



Student and Parent Handbook

2019~2020

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INTRODUCTION

The policies and procedures described in this Student Parent Handbook ("Handbook") are applicable to Kinetic Academy. 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 minimum day dismissal dates.

	Start Time (Every Day)	End Time Monday, Tuesday, Thursday, Friday	Early Release Wednesday	Minimum Day Dismissal Times
TK, Kindergarten, 1st	8:20 am	2:35 pm	1:35pm	11:55 am
2nd, 3rd, 4th, 5th	8:10 am	2:50 pm	1:50 pm	12:10 pm

Absences

The project-based nature of the educational program makes daily attendance 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. 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.

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. In particular, the final two (2) weeks of any trimester are important, as they culminate in the student exhibitions and presentations upon which faculty base their assessments.

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 illness. If the school has not received an email notification by 9:00 am, the school will follow up with a phone call. While this alone will not excuse the absence under this policy, the call allows the school the opportunity to track your student's attendance.

Absences may be considered excused for the following reasons: illness, family emergency, funeral, legal matter, and religious holiday. If a student will be out of school for three (3) or more days due to illness, the student must provide a note from a doctor or nurse specifying the amount of time excused.

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, the student will be deemed to have voluntarily dropped from school enrollment. Such students may be referred back to the student's home district in accordance with district and county guidelines.

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. Kinetic Academy reserves the right to drop a student who is not in attendance within the first (two) days and no contact from the parent/guardian has been made.

KINETIC ACADEMY ATTENDANCE POLICY:

It is the intent of the Board of Directors ("Board") of Kinetic Academy (the "Charter School") to ensure that students attend school every day on time. Consistent school attendance is critical to school success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school, and behavior problems.

Excused Absences for Classroom Based Attendance

Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law or Board policy.

A student's absence shall be excused for the following reasons:

1. Personal illness;
2. Quarantine under the direction of a county or city health officer;

3. Medical, dental, optometric, or chiropractic appointments;
4. Attendance at funeral services for a member of the immediate family:
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Participation in religious instruction or exercises in accordance with Charter School policy:
 - a. The student shall be excused for this purpose on no more than four school days per month.

In addition, a student's absence shall be excused for justifiable personal reasons such as:

1. Appearance in court;
2. Attendance at a funeral;
3. Observation of a holiday or ceremony of his/her religion;
4. Attendance at religious retreats for no more than four hours during a semester.
5. Attendance at the pupil's naturalization ceremony to become a United States citizen.

Method of Verification

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Signed, written note or email (to attendance@kineticacademy.org) from a parent/guardian, or parent representative;
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student;
 - b. Name of parent/guardian or parent representative;
 - c. Name of verifying employee;
 - d. Date or dates of absence; and
 - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Healthcare provider verification
 - a. When excusing students for confidential medical services or verifying such appointments, Charter School staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
 - b. A healthcare provider's note of illness will be accepted for any reported absence. When a student has had 14 absences in the school year for illness verified by methods listed in #1-#3 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider.

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Students should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law.

Unexcused Absences/Truancy for Classroom Based Attendance

Students shall be classified as truant if the student is absent from school without a valid excuse three full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Executive Director or designee.

In addition, students shall be classified as a chronic truant if the student is absent from school without a valid excuse for 10 percent or more of the school days in one school, from the date of enrollment to the current date.

The Executive Director, or designee, shall implement positive steps to reduce truancy, including working with the family in an attempt to resolve the attendance problem. A student's progress and learning may be affected by excessive unexcused absences. In addition, the Charter School is fiscally dependent on student attendance and is negatively impacted by excessive unexcused absences. If all attempts to resolve the student's attendance problem are unsuccessful, the Charter School will implement the processes described below.

PROCESS FOR UPHOLDING THE ATTENDANCE POLICY

First Day of School Process:

When students are not in attendance on the first three (3) days of school, the Charter School will attempt to reach the parent/guardian on a daily basis for each of the first three days to determine whether the student has an excused absence, consistent with the process outlined in this policy. If the student has a basis for an excused absence, parents/guardians must notify the Charter School of the absence and provide documentation consistent with this policy. However, consistent with the process below, students who are not in attendance due to an unexcused absence by the third day of school will be disenrolled from the Charter School roster, as it will be assumed that the student has chosen another school option.

