLNESS POLICIES](#)

[Administration of Medication at School \(Prescribed or Over--the--Counter\)](#)

[Control of Communicable Diseases](#)

[Oral Health](#)

[Mental Health](#)

[California Healthy Kids Kids Survey](#)

[Physical Examination](#)

[Immunization Requirements](#)

[ACADEMIC POLICIES](#)

[Kinetic Academy Academic Program](#)

[Code of Academic Integrity](#)

[Homework Policies](#)

[Kinetic Academy Library Services](#)

[Lost of Damaged School Property](#)

[Report Cards](#)

[Promotion/Promotion/Retention Policy](#)

[State Testing](#)

[Animal Dissections](#)

[SAFETY POLICIES](#)

[Emergency Procedures](#)

[School Safety Policy](#)

[INTERNET SAFETY](#)

[Computer & Internet Usage](#)

[Kinetic Academy and Access/No Expectation of Privacy](#)

[Internet](#)

[Education, Supervision & Monitoring](#)

[COMMUNITY STANDARDS AND CONDUCT POLICIES](#)

[Dress Code- Guidelines](#)
[Consequences for Dress Code Violations](#)
[Community Code Of Conduct Respect For Self And Others](#)
[Search of Student Possessions](#)
[Social Media Policies](#)
[Student Non-Discrimination and Sexual Harassment Policies](#)
[Disciplinary Actions](#)
[STUDENT INFORMATION POLICIES](#)
[Student Media Release](#)
[STUDENT SUPPORTS](#)
[Universal Complaint Procedures](#)
[English Learners](#)
[Section 504](#)
[Special Education](#)
[VOLUNTEER POLICIES](#)
[RESOLUTION PROCEDURES](#)

INTRODUCTION

The policies and procedures described in this Student and Parent Handbook ("Handbook") are applicable to Kinetic Academy ("KA," "Kinetic," the "School," or the "Charter School"). The policies contained in this Handbook are not exhaustive. Kinetic Academy has the discretion to supplement and modify policies noted here from time to time. For updates see the Handbook posted on the Kinetic Academy website at: kineticacademy.org/handbook/

ATTENDANCE POLICIES AND PROCEDURES

Attendance Hours

The following are the school hours for Kinetic Academy. Students must be on time and present for all of their classes. Students must remain on campus during these hours unless on an approved field trip or participating in a school-sponsored activity. Please refer to the Kinetic Academy Calendar for early release dates.

		Gates Open	Start Time (Every Day)	End Time Monday, Tuesday, Thursday, Friday	Early Release Dismissal Times
Kinetic West	TK, Kindergarten	7:55 am	8:20 am	2:40 pm	11:55 am
	1st, 2nd, 3rd, 4th, 5th	7:55 am	8:15 am	2:55 pm	12:10 pm
Kinetic East	6th, 7th, 8th	8:05 am	8:25 am	3:05pm	12:30 pm

Absences

Attendance is extremely important. It is the goal of Kinetic Academy to ensure that students do not miss more than **five (5) days of school** in a given school year. We want students to come to school when they are healthy, and encourage families to keep students home if they are ill. Attendance letters will be sent home periodically throughout the year when students miss school. Significant absences, repeated unexcused absences, or tardiness could lead to academic and disciplinary consequences. The project-based nature of the educational program makes daily attendance extremely important.

Appointments and other activities should be scheduled during non-school hours whenever possible. Likewise, Kinetic Academy requests that families schedule vacations or special programs so as not to conflict with school. Please refer to the 2023/2024 Academic Calendar for the full schedule.

In the event of a necessary absence, please email us at: attendance@kineticacademy.org and also copy your child's teacher. Please include your child's first name, last name, and reason for absence. You may also give us a call at 714-465-4565 to excuse your child or drop off a note at the school office.

All parents of students with unexcused absences for the day will receive an automated attendance notification at 5:00 PM PST. Attendance data is pulled directly from PowerSchool. Parents will be directed through that notification to call the school phone number or message attendance@kineticacademy.org if they want to excuse the absence/tardy, which is then left to the office's discretion to excuse or not.

- **Absences may be considered excused for the following reasons:
 - Illness, family emergency, funeral, legal matter, and religious holiday.

If a student is absent from school for ten (10) consecutive school days or more, and the student's parents or guardians have not contacted the school with an explanation for the absences, or

otherwise expressing their intent to have their student attend the school, Kinetic Academy reserves the right to initiate the Involuntary Removal process.

First Day of School: It is important that families notify us early if student(s) will not be in attendance for the 1st day of school. Kinetic Academy has limited space and if families change their mind about attending, we want to be able to offer the spot to another student as soon as possible.

Should students not be in attendance on the first day of school, Kinetic Academy will contact the parents/guardians. Kinetic Academy will continue to contact parents/guardians for the next two (2) consecutive days. If parents/guardians have not contacted Kinetic Academy, by the 3rd day of school, the student will be removed from the enrollment of Kinetic Academy and the district of residence will be notified.

Medical Appointments

While we encourage families to schedule appointments before or after school, we understand that sometimes missing school cannot be helped.

If your student needs to be excused early, please provide the office with advance notice before the appointment, either by a call, email, or a note. In addition, we ask that parents please provide us with a doctor's note supporting the early dismissal, which can be brought in the following school day. Early dismissals will be logged and noted when a parent signs a student out. If a student has more than 5 early dismissals, parents will be contacted.

Contracts for Independent Study

Kinetic Academy does not offer a "full time" independent study program as part of its curriculum. By nature, Kinetic Academy's program is meant for students to be in attendance to receive the full educational benefits. Independent study is offered primarily for the educational benefit of the students attending Kinetic Academy as a means to encourage daily engagement in academic work during certain times of unavoidable extended absence.

Parents and guardians may contact the school office to learn about Independent Study and whether an Independent Study might be appropriate in any given situation. Requests must be signed and submitted to the office at least seven (7) school days prior to the first day of the planned absence. The school administration, in its sole discretion, will determine if the request meets the applicable guidelines for independent study. Independent Study Contracts may only be obtained on a limited, short-term basis. All Independent Study requests are subject to approval by administration.

Kinetic Academy is unable to provide Independent Studies within the first two weeks and the last two weeks of any school year. This time of year is dedicated to going over classroom policies and procedures, teachers are gathering initial information about students, and/or students are completing end of the year tests and finals, which cannot be sent home or made up.

School Calendars and Activities

Academic year calendars, grade level schedules, significant school events, and extended services information (if applicable) for Kinetic Academy may be found on school web pages directed from the Kinetic Academy website located at: www.kineticacademy.org.

Teachers will review individual class schedules and activities at Back to School Night, as each class and grade level has customized schedules and events/activities that pertain specifically to that grade level.

A school calendar with notable dates can also be found on Parent Square.

Tardiness

Students who arrive late to school or who are returning from a midday appointment must check in with the school's front office and provide a note from the parent/guardian regarding the tardy in order to receive a tardy slip/pass prior to proceeding to their classrooms. A student is considered truant after 3 unexcused tardies for more than 30-minutes on 3 occasions or 3 unexcused absences in one school year.

CAMPUS POLICIES

Closed Campus

In order to provide a safe and secure school, Kinetic Academy East and Kinetic Academy West are closed campuses. Students must remain on the campus of their school during all school hours. For West Campus, Parents/Guardians, volunteers, and visitors must ring the bell at the front gate and report to the office during school hours, without exception.

For East Campus, Parents/Guardians, volunteers, must call the school at (714) 465-4565 Ext. 2 to be let in at Gate 2.

- **Hall Pass:** Kinetic Academy West participates in Hall Pass, a school security registration system. Any visitor (parent or otherwise) must report to the office and swipe their valid identification. Once the Hall Pass system has cleared a visitor, a badge will be printed, which must be worn when all visitors are on campus.

Should students forget items at home (backpack, lunch, homework, etc), a table will be set up outside to drop off outside of the gate of both campuses. Campus staff will periodically check the table throughout the day to bring items in and distribute to students.