1. Students who are not in attendance on the first day of school will be contacted by phone to ensure their intent to enroll.
2. Students who have indicated their intent to enroll but have not attended by the first day will receive a letter indicating the student will be disenrolled after the second day of school if the student has not attended school without valid excuse.
3. Students who have indicated their intent to enroll but have not attended by the second day will receive a phone call reiterating the content of the letter.
4. Students who have not attended by the third day and do not have an excused absence as defined above for not being in attendance will be disenrolled from the roster.
5. The Charter School will use the contact information provided by the parent/guardian in the registration packet.
6. The District of Residence will be notified of the student's failure to attend Charter School and the disenrollment.

Truancy Process:

1. Each of the first three (3) absences or five (5) tardies over 30 minutes will result in a letter or phone call home by the Executive Director or designee. The student's classroom teacher may also call home.
2. Each of the fifth (5th) absence and tenth (10th) tardies over 30 minutes may result in a call home to the parent/guardian by the Executive Director or designee. In addition, the student's classroom teacher may also call home and/or the Charter School may send the parent/guardian an e-mail notification. In addition, the parent/guardian will receive "Attendance Letter #2" from the Charter School. This letter must be signed by the parent/guardian and returned to the Charter School. This letter shall also be accompanied by a copy of this Attendance Policy. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of mail that can be tracked.

3. Upon reaching seven (7) absences or fifteen (15) tardies over 30 minutes, the parent/guardian will receive "Truancy Letter #3 – Conference Request," and a parent/guardian conference will be scheduled to review the student's records and develop an intervention plan/contract. In addition, the Charter School will consult with a school counselor regarding the appropriateness of a home visitation and/or case management.
4. Upon reaching 10% (or higher) of missed attendance or twenty (20) tardies, the student will be referred to a Student Success Team ("SST") and the School Attendance Review Team ("SART"). In addition, the parent/guardian will receive a "Habitual Truancy Re-classification Letter #3," and will be asked/invited to attend an evening assembly for parents/guardians of chronically absent students.
5. The SART panel will be composed of the Executive Director, Administrative Assistant, Teacher(s), Board Member and Local Site Council Member. The SART panel will discuss the absence problem with the parent/guardian to work on solutions, develop strategies, discuss appropriate support services for the student and his/her family, and establish a plan to resolve the attendance issue.
 - a. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.
 - b. The parent/guardian shall be required to sign a contract formalizing the agreement by the parents/guardians to improve the child's attendance or face additional administrative action. The contract will identify the corrective actions required in the future and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:
 - i. Parent/guardian to attend school with the child for one day
 - ii. Student retention
 - iii. After school detention program
 - iv. Required school counseling
 - v. Loss of field trip privileges
 - vi. Loss of school store privileges
 - vii. Loss of school event privileges
 - viii. Required remediation plan as set by the SART
 - ix. Notification to the District Attorney
 - c. The SART panel may discuss other school placement options.
 - d. Notice of action recommended by the SART will be provided in writing to the parent/guardian.
6. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from the Charter School and notification of the disenrollment sent to the student's district of residence.
7. For all communications set forth in this process, the Charter School will use the contact information provided by the parent/guardian in the registration packet. It is the parent's or guardian's responsibility to update the Charter School with any new contact information.
8. If the student is absent ten (10) or more consecutive school days without valid excuse and parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to the Charter School's communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel will recommend that the student be deemed to have voluntarily disenrolled and notification of the disenrollment be sent to the student's district of residence.

Removal from the Charter School

If, after the above procedures have been followed, the student continues to have unexcused absences or tardies, the parent/guardian may receive notice that the student is in violation of the SART contract. The student will then be required to appear before the SART panel again to discuss the unexcused absences or tardies. After such meeting, or after reasonable attempts by the SART panel to schedule the meeting if the parent/guardian is nonresponsive, the SART panel may recommend that the student be deemed to have voluntarily disenrolled from the Charter School. The parent/guardian will receive written notice of the SART panel's recommendation.

The SART panel shall then forward its recommendation to the Governing Board for review of the matter and final decision. The parent/guardian will receive written notice of the date and time of the Governing Board review. Such

notice shall be sent at least five (5) days prior to the Board review. The Board's decision shall be final as to that recommendation.

If there is a Board decision to disenroll, notice will be sent to the student's district of residence within thirty (30) days.

A Board decision not to disenroll the student does not prevent the SART panel from making a similar recommendation in the future.

Referral to Appropriate Agencies or County District Attorney:

It is the Charter School's intent to identify and remove all barriers to the student's success, and the Charter School will explore every possible option to address student attendance issues with the family. For any unexcused absence, the Charter School may refer the family to appropriate school-based and/or social service agencies.

If a child's attendance does not improve after a SART contract has been developed according to the procedures above, or if the parents/guardians fail to attend a required SART meeting, the Charter School shall notify the District's Attorney's office, which then may refer the matter for prosecution through the court system. Students 12 years of age and older may be referred to the juvenile court for adjudication.

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

Reports

The Executive Director, or designee, shall gather and report to the Board the number of absences both excused and unexcused as well as students who are truant, and the steps taken to remedy the problem.

Medical Appointments

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

An early dismissal slip is required for students to leave school before the end of the day. 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. Your student will be given an early dismissal slip to be excused from class. 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.

Contracts for Independent Study

Currently, Kinetic Academy does not offer a "full time" or regular 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.

Any student who is absent one (1) day or more for any reason may request a Contract for Independent Study. 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. 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.

Independent Study Forms can be requested only by contacting the school office. Parents must make the request and return the completed form at least seven (7) school days prior to the planned absence. Independent Study Due dates are noted on the agreement. When due dates are missed, Kinetic will attempt to contact the family to request work. Based on the circumstances, an extension may or may not be given. If work is still not turned in, the Independent Study agreement will be void, and the student will be expected to return to school or may be dropped from enrollment. If the independent study was not completed in full, then partial credit may be given based on the days of work completed. If an Independent Study Contract is requested and granted and not returned by the due date, in full, then future Independent Study requests may not be approved.

A maximum of two Independent Study requests, per student will be considered each academic year. The number of Independent Study days for the year, may not exceed 10 school days per student.

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 and the teachers are also gathering initial information about students, which can not be sent home or made up.

All Independent Study requests are subject to approval by The Executive Director. Any Independent Study Request outside of these guidelines will only be approved in extraordinary circumstances.

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.

If your student will be late for school, an advance call from a parent/guardian is preferred. Teachers will review individual class schedules at Back to School Night, as each class and grade level has customized schedules.

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.

CAMPUS POLICIES

Closed Campus

In order to provide a safe and secure school, Kinetic Academy is a closed campus. Students must remain within the immediate vicinity of their school during all school hours. Parents/Guardians, Volunteers, and visitors must ring the bell at the front gate and report to the office during school hours, without exception.

- **Hall Pass:** Kinetic Academy is participating 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.

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.

Skateboards, Scooters and Bicycles

Due to the small nature of the Kinetic Academy campus, students are not able to bring skateboards, scooters, bicycles or any other “vehicle” on school grounds.

School Dances

School dances may be held throughout the year. Parents/Guardians and siblings are welcome to be present during our after-school dances. 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 7:50 am, regardless of student start time. All students must be picked up from the campus by the 2nd dismissal. Students who are not picked up by 3:00 pm 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.

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

Parents are free to park in the neighborhood, on the street, and walk students up to the gate for arrival, or wait at the gate 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.

Valet Service

Kinetic Academy offers a Valet Service 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.