Student Visitors

In general, Kinetic Academy does not permit students to have visitors on campus. However, Kinetic Academy recognizes that there are certain events where Kinetic Academy students may want to invite non-Kinetic Academy students as guests. In such cases, non-students or students from other schools must complete a guest form and submit it to the Principal for prior approval. Visitors permitted in these circumstances will be expected to abide by Kinetic Academy policies and guidelines.

School Dances

School dances may be held throughout the year. Kinetic Academy policies, procedures, and rules must be observed by all in attendance.

Drop Off/Pick Up

Students may be dropped off at the gate by 7:55 am (West Campus) and 8:05 am (East Campus), regardless of student start time. All students must be picked up from the West Campus by the 2nd dismissal. Students who are not picked up will go to the office and a phone call will be made to the parent to pick them up immediately. If the parent is not available, the contacts on the emergency list will be used.

@West Campus

Parents are free to park in the neighborhood, on the street, and walk students up to the gate for arrival, or wait at the Exit side of the driveway for dismissal. Please do not park in neighboring business parking lots, as many of the businesses have, and enforce, a strict "Customers Only" policy. Please note neighborhood street sweeping days, which will typically only affect morning drop off. Kinetic Academy is not responsible for ticket violations.

-Walk Up (Arrival): Students may walk to designated entrances. Parents can walk students up and drop them off at the driveway exit. Students will then enter campus through the center gate (B). Students should not be dropped off unattended prior to 7:55 am.

-Walk Up (Dismissal): TK/Kinder Parents may walk up to Gate C to pick up students at 2:40pm. All TK/Kinder parents must exit the driveway before 2:50pm, so that valet may start at 2:55pm. If the TK/Kinder parent or guardian has older siblings or other students to pick up who are dismissed at 2:55, he/she may pick all students up at once at the Exit side of the driveway. 1st -5th Grade parents will pick students up at the driveway exit and wait for students to be called by school staff.

Student Walkers (Dismissal):

Students (3rd grade and above) may walk off campus at dismissal with parent guardian consent by completing a WALKER FORM.

Students in 2nd grade and below may walk off campus with an older sibling.

If there are no older siblings, and parents/guardians would like their child to be able to walk off campus, consideration may be given depending on the circumstances. Parents should call the school office.

@East Campus

Parents are free to park in the neighborhood, or on the street, and walk students up to the gate for arrival or wait at dismissal. Please do not park the Huntington Beach City Parking Lot during Arrival/Dismissal as our lease does not allow for parents to park here. Please note neighborhood street sweeping days, which will typically only affect morning drop off. Kinetic Academy is not responsible for ticket violations.

Contactless Valet Service at East & West

Kinetic Academy offers a Valet Service at both campuses to help the parents conveniently drop off and pick up their child.

The safety of our students and staff is of the utmost importance when using the Valet Service.

@West Campus

-Valet Drive Through (Arrival): Valet drive through will open at 8:00 am. Students will enter campus through the center gate (B) and go straight to the Walk & Talk area. Students should not be dropped off unattended prior to 7:55 am.

-Valet Drive Through(D dismissal): Valet will begin at 2:55pm and students will be called out to meet the cone their car is located next to.

Valet Rules:

Students must be able to get themselves with all their belongings in and out of their cars.

Left Turns are Not Allowed into or out of the parking lot

-Right turn from Beach Blvd

-Right turn into the Kinetic parking lot

-Right turn out of the Kinetic parking lot

- Do not block the driveway to the apartments.

- Do not park in the parking lots of local businesses.

-Parents should remain in cars at all times.

Kinetic Academy reserves the right to exclude anyone from using the valet service who does not follow the above rules.

@East Campus

When arriving from Harding Lane, enter the main parking lot, stay right and follow the yellow line around to the far-left gate for drop-off and pick-up.

If arriving from Hamden enter the second parking lot, follow the yellow line around to the far-left gate for drop-off and pick-up.

-Contactless Valet- Arrival & Dismissal

-All students must exit the car on the passenger side.

-Parents may not exit their car when proceeding through the value line.

-When entering the car, students need to be able to fasten their safety belts to keep the valet line flowing smoothly.

Kinetic Academy reserves the right to exclude anyone from using the valet service who does not follow the above rules.

Kinetic Academy Staff Parking Lot- West Campus

The Kinetic Academy parking lot is meant for staff only. Visitors will need to find street parking and walk up to the gate or into the school. Any cars that are parked in the parking lot that do not belong to

staff are subject to being ticketed or towed at the owner's expense.

Parents and other visitors may not stop or idle their cars, blocking the entrance gates or other cars. Any and all visitors will need to find parking outside of the parking lot.

Late Pick Up Policy

Kinetic Academy is committed to providing a safe campus for all students. Parents are responsible to ensure that their student(s) are picked up on time every day as Kinetic does not have after school care or staff to supervise students once dismissal has ended. When students are left on school property after 3:00 pm (West Campus) and 3:10 pm (East Campus), Kinetic Academy will follow certain steps to ensure students are safe until their parents/guardians come to pick them up.

Parents whose students have more than 3 (three) late pickups may be called in for a Student Attendance Review Team meeting. Late is defined as more than 10 minutes after the student is dismissed. In the event students are left on campus after school hours, Kinetic Academy staff will:

- Notify the school site Office Manager, or designee immediately of uncollected students..
- Contact parents/guardians through the phone number provided to the School by parents/guardians at the beginning of the year.
- If parents/guardians cannot be reached, Kinetic Academy Staff will contact any and all emergency contact(s) listed for the student.
- In the event that parents/emergency contacts are unreachable, Office Manager will notify School Site Principal or designee following the close of business if there is a possibility that law enforcement may be called to assist the student.
- As a last resort, if the student is still on campus 1 hour after school ends, Kinetic Academy will contact law enforcement and/or child welfare services who may remove the student and may assume responsibility for the student until the parent/guardian retrieves the student.
- In cases of repeated incidents where parents/guardians have been late in picking up their child, notify the parents/guardians in writing of parental responsibilities and consequences for their child.

Kinetic Academy understands unforeseen circumstances can occur.

Should a late pick-up be likely, please contact the office at 714-465-4565.

Parents whose students have more than 3 (three) late pickups after 3:00 pm (West Campus) and 3:10 pm (East Campus) may be called in for a Student Attendance Review Team meeting.

Teacher Conferences/Meetings

Kinetic Academy believes in open communication with our parent community. Conferences will be formally scheduled 2 times during the school year, once in the fall and once in the spring. The fall conferences are an opportunity for the parent to have one on one time with the teacher and discuss their students' academic/behavior/social standing. The spring conferences will be student-led for all grade levels.

If at any time, a parent would like to meet with the teacher, the parent can contact the teacher via email, school phone, or at dismissal about setting up an appointment. We want to respect our teachers' busy schedules and allow them the opportunity to consult their calendar.

Impromptu meetings may occur at the end of dismissal, if a teacher is available. However, please note that all teachers have dismissal duty, and it is important for them to be alert to students who are leaving the campus. We ask that if parents have something to discuss with them, they wait until all students are dismissed.

Teacher Communication

Teachers will all have accounts through the educational site Parent Square to help maintain communication. This form of electronic communication is for parents/guardians only.

Teachers can also be contacted by email. If a parent calls the school to contact a teacher, a message will be delivered to the teacher and they will return the phone call.

Teacher timeframes to respond vary depending on their schedules. Teachers main priority during the school day is to teach. Depending on their availability after/before school, teachers will get back to you within 48 hours.

Nutritionally Adequate Free or Reduced-Price Meals

Pursuant to California Law, Kinetic Academy will provide each student who meets federal eligibility criteria for free and reduced-price meals with at least one free or reduced-price, nutritionally adequate meal per school day. Applications for free or reduced-price meals can be obtained on the Kinetic Academy website and in the main office. Completed application forms can be returned to the main office or submitted to the office by email. We encourage all families to complete the Free & Reduced meal application by October 25th. You may access the online application here: www.mymealtime.com/apps.

Birthday and Classroom Celebrations

Kinetic Academy recognizes that students often enjoy celebrating their birthday with their teacher and classmates.

It is the policy of Kinetic Academy to allow a small, non-food celebration in the class. Parents should check with their classroom teacher for any classroom specific celebration guidelines and ideas for non-food celebrations. Any birthday item brought in to be shared must be coordinated with the classroom teacher prior to the day of, and dropped off before school starts.