To enter the Valet Line, cars **MUST**:

- Turn right** off of Beach and onto Utica (left turns that block the intersection or crosswalk are not legal)
- Turn right** into the campus parking lot
- Turn right** exiting the campus parking lot

- ALL students must exit the car on the PASSENGER side, without exception.
- Parents may not exit their car when going through the valet line.
- Parents may not be on their cell phone when entering the valet 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

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 idly blocking entrance gates or cars. Any and all visitors will need to find parking outside of the parking lot.

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 classroom teachers have dismissal duty, and it is important for them to be alert to students who are leaving the campus. We ask that if you have something to discuss with them, you 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 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.

Choice Lunch

Kinetic Academy has contracted with Choice Lunch as a lunch service provider for the 2019/2020 school year. All lunches are purchased and ordered online through Choice Lunch's website at choicelunch.com. Parents are responsible for cancelling orders based on Choice Lunch's cancellation policy, if necessary.

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 celebration in the class and we encourage healthy foods or non-food celebrations whenever possible. Parents should check with their classroom teacher for any classroom specific celebration guidelines and ideas for non-food celebrations. Any birthday treat brought in to be shared must be coordinated with the classroom teacher prior to the day of, dropped off before school starts, and be store bought rather than homemade. Goodie bags (including food or non food items) should not be distributed for any classroom celebration.

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.

Supply lists can be found on our website. Teachers may send home follow up letters referring to the 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 supply list will be an individual student emergency kit. Student emergency kits will be returned to families at the end of each school year.

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, 2020. For credit to be received in the 2019-2020 school year, all forms must be turned in no later than May 31, 2020.

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. If an event

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 provided the event does not require the student or parent to handle cash.

Examples of Community Service:

- 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

If a student is interested in participating in organizations or events that are not listed as pre-approved please contact your teacher or the School 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 photo copy, 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.

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 at School (Prescribed or Over-the-Counter)

A health assistant is scheduled to be on site during school hours..

The primary responsibility for the administration of medication rests with the parent/guardian, student, and medical professional. Medication will be administered during school hours only if determined by a parent/guardian/physician to be necessary. Designated school personnel will keep records of medication administered at the school with the assistance of school personnel per the instructions of physicians, as applicable. All medication will be kept in a secure and appropriate storage location and administered per parent/guardian/physician's instructions by designated staff. Medication should be sent in the original container labeled by the pharmacy with student's name, grade and teacher's name. Designated school personnel will return all personal, surplus medication to the parent/guardian upon completion of the regimen or prior to summer break.

In order for a student to be assisted by designated school personnel in taking prescription medication, including insulin, parents/guardians must provide Kinetic Academy with: (1) a written and signed statement from a physician detailing the name of the medication, method, amount, and time schedule by which the medication is to be taken and (2) a written statement from the parent, foster parent, or guardian of the student indicating the desire that school assist the pupil with the administration of the medicine. These statements

must be updated at least annually. Designated staff members will establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, and diabetes), consistent with instructions from the parents/guardians/physicians.

Certain medications may be carried by students as noted below:

Students in grades TK-5th: Unless otherwise prescribed by a doctor, students in grades TK-5th must keep their medications, including inhalers, stored in the health office. Medication will only be administered according to the physician's instructions, as described below.

In order for a student to carry and self-administer medications, parents/guardians must provide Kinetic Academy with: (1) a written and signed statement from a physician detailing the name of the medication, method, amount, circumstances during which the medication should be administered, a confirmation that the pupil is able to self-administer medications, and (2) a written statement from the parent/guardian consenting to the self-administration, providing a release for designated school personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing Kinetic Academy and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. These statements must be updated at least annually.

Additionally, designated school personnel who have volunteered may administer Epinephrine auto- injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from, an anaphylactic reaction. Kinetic Academy will ensure any school personnel who volunteer are appropriately trained regarding the storage and emergency use of parent provided EpiPens based on the standards developed by the California Dept. of Education. Kinetic Academy will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an EpiPen to a person if that person is suffering, or reasonably believed to be suffering from, anaphylaxis. The annual notice shall also describe the training the volunteer will receive.

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.

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.

Health Screening

Kinetic Academy contracts with local nurses to provide hearing and vision screenings as required by state law. You may contact the school at the time of the health screening if you would prefer that your child be excluded. Screenings are offered in grades: TK, K, 2, 5.