Birthday Reader: We encourage parents and other Loved Ones to celebrate your child's birthday by being a Birthday Reader! Parents and students can choose a book together that will be donated to the class. The parent will coordinate with the classroom teacher a day and time to come in, and the parent can read the book aloud (or a portion for longer books) to the class. The student and parent can write a special message in the front cover, and it will become part of the classroom library. Check with your child's teacher for specific guidelines on how they handle and schedule this.

Awards Assemblies

Kinetic Academy recognizes student accomplishments multiple times throughout the year with school wide assemblies. Teachers will contact parents a week prior to the scheduled assembly to notify them that their student will be a recipient of a classroom award. Parents and special guests (grandparents, aunts, uncles, older siblings) of award recipients are invited to attend the assembly.

Lost & Found

Kinetic Academy maintains a Lost & Found area for any misplaced items. A parent volunteer periodically sorts through the Lost & Found and delivers lost items to students that can be identified. In an effort to help minimize lost items, we ask that parents label lunch boxes and outerwear so that items can be rejoined with the appropriate student. Kinetic Academy will donate uncollected lost items 3 times throughout the year:

- Winter Break
- Spring Break
- End of the School Year

School Supplies

Each grade level will put out a list of suggested student supplies prior to the beginning of the school year. Suggested supply lists can be found on our website. Teachers may send home follow up letters referring to the suggested supply list within the first week of school. Donated supplies can be delivered to school on Meet the Teacher Night, which will be held prior to school starting or they can be delivered on the 1st day of school.

One item on the suggested supply list will be an individual student emergency kit. Student emergency kits will be returned to families at the end of each school year.

Class Sizes

Class sizes at Kinetic Academy are designed to give the students the maximum benefit of their

teacher and support staff throughout the school year. Kinetic Academy reserves the right to cap class size enrollment. Enrollment for classes is designated upon space each year and returning enrollment. Open spaces will be filled to the class size maximum. Once the class maximum has been reached, no further students will be enrolled.

Evening Events

Kinetic Academy has multiple evening events scheduled throughout the school year. Participation in all evening events is voluntary, but highly encouraged.

- *-Meet the Teacher Night:* This is an event for parents and students to come to school, find their student's classroom, meet their teacher and drop off any school supplies from the "Suggested Supply List."
- *-Back to School Night:* Is a parent only event, where teachers will go over their classroom procedures and policies, along with giving an overview of the school year
- *-Open House:* Is a family event where students have the opportunity to show parents and other special guests their accomplishments from the year.
- *-STEAM Night:* Is a family event where students and parents come to campus and participate in hands-on activities. Parents or guardians must accompany all students.
- *-Movie Night:* Is a family event that is also a fundraiser for the school. Families are welcome to come and enjoy a movie at school. Parents or guardians must accompany all students.
- *-Dine Outs:* Kinetic Academy will have scheduled Dine Outs approximately once a month at a particular restaurant to help raise money for the school.

COMMUNITY SERVICE

Every student is expected to perform a minimum of 10 hours of community service before May 31.

For credit to be received in the 2023-2024 school year, all forms must be turned in no later than May 31.

Timesheets MUST be turned in for a student to receive community service credit.

Participating, Improving, Giving Back

Everyone in the Kinetic Academy community understands the importance of participating, improving, and giving back to the larger global community. We feel it is very important to create a structure where students can invest their industry, time, and hearts to help improve the world around them.

Our Community Service Program is designed to expose our students to the needs of others and how best to serve those needs with generosity of spirit and a sincere willingness to participate in the improvement of our social, cultural, economic and ecological environment.

Charitable Hour Guidelines

A list of pre-approved events and organizations will be consistently added to the school website for completion of community service hours. If an event/organization is not listed but meets one of the following guidelines AND you are able to have an authorized representative of the organization sign the timesheet, then no additional approval is needed.

Approval Guidelines:

- Time spent supporting a 501c3 non-profit
- Time spent supporting for-profit company if that company provides services to the community and involves volunteers, such as a for-profit hospital, a for-profit hospice, or a for-profit retirement community
- Time spent volunteering with a government agency, such as a state park or a national park
- Time may not be spent with a student or parent handling cash

If a student is interested in participating in organizations or events that are not listed as pre-approved on the school website and do not meet the guidelines above, please contact your teacher or the Executive Director to obtain approval. An example might be that the student wants to help patients of a local hospital by creating care packages for their recovery. These ideas are to

be encouraged and celebrated! When seeking approval, the student must state the organization, service they are going to provide, dates, applicable website, and whether or not we could open this opportunity to fellow students. The final approval will be made by the Principal.

Charitable Hour Process

1. The student will sign up for their chosen activity.
2. Once they have signed up for an activity, they will print out a community timesheet located on our website, and take it with them to the service event. They will need to complete the service and have a representative sign their completed form. We suggest they photocopy, scan or take a photo of the signed form before turning it into the office for the Principal's signature.
3. The completed forms will be input into the master tracking list.
4. Students will repeat this process until their 10 hours are completed.

Time sheets for student hours can be found on our website or picked up in the office. Make sure to have this on hand when the student is volunteering, as time sheets will need to be signed by the organization leader.

STUDENT HEALTH AND WELLNESS POLICIES

Administration of Medication

Medication will be administered during school hours only if determined by a physician to be necessary. A medical note from a physician must be on file.

Medical Notes

Students who have any physical limitations should have an up to date medical note on file. Medical notes excusing a student from activity should be forwarded to the school health assistant, the PE teacher and the classroom teacher. If a student is medically excused from PE class, the same guidelines of physical limitations will apply to recess and lunch recess time.

Lice

Any student found with an active case of lice will be excluded from school, and must stay home until lice has been treated. Students will be able to return upon treatment of lice and a check from the health office, or school designee. A list of resources can be obtained for treating head lice from the health office. The health office will notify the class when an active case has been found.

Control of Communicable Diseases

Kinetic Academy works to cooperate with the Orange County Health and Human Services Agency to prevent and control communicable diseases in school-age children. When there is good reason to believe a student has a contagious or infectious disease, the parent/guardian will be contacted and the student sent home. The student may return to school when well and/or released by a physician (if necessary). If there is reason to believe a student is suffering from a recognized contagious or infectious disease, the student will be excluded from school until school officials are satisfied that the student no longer has the contagious or infectious disease.

Physical Examinations

All students are to have completed a health screening examination on or before the 90th day after the student's entrance into first grade or such students must have obtained a waiver pursuant to Health and Safety Code Sections 124040 and 124085. This examination can be obtained from your family physician or possibly through the services provided by your County Health Department. Information and forms are distributed to students enrolled in kindergarten. If your child's medical status changes, please provide the teacher with a physician's written verification of the medical issue, especially if it impacts in any way your child's ability to perform schoolwork.

A parent/guardian having control or charge of any child enrolled in the Charter School may file annually with the Executive Director of the school in which the child is enrolled a written and signed statement stating that the parent/guardian will not consent to a physical examination of the child. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, the child shall be sent home and shall not be permitted to return until the school authorities are satisfied

that any contagious or infectious disease does not exist.

Oral Health Assessment

Students enrolled in kindergarten in a public school or while enrolled in first grade if the student was not previously enrolled in kindergarten in a public school are required to have an oral health assessment completed by a dental professional. Please contact the Health Office if you have questions about this requirement.

Immunization Requirements

Pursuant to the California Health and Safety Code and the California Code of Regulations, children must have a minimum number of immunizations (shots) before they can attend school. Immunization records will be required for all incoming students. Verification of immunizations will be completed with written medical records from the child's doctor or immunization clinic. To ensure a safe learning environment for all students, the Charter School follows and abides by the health standards set forth by the state of California. Students will not attend school until all required records have been received. The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines may be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the Charter School.