Immunization Requirements

State law requires that all students, kindergarten through grade 12, be immunized against certain diseases. At

the time of the first day of attendance, the school is required to have proof that your child has received all currently due immunizations.

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, Pupil mental health services: school notification, Kinetic Academy wants to ensure that parents, guardians, and students are informed about resources available for anyone who believes they are in a mental health crisis. We encourage parents/guardians and student to talk with any adult in the school district if they are concerned about another student and possible mental health needs. Take all threats of suicide seriously.

National Resources

National Suicide Prevention Lifeline - 800-273-8255

Crisis Textline by texting TALK to 74171

CALL 9-1-1

Local Resources

Western Youth Services

17261 Oak Lane, HB CA 92647

(714) 842-4002

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 attempt to gain or 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, disciplinary action including the possibility of suspension, and/or expulsion from school.

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.

General 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

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.

Report Cards

Kinetic Academy is on the trimester system. As such, report Cards will be sent home three 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, and the student will be referred to Student Study Team 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 and final decisions will be made during the 3rd reporting period. A student will be retained no more than once. Students will be retained only if the school and the parent are in agreement. Kinetic Academy may promote a student without parent or guardian approval. All students who are retained must have the proper documentation to show that retention is necessary.

SAFETY POLICIES

Emergency Procedures-

Kinetic Academy staff receives 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 along 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 to 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.

Internet Safety Policy

Introduction

It is the policy of Kinetic Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act ("CIPA") [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the CIPA³.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Kinetic Academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

³ CIPA definitions of terms:

MINOR. The term "minor" means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT and SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

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, 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 to 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:

- Shirts, dresses, and sweatshirts with Kinetic Academy embroidered logo may be purchased from Lands' End. Logoed attire is encouraged but not mandatory.
- Polo Shirts in solid colors of black, white, grey, or any shade of blue (long or short sleeve)
- Polo Dresses in solid colors of black, white, grey, or any shade of blue (long or short sleeve)
- Pants, shorts, skirts and skorts in solid colors of black, white, grey, 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, grey, 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

Prohibited Student Attire:

- T-Shirts (even in Kinetic colors)
- Flip flops
- Wheelie shoes
- Any attire with non Kinetic Academy logos, pictures, and verbiage
- Excessively baggy pants, athletic wear, and sweat pants
- Skirts and shorts shorter than 2 inches above the knee
- Piercings (other than ears)
- Tattoos

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

Spirit Wear Fridays: 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 how we respect ourselves, how we talk and interact with one another, and how we treat each other's property and personal space. 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.
- **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. 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, out of sight, and not in use during school hours, 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.
- **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.
- **Free Speech on Campus:** 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.

Examples of student speech that may be restricted include:

- Speech which creates or threatens danger, and/or unlawful acts
- Speech which threatens or presents a violation of Kinetic Academy rules and standards of conduct
- Speech which creates or threatens a substantial disruption of the orderly operation of the school
- Speech which impinges on the rights of others
- Vulgar, lewd, obscene, and plainly offensive speech or conduct

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 and Sexual Harassment Policies

Student Non-Discrimination Policy

Kinetic Academy maintains that it is critical that all members of the Kinetic Academy community respect each other’s rights, individuality, and differences. Courtesy, tolerance and mutual respect provide the platform for sharing, learning, innovation and personal development. Kinetic Academy is committed to equal opportunity

for all individuals in education. Kinetic Academy's programs and activities shall be free from harassment, or discrimination or bullying on the basis of actual or perceived sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, race, ancestry, national origin, religion, color and mental or physical disability or any other characteristic that is contained in the definition of hate crimes in the California Penal Code. Kinetic Academy shall promote programs which ensure that discriminatory practices are eliminated in all school activities.

The School 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 and the Individuals with Disabilities in Education Improvement Act of 2004.

Any student who engages in prohibited harassment, discrimination or bullying of another student or anyone from Kinetic Academy may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in unlawful harassment, discrimination, bullying or intimidation of a student may be subject to disciplinary action up to and including dismissal. Any student or parent/guardian who feels that unlawful harassment, discrimination, bullying, or intimidation has occurred should immediately contact the School Director.

Student Sexual Harassment Policy

Kinetic Academy is committed to making the school free from sexual harassment. This means that Kinetic Academy prohibits sexual harassment by someone from or in the educational setting. Kinetic Academy prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, 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.

Sexual harassment refers to behavior that, among other things, is not welcome, is personally offensive, or undermines or weakens morale. Sexual harassment can include such actions as:

- Unwelcome sexual advances, or
- Requests for sexual favors, or
- Verbal, electronic, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

Kinetic Academy prohibits conduct that has the purpose or effect of having a negative impact on the recipient's educational progress, academic performance, or personal security, or of creating or contributing to an intimidating, hostile, or offensive educational environment. Kinetic Academy further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

Kinetic Academy will not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which Kinetic Academy does business, or any other individual, student, or volunteer. This policy applies to all employees, students, or volunteers and relationships, regardless of position or gender.

Students should report any sexual harassment to the School Director. Students who violate this policy shall be subject to discipline including the possibility of suspension or possible expulsion. Any employee who permits or engages in sexual harassment of a student may be subject to disciplinary action up to and including dismissal. Kinetic Academy prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned and insofar as is possible.

Kinetic Academy will take appropriate corrective action, if warranted.

Disciplinary Actions

Overview of 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 growth and learning. Prompt resolution of the problem or issues is expected.

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.

- Verbal and/or written warning to the student
- Loss of privileges or removal from extracurricular activities
- 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
- A meeting with the Executive Director, other school administrator or faculty member
- Academic consequences
- Suspension
- Expulsion
- Denial of re-admission
- Other forms of discipline that the school may determine appropriate

Suspension and Expulsion as Disciplinary Actions

Kinetic Academy will adhere to Element 10, Suspension/Expulsion Procedures, of the charter petition; See Element 10, Suspension/Expulsion Procedures.

STUDENT INFORMATION POLICIES

Family Education Rights and Privacy Act

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 45 days after Kinetic Academy has received a request for access. Parents/guardians or eligible students should submit to the School Director 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.

When a student moves to a new school/ school district, records will be forwarded upon request of the new district within 10 school days.

In the case of divorce or separation, a school district must provide access to both natural parents, custodial and noncustodial, unless there is a legally binding document that specifically removes that parent's FERPA rights. In this context, a legally binding document is a court order or other legal paper that prohibits access to educational record, or removes the parent's rights to have knowledge about his or her child's education.

Pupil educational records maintained by Kinetic Academy consist of any item of information directly related to an identifiable pupil, including but not limited to subjects taken, grades received, standardized test results, attendance record, and health record. Pupil records are maintained at each school where the pupil is attending. The School Director or designee is responsible for maintaining each type of pupil record and the information contained therein. Additional records, such as psychological and special education reports, are maintained at those respective offices. *General notices, lunch menus, Parent Organization information, announcement of teacher conferences, school pictures, and other similar information, are not "education records" as defined by FERPA. Therefore, schools are not legally required to provide them.*

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Kinetic Academy to amend a record that they believe is inaccurate or misleading. They should write 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.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent 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 person or company with whom the School has contracted to perform a special task (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.

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:

FAMILY POLICY COMPLIANCE OFFICE

U.S. DEPARTMENT OF EDUCATION 400 MARYLAND AVENUE, SW WASHINGTON, DC 20202-4605

With certain exceptions, FERPA requires Kinetic Academy to obtain a parent/guardian written consent prior to the disclosure of personally identifiable information from his or her child's education records. However, Kinetic Academy may disclose appropriately designated "directory information" without written consent, unless a parent/guardian has advised Kinetic Academy to the contrary in accordance with this policy. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that provide direct services to the school i.e.

food vendor or yearbook publisher. 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.

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 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 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/Student Handbook and can be obtained in the school office. Opt-Out forms should be returned to the school office, when completed.