These required immunizations include:

Child's Grade	List of shots required to attend school
Entering Kindergarten	<p>Diphtheria, Pertussis, and Tetanus (DTaP) - Five (5) doses Polio - Four (4) doses Measles, Mumps, and Rubella (MMR) - Two (2) doses Hepatitis B (Hep B) - Three (3) doses Varicella (chickenpox) – Two (2) doses</p> <p>NOTE: Four doses of DTaP are allowed if one was given on or after the fourth birthday. Three doses of DTaP meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday (also meets the 7th- 12th grade Tdap requirement.) One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement for DTaP. Three doses of Polio are allowed if one was given on or after fourth birthday. MMR doses must be given on or after the first birthday. Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines.</p>
Entering 7 th Grade	<p>Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap) - One (1) dose Varicella (chickenpox) - Two (2) doses</p> <p>NOTE: In order to begin 7th grade, students who had a valid personal belief exemption on file with a public or private elementary or secondary school in California before January 1, 2016 must meet all requirements for children 7-17 years old (i.e., polio, MMR, varicella and primary series for diphtheria, tetanus, and pertussis), in addition to the 7th grade requirements for Tdap and varicella (varicella requirement for seventh grade advancement expires after June 30, 2025). At least one dose of pertussis-containing vaccine is required on or after the 7th birthday.</p>

Availability of Health Insurance

Children—regardless of immigration status (foster youth, pregnant women, and legally present individuals, including those with deferred action for childhood arrivals [“DACA”] status) may be eligible for no- or low-cost Medi-Cal insurance. Medi-Cal covers immunizations, checkups, specialists, vision and dental services, and more for children and youth at no- or low-cost. Medi-Cal enrollment is available year-round.

Covered California is where legal residents of California can compare quality health plans and choose the one that works best for them. Based on income and family size, many Californians may qualify for financial assistance. Enroll during Open Enrollment or any time you experience a life-changing event, like losing your job or having a baby. You have sixty (60) days from the event to complete enrollment. Information regarding the availability of insurance is provided with enrollment forms and available at: http://hbex.coveredca.com/toolkit/PDFs/ALL_IN_Flyer_EnrollGetCareRenew_CC.pdf

The Charter School shall not discriminate against a student who does not have health care coverage or use any information relating to a student’s health care coverage or interest in learning about health care coverage in any manner that would bring harm to the student or the student’s family.

Mental Health Services

According to the National Association of School Psychologists, “Mentally healthy children are more successful in school and life. Good mental health is critical to children’s success in school and life. Research demonstrates that students who receive social-emotional and mental health support achieve better academically. School climate, classroom behavior, on-task learning, and students’ sense of connectedness and well-being all improve as well. Mental health is not simply the absence of mental illness but also encompasses social, emotional, and behavioral health and the ability to cope with life’s challenges. Left unmet, mental health problems are linked to costly negative outcomes such as academic and behavior problems, dropping out, and delinquency.”

In accordance with AB 2022, Kinetic Academy wants to ensure that parents, guardians, and students are informed about resources available at Kinetic Academy and in our community for anyone who believes they need mental health support. We encourage parents/guardians and students to talk with any adult in the charter school if they are concerned about another student and possible mental health needs. Take all threats of suicide seriously.

A copy of Kinetic Academy’s complete Suicide Prevention Policy is available within the Appendix of this Handbook.

National Resources

- **National Suicide Prevention Lifeline** - This organization provides confidential support for adults and youth in distress, including prevention and crisis resources. Available 24 hours at **800-273-8255**
- Crisis Text Line by texting TALK to 74171
- **CALL 9-1-1**
- The Trevor Project - This organization provides suicide prevention and crisis intervention for LGBTQ youth between the ages of 13 and 24. **Available at 1-866-488-7386 or visit <https://www.thetrevorproject.org/>.**
- Big Brothers/Big Sisters of America – This organization is a community- based mentorship program. Community-specific program information can be found online at <https://www.bbbs.org> or by calling (813) 720-8778.

Local Resources

- Western Youth Services, 17261 Oak Lane, HB CA 92647, (714) 842-4002

California Healthy Kids Survey

The Charter School will administer the California Healthy Kids Survey (“CHKS”) to students at grade four and above, whose parents or guardians provide written permission. The CHKS is an anonymous, confidential survey of school climate and safety, student wellness, and youth resiliency that enables

the Charter School to collect and analyze data regarding local youth health risks and behaviors, school connectedness, school climate, protective factors, and school violence.

ACADEMIC POLICIES

Kinetic Academy Academic Program

Kinetic Academy schools offer a unique, project-based academic program. The mission of Kinetic Academy is to provide students with rigorous and relevant academic and workplace skills, preparing its graduates for postsecondary success and productive citizenship. Kinetic Academy embodies the design principles of personalization, adult world connection, common intellectual mission, and teacher as designer. For more information about the program visit the school website at:

www.kineticacademy.org

Code of Academic Integrity

Kinetic Academy students, united in a spirit of mutual trust and fellowship, mindful of the values of a true education and the challenges posed by the world, agree to accept the responsibilities for honorable behavior in all academic activities, to assist one another in maintaining and promoting personal integrity, and to follow the principles and procedures in this Code of Academic Integrity.¹

Violations of the Code of Academic Integrity may take several forms. Plagiarism and cheating are two examples of violations of the Code of Academic Integrity. Plagiarism is typically described as duplication of another's work without full acknowledgement of the debt to the original source; however, it also includes any of the following:

- Direct duplication by copying (or allowing to be copied) another's work, whether from a book, article, Web site, another student's assignment, etc.;
- Duplication in any manner of another's work during an exam;
- Paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained;
- Piecing together sections of the work of others into a new whole;
- Submitting one's own work which has already been submitted for assessment purposes in another subject; and/or,
- Producing assignments in conjunction with other people (e.g. another student, tutor), which should be your own independent work.

Cheating results in a loss of integrity on the part of the individual committing the act and on the educational process that is undermined by the act of cheating. It is a violation of the Code of Academic Integrity for any student to gain or attempt to gain an unfair advantage over another student by unfair or dishonest means. If you are unclear about an assignment, the methodology for the same or the permissible bounds of assistance for completing your work please speak to your teacher(s) and ask for clarification.

This following web page provides some examples of acceptable and unacceptable uses of sources in writing – www.oregonstate.edu/admin/stucon/plag.htm. In addition, a brief guide from the Paul Robeson Library provides an excellent overview. This may be found at -- www.libraries.rutgers.edu/rul/lib/robeson_lib/flash_presents/text_plag.html.

Consequences for not following the academic code of conduct may include receiving a zero on the assignment, failing the course, a parent/teacher conference, or disciplinary action.

Homework Policies

Kinetic Academy believes that homework is an important connection between home and school. It serves as an important foundation for responsibility, organization and time management. It also supports what students are learning in the classroom and provides extra time for further understanding. We do recognize that students have long days at school and need a break. There are times of the school year that more homework may be assigned than others, but it is most important to us that homework is always meaningful. If a student is struggling with homework assignments, it is up to the parent to contact the teacher and have a discussion as to what modifications can be made.

Kinetic Academy Homework Guidelines

Grade	Reading - Read To Read With Read by Self	Other Math, Spelling, Vocabulary, Science, Social Studies	Total FOCUSED HW Time
Kindergarten	10 minutes	5 minutes	15 minutes
1st Grade	15 minutes	5-10 minutes	20 - 25 minutes
2nd Grade	20 minutes	10-15 minutes	30 - 35 minutes
3rd Grade	20 minutes	15-20 minutes	35 - 40 minutes
4th Grade	25 minutes	20 minutes	45 minutes
5th Grade	30 minutes	30 minutes	60 minutes
6th Grade	20 minutes (may include content reading)	40 minutes	60 minutes
7th Grade	20 minutes (may include content reading)	50 minutes	70 minutes
8th Grade	20 minutes (may include content reading)	50 minutes	70 minutes

Kinetic Academy Library Services

Learning to use the library is an important life skill which requires repeated practice. Also, children are more likely to read for pleasure if they have some choice in what to read. Parents/guardians, teachers and the library staff are in a partnership to encourage children to read, research and access information. Our students make regular trips to the library with their classmates but we encourage students to check out and use library books at home as well. It is the responsibility of the student to take care of materials checked out and see they are returned promptly. If materials are lost or destroyed, a fee will be charged for replacement.

Lost or Damaged School Property

If a student willfully damages the Charter School's property or the personal property of a Charter School employee, or fails to return a textbook, library book, computer/tablet or other Charter School property that has been loaned to the student, the student's parents/guardians are liable for all damages caused by the student's misconduct not to exceed ten thousand dollars (\$10,000), adjusted annually for inflation. After notifying the student's parent or guardian in writing of the student's alleged misconduct and affording the student due process, Charter School may withhold the student's grades and transcripts until the damages have been paid. If the student and the student's parent/guardian are unable to pay for the damages or to return the property, Charter School will provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the student's grades will be released.

Report Cards

Kinetic Academy is on the trimester system. As such, report Cards will be sent home three (3) times within a school year. Please refer to the Kinetic Academy Calendar for the trimester schedule. Report Cards will be sent home approximately one week after the trimester ends. The final report card will be sent home with students on the last day of school.

Promotion/Retention Policy

Students are at risk of being retained if they are not meeting grade level standards. Criteria is established to determine if a student will be at risk for retention. Criteria can include, but not be limited to: academic progress, grades, test scores, and birthdate. Students will be identified for risk of retention within the first reporting period/trimester, and the student will be referred to a Student Study Team ("SST") so that an intervention plan can be developed. Ongoing Parent-Teacher conferences/communication will be held for any student who is being considered for retention during the 2nd reporting period/trimester and final decisions will be made during the 3rd reporting period/trimester. A student will be retained no more than once during their time at Kinetic. Students will be retained only if the Charter School and the parent are in agreement. Kinetic Academy may promote a student without parent or guardian approval.

If promotion, or skipping a grade, is a consideration for a student, this must be discussed with the site Principal and Director of Student Services prior to March 1st and a Student Study Team must be conducted. Classroom and Specials teachers will all be consulted. Factors such as birthdate/emotional maturity/social emotional development will all be taken into consideration along with academic performance.

State Testing

Kinetic Academy shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress ["CAASPP"].) Notwithstanding any other provision of law, a parent's or guardian's written request to Charter School officials to excuse their child from any or all parts of the state assessments shall be granted.

Animal Dissections

Students at the Charter School may perform animal dissections as part of the science curriculum. Any student who provides their teacher with a written statement, signed by their parent/guardian, specifying the student's moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, may be excused from such activities if the teacher believes that an adequate alternative education project is possible. The alternative education project shall require a comparable time and effort investment by the student. It shall not, as a means of penalizing the student, be more arduous than the original education project. The student shall not be discriminated against based upon their moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof.

SAFETY POLICIES

Emergency Procedures

Kinetic Academy staff receive training in order to provide for the safety of students, staff and visitors during times of emergency. Emergency preparedness includes fire, earthquake and lockdown drills which are scheduled at regular times during the school year. In addition, an off campus evacuation is scheduled two times during the school year. Our off campus location is at McCallen Park, where the school will evacuate in the event of a real emergency.

All alarms are treated as real at Kinetic Academy. In the event of an emergency drill, all staff, students and visitors are required to complete an orderly and safe evacuation of the classrooms and building. Staff and students will meet in pre-assigned areas and will remain there until all students are accounted for and instructed to return to the building or move to a safer area, or off campus evacuation location (McCallen Park).

Failure to follow emergency procedures or the willful attempt to compromise emergency preparedness at Kinetic Academy is grounds for severe consequences, including possible suspension and expulsion.

In the case of a major emergency (such as a significant earthquake or fire), parents/guardians and families should contact the main school phone number. Please refer to the first page of this handbook for a school directory. In the event of an evacuation, parents will be notified via email and Parent Square. Cellular and internet service may not be available during a real emergency. In that event, parents or authorized adults should attempt to pick students up at school or the off campus location. During such an emergency, Kinetic Academy staff will be focused on ensuring that all students are safe and accounted for. Students and parents/guardians are asked to do their part by not having a student leave the premises without signing proper releases.

School Safety Plan

Kinetic Academy has established a Comprehensive School Safety Plan.

Both campuses participate in monthly emergency response drills to include: Fire, Earthquake and Lockdown.

Kinetic West's off Campus Evacuation Location is: McCallan Park

The Plan is available upon request at the main office.

INTERNET SAFETY

Computer and Internet Usage Policy

We are pleased to offer Kinetic Academy students access to certain elements of school computer equipment, computer network and systems, electronic mail service and user accounts, the Intranet and the Internet (collectively "Kinetic Academy IT"). Kinetic Academy IT is provided for students to conduct research and communicate with others.

Access to Kinetic Academy IT is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility. Students are expected to adhere to the following guidelines and policies applicable to the use of Kinetic Academy IT. Students who violate these policies may be subject to disciplinary action.

Kinetic Academy and Access/No Expectation of Privacy

Kinetic Academy IT and all user accounts are the property of Kinetic Academy. As such, Kinetic Academy reserves the right to monitor and access information on the system and in users' accounts. Network storage areas may be accessed by Kinetic Academy to review files and communications, maintain system integrity, to ensure that users are using the system responsibly and to ensure there are no violations of school policies.

There is no right to privacy nor should any user of Kinetic Academy IT have any expectation of personal privacy in any matters stored in, created, received, or sent over Kinetic Academy IT. These are subject to review by the school at any time, with or without notice, with or without cause and without the permission of any student or parent/guardian.

Kinetic Academy reserves the right to monitor access, retrieve, download, copy, listen to, or delete anything stored in, created, received or sent over school computer networks, computers, email system or any other Kinetic Academy IT, without notice and without the permission of any user.

Moreover, to protect the integrity of the Kinetic Academy IT and the users thereof against unauthorized or improper use of these systems, Kinetic Academy reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of this technology upon authorization of the School Director or his/her designee.

Internet

Access to email and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are

reminded, however, that Kinetic Academy does not control the content of the Internet. Accordingly, Kinetic Academy does not have control over the type of information accessible to students or the quality of the same. Kinetic Academy cannot completely limit access to materials that a parent/guardian or family might consider inappropriate. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

Kinetic Academy believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. To that end, Kinetic Academy supports and respects each family's right to decide if their child should not have Internet access, and relies on the family to inform us of that choice. Ultimately, appropriate use of this resource is the responsibility of the user.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Kinetic Academy staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and corresponding state and federal laws, the CIPA, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Kinetic Academy IT Administrators or designated representatives.

The Kinetic Academy IT Administrators or designated representatives will provide age-appropriate training for students who use the Kinetic Academy Internet facilities. The training provided will be designed to promote the Kinetic Academy commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Kinetic Academy Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the CIPA.

COMMUNITY STANDARDS AND CONDUCT POLICIES

Dress Code- Guidelines

The purpose of the Kinetic Academy dress code is to foster a professional, safe and respectful environment at school. The dress code is in effect from the time students arrive at school until they leave.

Note that students must be in dress code before school begins if they enter the building before the official start of school. The dress code applies to field trips, site visits, and other school-related activities, unless the supervising adult informs the students otherwise.

Tattoos and body piercing distract classroom instruction, can be intimidating, and are inappropriate for elementary school students. Body piercing on the face, arms, hand, feet, and/or tongue is not allowed. Students will be asked to cover or remove these items.

Allowable Student Attire:

- Polo Shirts in **solid colors** of black, white, gray, or any shade of blue (long or short sleeve)
- Polo Dresses in **solid colors** of black, white, gray, or any shade of blue (long or short sleeve)
- Pinafore or Jumper Dress in **solid colors** of black, white, gray, or any shade of blue (long or short sleeve) must be accompanied by a polo/collared shirt underneath.
- Pants, leggings, shorts, skirts and skorts in **solid colors** of black, white, gray, khaki, blue, or denim
- Skirts and dresses must be worn with leggings or bike shorts in dress code colors
- Denim may be worn, as long as there are **no rips, tears, rhinestones or gems**
- Pants, shorts, skorts and skirts must be worn with the waistband at the waist
- Sweatshirts are considered outerwear and **do not replace a collared polo**
- Sweatshirts, jackets and any other outerwear in black, white, gray, or any shade of blue are acceptable
- Sandals with back straps are acceptable.
- Tennis shoes are needed for Physical Education time
- Hats with school appropriate verbiage are permissible during lunch and recess.
- Hats and hoods may not be worn in classrooms.
- Shirts, dresses, and sweatshirts with Kinetic Academy embroidered logo may be purchased from Lands' End logoed attire is encouraged but not mandatory.
- Brand logos are allowable if they are smaller than 2x2 inches

Shirts, dresses, and sweatshirts with Kinetic Academy embroidered logos may be purchased from Lands' End.