STUDENT SUPPORTS

Student Fees Policy

PURSUANT TO AB 1575

In order to be fully compliant with Assembly Bill 1575 (2012), Kinetic Academy has adopted the following policies and procedures regarding student fees.

- 1) Students enrolled in Kinetic Academy's schools shall not be required to pay a "pupil fee" for participation in any curricular or extracurricular activity which is "an integral component of public education".
 - a) "Curricular or extracurricular activity" means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
 - b) "Pupil fee" means a fee, deposit or other charge imposed on pupils, or a pupil's parents or guardians, in violation of Section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:

- i) 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.
 - ii) A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
 - iii) A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
- 2) Kinetic Academy does not require pupils to purchase any instructional material for their use in school.
 - 3) Kinetic Academy does not use a “fee waiver” policy to make pupil fees permissible.
 - 4) Kinetic Academy does not intend to establish a two-tier educational system by requiring a minimal educational standard and also offering a second higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the schools do not provide.
 - 5) Kinetic Academy does not offer course or credit privileges related to educational activities in exchange for money or donations of goods or services from a pupil or pupil’s parents or guardians, nor shall the school remove such credit or privileges for failure to make a donation.
 - 6) Voluntary donations of funds or property or participation in fundraising activities are encouraged and allowed, but such fundraising is completely voluntary.
 - 7) Purely recreational activities outside of the normal school day may be subject to mandatory fees (e.g. attending dances, drama performances). Such activities will never have a bearing upon the pupil’s credit or academic standing and are not considered to be an integral part of the educational program.
 - 8) Whereas the Education Code permits charging of fees for specific activities, Kinetic Academy may implement those fees, but will comply with the restrictions placed upon the imposition of those fees. Such fees may include:
 - a) charges for student lunches (subject to free and reduced price meal program eligibility)
 - b) paying the replacement cost for books or supplies loaned to the student that the student fails to return, or that is willfully cut, defaced, or otherwise injured, up to an amount not to exceed \$10,000
 - c) fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, or athletic activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds
 - d) charges for the rental or lease of personal property needed for school events, such as caps and gowns for graduation ceremonies

- e) fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee
 - f) reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school's curriculum
 - g) tuition fees charged to pupils whose parents are actual and legal residents of an adjacent foreign country or an adjacent state
 - h) tuition fees collected from foreign students attending a Kinetic Academy school pursuant to an F--1 visa
 - i) fees for out-of-school child care services provided as a convenience for our families provided that no child is excluded due to inability to pay
- 9) Parents or guardians who believe that they are being charged a fee for anything that they believe is illegal under AB 1575 should contact the school's Director immediately to file a complaint under Kinetic Academy's Uniform Complaint procedures.
- 10) Complaints will be investigated and resolved within sixty days of receipt of the complaint. If the complaint is resolved pursuant to an investigation, the school's Director shall issue a written decision stating the findings of fact and the reasons for the disposition of the complaint.
- 11) If a complaint is found to have merit, the school will reimburse all affected pupils, parents, or guardians.
- 12) If a complainant is not satisfied with the decision of the school's Director, the complainant may appeal to the State Superintendent of Public Instruction directly.

Homeless Students

A staff person shall be designated as the School Liaison for homeless students as defined by applicable law. Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison. Please contact your school office for the name and contact information for the School Liaison, and for further information about Kinetic Academy's policy regarding homeless children and youth, and supports available for homeless Kinetic Academy students.

VOLUNTEER POLICIES

Parents and guardians wishing to volunteer at Kinetic Academy will be asked to fill out volunteer forms, agree to a background check, and submit a TB test or other testing in accordance with applicable law.

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.

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. You may also visit www.kineticacademy.org for more information.

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 Director (or his/her designee). The School Director (or his/her 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 School Director (or his/her designee). Complaints handled at this level do not need to proceed further. If the complainant is dissatisfied with the School Director (or his/her designee), the complainant may contact Kinetic Academy's Board (or his/her 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 school publicity images or videos including postings on the 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 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.