Logoed attire is encouraged but not mandatory

Prohibited Student Attire:

- T-Shirts (even in Kinetic colors)
- Flip flops
- Croc Shoes
- Wheelie shoes
- Any attire with non Kinetic Academy pictures logos (larger than 2x2), and verbiage
- Excessively baggy pants, athletic wear, and sweatpants
- Skirts and shorts shorter than midthigh
- Piercings (other than ears)
- Tattoos
- Gang-Related Apparel

KA T-Shirt Days: Students may wear Kinetic Academy (logo) or Logo of the Year T-shirts every Friday. Polo shirts can be worn if students choose not to participate. Regular T-shirts may not be worn. Students may also wear Kinetic Academy (Original Logo) T-Shirts on scheduled Field Trip days.

Each year, Kinetic Academy will have an approved Logo of the Year that will be printed on T-Shirts. Logo of the Year shirts are allowed to be worn on FRIDAYS ONLY.

Spirit Wear Days: Monthly spirit days will take place on the last Friday that students are in session every month. If students choose not to participate in Spirit Wear Days, then normal dress code attire should be followed. Spirit Wear Fridays are typically the last Friday of the month. For dates of all spirit wear Fridays and themes, parents can check the calendar on the school website.

Consequences for Dress Code Violations

Failure to adhere to the dress code is as follows:

1st Offense: A warning note will be sent home notifying parents that the student is out of dress code

2nd Offense: Parent will be called to bring a change of clothes

3rd Offense: Parent will be called in for a meeting

Following the dress code is a way to establish Kinetic Academy unity and a sense of community among the students.

Community Code Of Conduct Respect For Self And Others

Kinetic Academy students, parents/guardians and staff are expected to treat one another with respect, support teaching and learning, and to respect our environment and surroundings. This expectation extends to how we respect ourselves, how we talk and interact with one another, both in person and via online communication, and how we treat each other's property and personal space. Any person (student, staff or visitor) found in violation of the community code while on either campus will be asked to leave campus immediately and could be banned from returning to the campus. Any person found in violation of the community code while online could be removed from online platforms.

In keeping with this code of conduct, certain norms should be observed including, but not limited to those found in this Community Behavioral Policies and Commitments section:

- **Drugs, alcohol, and tobacco:** Drugs, alcohol, and smoking materials (including, but not limited to, all forms of e-cigarettes, vaporizer pens, vaporizers, e-hookahs, etc.) are prohibited in the school, on the campus, and at off-campus school functions. Likewise, students are prohibited from being under the influence of drugs, alcohol and from smoking while at school, on campus and at off-campus school functions. Students, Parents and community members may not smell or be under the influence of any substance while on campus or at a school sponsored event.
- **Vandalism:** All students and staff are urged to treat school buildings and property with care and respect. No one is to injure, destroy, deface or trespass on school property. A clean environment is important to all; vandalism will be dealt with in a serious manner. Parents/guardians will be responsible for paying for any damage done to school property by their child, in accordance with our Lost or Damaged School Property notice. People with any information about damage done to the building or its contents should report it to school staff and the Executive Director.
- **Personal electronics:** Cell phones, Smartwatches, mp3 players, and all similar electronic devices/wearable technology must be off, stored away in a backpack and not in use on campus, unless under the direct supervision of a Kinetic Academy faculty member. If it has an on or off switch, it should be turned off for the duration of the school day.
- Headphones may be used only when under the supervision of a Kinetic Academy faculty

member.

Personal electronics may be used:

- Off campus before or after school.
- Before or after any Charter School sponsored activity occurring before or after the regular school day.
- After any Charter School sponsored activity occurring after the regular school day.
- In the case of an emergency, or in response to a perceived threat of danger.
- When a teacher or administrator of the Charter School grants permission to a student to possess or use a personal electronic device subject to any reasonable limitation imposed by that teacher or administrator.
- When a licensed physician or surgeon determines that the possession or use of a personal electronic device is necessary for the health or well-being of the student.
- When the possession or use of a personal electronic device is required in a student's individualized education program ("IEP").
- Should a student have a personal electronic device out during school hours on campus or at a school event, it will be confiscated and parents will be required to pick the device up from the school office.

We ask that parents do not communicate via text/cell to their child during school hours. Should parents/guardians need to contact their student, they may contact the main office.

- **Computer games:** Kinetic Academy provides technology and internet access for the educational benefit of members of the community. Playing computer games or video games on campus during school hours is allowed only under the direct supervision of a teacher.

Anti-Bullying Policy:

Kinetic East holds a zero tolerance bullying and cyberbullying policy.

Bullying is: unprovoked, repeated harm, intimidation, or coercion over time; physical, verbal, or conduct (including written)

"Bullying" includes 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:

- Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.
- Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.
- Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Anti-Sexual Harassment Policy:

Kinetic prohibits sexual harassment of students at school or at school-sponsored or school-related activities. It also prohibits retaliatory behavior or action against any person who reports or files a complaint of sexual harassment. We encourage any student who feels that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact a teacher, principal, or other school employee. Any employee who receives a report or observes an incident of sexual harassment or harassment of any kind shall notify the Executive Director. Complaints regarding sexual harassment shall be investigated and resolved in accordance with the law.

- **"Sexual harassment"** means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature by someone.

- Suspension applies to grades 4-8 upon determination of a sufficiently severe or pervasive negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment.

Student Freedom of Speech and Expression

The Supreme Court has referred to public schools as a "marketplace of ideas" where the protections of the First Amendment are particularly important. "The vigilant protection of constitutional freedoms is nowhere more vital than in the community of American schools." *Shelton v. Tucker*, 364 U.S. 479, 487 (1960).

At the same time, the law is clear that a student's right of free speech is not unfettered and that the free speech/press protection does not prevent a school from imposing certain restrictions and/or imparting discipline for certain forms of speech that may be considered disruptive to the community, in violation of school policies and/or considered unlawful harassment, discrimination, bullying, threats and/or intimidation. In short, Kinetic Academy reserves the right to place reasonable time, place and manner restrictions on speech where the faculty and/or administration determine that such a restriction is appropriate.

Search of Student Possessions

Kinetic Academy reserves the right to examine and/or search all student possessions when, in the judgment of Kinetic Academy administrators and officials, there is reasonable suspicion that the student may be in possession of alcohol, drugs, weapons, stolen goods, or any other materials that may be harmful or disruptive to the school community or in violation of any School policy, rule, or law.

Social Media Policies

Kinetic Academy works hard to maintain a positive and upstanding image through any and all social media outlets. We request that parents, students, and staff adhere to behavior consistent with those goals.

Student Non-Discrimination Statement

Kinetic Academy does not discriminate against any student or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, pregnancy, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

Kinetic Academy adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA").

Kinetic Academy does not discourage students from enrolling or seeking to enroll in Kinetic Academy for any reason, including, but not limited to, academic performance, disability, neglect or delinquency, English proficiency, for being homeless or a foster/mobile youth, economic disadvantage, nationality, race, ethnicity, or sexual orientation. Kinetic Academy shall not encourage a student currently attending Kinetic Academy to disenroll or transfer to another school based on any of the aforementioned reasons except in cases of expulsion and suspension or involuntary removal in accordance with Kinetic Academy's charter and relevant policies.

Kinetic Academy does not request nor require student records prior to a student's enrollment.

Kinetic Academy is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). Kinetic Academy also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status,

age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. Kinetic Academy does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which Kinetic Academy does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. Kinetic Academy will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the Kinetic Academy Uniform Complaint Procedures ("UCP") Compliance Officer:

Bre Lionetti
Executive Director
721 Utica Avenue, Huntington Beach, CA 92648

Disciplinary Actions

The purpose of disciplinary action at Kinetic Academy is to ensure that individual students, their parents/guardians and the Kinetic Academy community stay focused on safety, growth and learning. Prompt resolution of the problem or issues is expected.

We expect students to exemplify the character attributes of Respect, Caring, Inclusiveness, Integrity, Responsibility and Courage, as reflected in our WAVES motto :

Working Together
Acting Responsibly
Value Each Other
Excel in Academics
Swell to Success

Interventions, discipline and administration action may include any one, a combination and/or all of the following depending on the circumstances, and at the school administration's sole discretion.

- Verbal and/or written warning to the student
- Loss of privileges or removal from extracurricular activities, including Field Trips
- Parent/guardian notification
- A written commitment by the student to improve his/her behavior and/or performance and/or to take certain affirmative actions to improve: Behavior Contract
- A meeting with the school site Principal, other school administrator or faculty member
- Academic consequences
- Separate seating; modified schedule; additional structure
- Community service or other restorative practices
- Referral to social skills group
- Time out (constructive time) in office
- Restricted activity options during events, free choice, recess, lunch
- Referral to SST process
- Suspension per Kinetic Academy's Charter's Suspension Policies and Ed Code regulations
- Expulsion per Kinetic Academy's Charter's Suspension Policies
- Denial of re-admission
- Other forms of discipline that the school may determine appropriate

As part of Restorative Practice students may be asked to complete & discuss a written reflection regarding the behavior. This approach has been proven to be highly successful in helping students to self-monitor and self-regulate, as opposed to traditional disciplinary actions. Restorative Practice is the focus of discipline and consequences based on the 5 Rs:

1. **Relationship** - give the harmer opportunity to take responsibility and make amends.

2. **Respect** - involves listening to the other person's perspective, whether we agree with it or not, and behaving in a way that allows the Restorative Practice process to play out safely for everyone.
3. **Responsibility** - refers to how the harmer and the harmed must take responsibility for their part in the harm if there is any. Each party must be honest with themselves and recognize their part in the incident, even if they were the harmed person.
4. **Repair** - carried out by the harmer to resolve feelings of anger and revenge from the harmed and help the harmer to regain feelings of respect for both themselves and others, understanding repair may not be possible.
5. **Reintegration** - Reintegration refers to how the community should allow the harmer to accept their part in the harm and reintegrate back into that community with trust.

Kinetic Academy's progressive discipline plan has (3) distinct tiers based upon minor & major offenses. Each case is unique and given individual attention, factoring in established rules. Discipline may include any one, a combination and/or all of the following depending on the circumstances, and at the school administration's sole discretion.

Tier 1: Teacher Managed Responses Minor behavior incidents result in teacher **conferencing with student**, examples may include:

- Not following "location Rules"
- Inappropriate language
- Defiance/noncompliance
- Not completing work, off task
- Disruptive, talking out
- Property misuse
- Technology/Electronics violation
- Refusal to participate
- Being unkind: Teasing, bothering or annoying
- Inappropriate items brought to school
- Minor physical contact/aggression (no injury)

Tier 2: Teacher Managed with Support Repeated &/or elevated minor incidents result in **conferencing with student and communicating/conferencing with parent**, examples may include:

- Not following "location rules"
- Inappropriate language
- Defiance/noncompliance
- Not completing work, off task
- Disruptive, talking out
- Property misuse
- Technology/Electronics violation
- Refusal to participate
- Minor physical/verbal aggression (no injury)
- Inappropriate physical contact/display
- Teasing, bothering or annoying - multiple offenses, whether or not the same victim

Tier 3: Admin Managed Repeated, unresolved minor incidents and/or major incident

- Any repeated minor offenses not resolved by Tier 2 interventions
- Bullying
- Unwarranted physical contact - inappropriate/repeat/severe
- Physical aggression attempted or resulting in injury
- Theft
- Vandalism

- Threatening
- Weapons

STUDENT INFORMATION

Student Records, including Records Challenges and Directory Information

The Family Educational Rights and Privacy Act ("FERPA") affords parents/guardians and students over 18 years of age ("Eligible Students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 5 business days after Kinetic Academy has received a request for access. Parents/guardians or eligible students should submit to the Kinetic Academy Executive Director or designee a written request that identifies the record(s) they wish to inspect. The Kinetic Academy official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask Kinetic Academy to amend a record that they believe is inaccurate or misleading should write to the Executive Director and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Kinetic Academy decides not to amend the record as requested by the parent or eligible student, Kinetic Academy will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. If Kinetic Academy decides to amend the record as requested by the parent or eligible student, the Executive Director must order the correction or the removal and destruction of the information and inform the parent or eligible student of the amendment in writing.
3. The right to provide written consent before Kinetic Academy discloses personally identifiable information ("PII") contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Kinetic Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a volunteer or contractor outside of the Charter School who performs an institutional service or function for which the Charter School would otherwise use its own employees and who is under the direct control of the school with request to the use and maintenance of PII from education records (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A Kinetic Academy official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, if Kinetic Academy discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer.

Note that Kinetic Academy will not release information to third parties for immigration enforcement purposes, except as required by law or court order.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by Kinetic Academy to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

5. The right to request that the Charter School not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

FERPA permits the disclosure of PII from a student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to Charter School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the Charter School to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A Charter School may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student to the following parties:

- a) Charter School officials who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
- b) Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. When a student transfers schools, the Charter School will mail the original or a copy of a student's cumulative file to the receiving district or private school within ten (10) school days following the date the request is received from the public school or private school where the student intends to enroll. Charter School will make a reasonable attempt to notify the parent or eligible student of the request for records at his/her last known address, unless the disclosure is initiated by the parent or eligible student. Additionally, Charter School will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for hearing pursuant to Section (IV)(3) above;
- c) Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
- d) Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
- e) Organizations conducting certain studies for the Charter School in accordance with 20 U.S.C. § 1232g(b)(1)(F);
- f) Accrediting organizations in order to carry out their accrediting functions;
- g) Parents of a dependent student as defined in section [152 of the Internal Revenue Code](#) of 1986;
- h) Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. § 99.31(a)(9)(i), reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek a protective order;
- i) Persons who need to know in cases of health and safety emergencies;
- j) State and local authorities, within a juvenile justice system, pursuant to specific State law;
- k) A foster family agency with jurisdiction over a currently enrolled or former student, a short-term residential treatment program staff responsible for the education or case management of a student, and a caregiver (regardless of whether the caregiver has been appointed as the student's educational rights holder) who has direct responsibility for the care of the student, including a certified or licensed foster parent, an approved relative or non-related extended family member, or a resource family, may access the current or most recent records of grades, transcripts, attendance, discipline, and online communication on platforms established by Charter School for student and parents, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by Charter School; and/or
- l) A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceedings conducted by Charter School with respect to that alleged crime or offense. Charter School discloses the final results of the disciplinary proceeding regardless of whether Charter School concluded a violation was committed.

"Directory Information" is information that is generally not considered harmful or an invasion of privacy if released. Charter School may disclose the personally identifiable information that it has designated as directory information without a parent's prior written consent.

Kinetic Academy has designated the following information as directory information:

- Student's name
- Student's Classroom (Teacher's Name)
- Parent's/Legal Guardian's electronic mail address
- Photograph
- Grade level

If you do not want Kinetic Academy to disclose directory information from your child's education records without your prior written consent, you must notify Kinetic Academy in writing at the time of enrollment or re-enrollment. Please notify the office at: 714-465-4565.

Student Media Release

There are many activities and accomplishments that take place throughout the school year at Kinetic Academy, which we feel are positive, noteworthy and of interest to the community. Kinetic Academy will from time to time use still pictures or video for the purpose of highlighting student or school achievements and chronicling school and classroom activities. Those pictures may be used in informational newsletters, school brochures, class pictures, yearbooks and other printed published material. These pictures may also be used on the school's website and social media. It is possible that those images or videos may be submitted to the news media for publication.

If for any reason, **you do not want** your child's image to be used by Kinetic Academy or by the news media for the purpose of positive publicity about school activities or student achievement, parents will need to fill out the Photography/Video Opt-Out Form. An opt out form is valid for the current school year only, and will need to be completed by the Parent or Guardian each year. Opt-Out forms can be found at the end of the Parent and Student Handbook and can be obtained in the school office. Opt-Out forms should be returned to the Charter School office, when completed.

STUDENT SUPPORTS

Uniform Complaint Procedure ("UCP")

Kinetic Academy has the primary responsibility to ensure compliance with applicable state and federal laws and regulations. Kinetic Academy is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Kinetic Academy shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure ("UCP") adopted by our Governing Board for the following types of complaints:

1. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity.
2. Complaints alleging noncompliance with laws relating to pupil fees. A student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:
 - A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
 - A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
 - A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints of noncompliance with laws relating to pupil fees may be filed with the Executive Director of Charter School or the Compliance Officer identified below.

3. Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula ("LCFF") or Local Control and Accountability Plans ("LCAP") under Education Code sections 47606.5 and 47607.3, as applicable. If Charter School adopts a School Plan for Student Achievement ("SPSA") in addition to its LCAP, complaints of noncompliance with the requirements of the SPSA under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under the UCP.

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 are governed by Title 7, Code of Federal Regulations ("C.F.R.") sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations ("C.C.R.") sections 15580 - 15584.

Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153.

Complaints other than complaints relating to pupil fees must be filed in writing to the Executive Director:

Bre Lionetti
Executive Director
721 Utica Avenue, Huntington Beach, CA 92648

Only complaints regarding pupil fees or LCAP compliance may be filed anonymously and only if the anonymous complainant provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees or LCAP.

Complaints alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged 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. All other complaints under the UCP shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which Charter School's Board of Directors approved the LCAP or the annual update was adopted by Charter School.

The Compliance Officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with Charter School's UCP Policy. The Compliance Officer shall provide the complainant with a final written investigation report ("Decision") within sixty (60) calendar days from Charter School's receipt of the complaint. This sixty (60) calendar day time period may be extended by written agreement of the complainant.

The complainant has a right to appeal Charter School's Decision to the California Department of Education ("CDE") by filing a written appeal within thirty (30) calendar days of the date of the Charter School's written Decision, except if Charter School has used its UCP to address a complaint that is not subject to the UCP requirements. The appeal must include a copy of the complaint filed with Charter School, a copy of Charter School's Decision, and the complainant must specify and explain the basis for the appeal of the Decision, including at least one of the following:

1. Charter School failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, Charter School's Decision lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in Charter School's Decision are not supported by substantial evidence.

4. The legal conclusion in Charter School's Decision is inconsistent with the law.
5. In a case in which Charter School's Decision found noncompliance, the corrective actions fail to provide a proper remedy.

A complainant who appeals Charter School's Decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision.

If a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.

If Charter School finds merit in a UCP complaint, or the CDE finds merit in an appeal, Charter School shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.

A complainant may pursue available civil law remedies outside of Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of the complainant's right to file a complaint in accordance with 5 CCR § 4622.

English Learners

Kinetic Academy is committed to the success of its English Learners and support will be offered both within academic classes and in supplemental settings for students who need additional support for English language learning. Kinetic Academy will meet all applicable legal requirements for English Learners as they pertain to annual notification to parents, student identification, placement, program options, English Learners and core content instruction, teacher qualifications and training, reclassification to fluent English proficient status, monitoring and evaluating program effectiveness, and standardized testing requirements. Kinetic Academy will implement policies to assure proper placement, evaluation, and communication regarding English Learners and the rights of students and parents.

Section 504

Kinetic Academy recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of Kinetic Academy. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by Kinetic Academy. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Executive Director.

Special Education /Students with Disabilities

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity

to become contributing members of the academic environment and society. Kinetic Academy provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act ("IDEA"), Education Code requirements, and applicable policies and procedures of the El Dorado County Charter SELPA. These services are available for special education students enrolled at Kinetic Academy. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. Kinetic Academy collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

Pursuant to the IDEA and relevant state law, Kinetic Academy is responsible for identifying, locating, and evaluating children enrolled at Kinetic Academy with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or foster youth. Kinetic Academy shall not deny nor discourage any student from enrollment solely due to a disability.

VOLUNTEER POLICIES

Parents and guardians wishing to volunteer at Kinetic Academy will be asked to fill out volunteer forms, and agree to a background check.

The first time a parent volunteers on campus, the parent will fill out a Volunteer Form and sign our Volunteer Guidelines. The form will be kept on record for the duration of the student's time at Kinetic Academy. Kinetic Academy is participating in Hall Pass, a security clearance system. All volunteers will need to scan their Driver's License through the Hall Pass system. Once cleared, the system will print out a badge that must be worn on campus, while volunteering.

Parents/guardians volunteering to drive for school field trips, that have been designated as a field trip where parent chaperones will be driving, will be asked to fill out additional volunteer forms and provide the following information:

- Parent/guardian name
- Address
- Telephone number
- Driver's License number
- Make of vehicle, model and number of seatbelts in the car
- Insurance Company, Policy Number and Expiration date

While the vehicle is being used to transport students, the policy associated with the vehicle is the primary insurance for all costs associated with an accident.

By law the number of people in the vehicle may not exceed the number of seats and seatbelts with a maximum of ten (10) passengers, including the driver. Every passenger in the vehicle must use a seatbelt. No exceptions.

Overnight field trip volunteers will be required to complete a TB test or TB Risk Assessment.

RESOLUTION PROCEDURES

Kinetic Academy encourages parents/guardians, community members, faculty, staff, and administration to work cooperatively to resolve issues. Parents/guardians, or community members with general concerns or complaints must notify the Executive Director for the school.

For complaints regarding unlawful discrimination, harassment, intimidation or bullying, unlawful pupil fees, or other specific perceived violations of state or federal laws, please refer to the Charter School's Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy and/or the Charter School's Uniform Complaint Policy and Procedures.

The following is the process for resolving general complaints:

1. If the complaint is with a teacher or staff member, contact that teacher or staff member directly to set up a mutually agreeable time to discuss the complaint. Remember that such meetings should not interrupt a teacher's instructional time. Complaints handled at this level do not need to proceed further in the process.
2. Complaints not resolved directly with a teacher or staff member should be brought to the attention of the Executive Director (or designee). The Executive Director (or designee) may call or meet with the complainant to discuss and address the concern(s). Complaints handled at this level do not need to proceed further in the process.
3. Complaints relating to the administration and operation of Kinetic Academy may be discussed informally with the Executive Director (or designee). Complaints handled at this level do not need to proceed further. If the complainant is dissatisfied with the Executive Director (or designee), the complainant may contact Kinetic Academy's Board (or designee).
4. If contacting Kinetic Academy's Board does not resolve the complaint, the complainant may direct their complaint, in writing, to the Kinetic Academy Board Chair.
5. The Board Chair will determine if the matter will be handled directly by him or her or by a committee of the Board. The Board Chair or committee of the board will meet with the complainant, discuss the facts and circumstances for which the complaint is based and make a determination as to how to best resolve the matter.
6. The decision of the Board Chair or committee of the board is final.



Photography/Video Opt-Out Form

Complete and return this form ONLY IF YOU DO NOT GIVE PERMISSION for your student to appear in Charter School publicity images or videos including postings on the Charter School's website and/or social media.

There are many activities and accomplishments that take place throughout the school year at Kinetic Academy, which we feel are positive, noteworthy and of interest to the community. Kinetic Academy will from time to time use still pictures or video for the purpose of highlighting student or school achievements and chronicallying school and classroom activities. Those pictures may be used in informational newsletters, school brochures, class pictures, yearbooks and other printed published material. These pictures may also be used on the school's website and social media. It is possible that those images or videos may be submitted to the news media for publication.

If for any reason, **you do not want** your child's image to be used by Kinetic Academy or by the news media for the purpose of positive publicity about school activities or student achievement, please fill out this form and return to school. A separate form is required for each child.

This form only applies to the current school year and to classroom activities or school events that are not already open to the public.

____ I **do NOT** wish to have my child photographed/videotaped for news media or school publicity purposes.

Student's Full Name (please print) _____

Parent/Guardian's
Name_____

Parent/Guardian Signature _____

Date_____

Please return this signed form to the school office.