



COMMUNITY CODE OF CONDUCT POLICY

BOARD APPROVED:

The Kinetic Academy (“Charter School”) Board of Directors (“Board”) enacts this Policy to ensure a safe, respectful, and hostile-free work and educational environment. . This Policy is intended to provide a set of general principles and guidelines for family interactions with other enrolled families, school staff, visitors, and volunteers.

SCOPE

This Policy applies to all members of the Charter School community: parents, guardians, foster parents, all other educational rights holders and caregivers, and visitors and volunteers (hereinafter collectively referred to as “community members”). This policy applies to in-person interactions on school grounds and at school sponsored events, as well as to telephonic, email, and other online interactions.

CONDUCT EXPECTATIONS

- (a) When visiting or volunteering at the school, community members should observe all rules of the school, including checking in and out at the main office. For purposes of school safety and security, the Executive Director or designee may design a visible means of identification for visitors while on school premises. All visitors (including parents/guardians) are asked to comply with current mandated and recommended health and safety protocols. This Policy does not authorize Charter School to permit a community member to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.
- (b) Charter School welcomes email communications as well as communication through our platform: Parent Square. In today’s digital age we understand that this is often one of the more convenient forms of communication. Charter School teachers and staff shall strive

to respond to emails within three (3) school days. If you are communicating regarding an urgent or emergency situation, please contact the school office directly. If you find yourself sending multiple emails a day or week, we encourage you to consider whether it may be more effective and beneficial to schedule a meeting with the teacher/staff to discuss your concerns rather than going back and forth via email.

- (c) Our teachers and staff are available to schedule dedicated time to speak with community members about their needs and concerns. That said, please be respectful of teacher and staff time and their duty to supervise and see to the needs of the students during the regular school day. If you would like to speak with a teacher or staff member, please avoid doing so without an appointment, especially if it is during drop-off or pick-up when the teacher or staff member's attention may be most impacted.
- (d) If a community member feels that the actions of another enrolled child have infringed upon the rights of their own child, under no circumstances shall the community member approach the other child at school or at a school-sponsored activity, to address or chastise them regarding the situation. The community member may contact the classroom teacher or other administrator to report the incident.
- (e) If a community member has a question, concern, or grievance regarding a teacher or other staff member, the community member should first attempt to resolve the issue directly with the teacher/staff member in question. Please remember that confrontations in public spaces, or around students or other parents/staff can disrupt the educational environment and should be avoided. Community members are encouraged to schedule a private meeting with the teacher/staff member, at a time and place where their concerns can be discussed thoroughly and the actions giving rise to such concerns explained. When emailing a teacher/staff member, please note that you may not receive an immediate response. All school employees will respond to email communications as soon as possible, within three (3) school days.
- (f) All communications, whether oral or written, with other community members or school staff shall remain respectful and address the issues at hand. Yelling, taunting, threatening, or other abusive behavior, including cursing, using foul language, or making derogatory remarks, are not acceptable means of communication. Community members are expected to resolve issues through civil and respectful discourse, tone, and body language.
- (g) Community members shall be cognizant of setting a good example for students and maintaining a non-hostile educational environment. Derogatory or otherwise inappropriate comments against other community members or members of the school staff, while never condoned, shall categorically not be made in the presence of students. We request that community members air their grievances and voice their concerns in a

productive manner, and through the appropriate channels, as described within this Policy and the Charter School complaint policies referenced above.

CONSEQUENCES FOR VIOLATION

If a community member violates the above conduct expectations, Charter School may take any of the following actions:

1. The Executive Director or designee may issue a verbal or written warning to the community member.
2. The Executive Director, or designee, may refuse to register a community member seeking to visit or volunteer on campus or at a school-related activity off-campus, if it is believed that the presence of the community member would cause a threat of disruption or physical injury to teachers, other employees, or students. The Executive Director or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds.
3. The Executive Director or designee may direct a community member without lawful business on campus to leave campus when the community member's presence or acts interfere with the peaceful conduct of the activities of the school, or disrupt the school or its students, or school activities.
4. Any community member who is directed to leave by the Executive Director or designee will not be permitted to return to the Charter School campus for at least seven (7) calendar days. When a visitor is directed to leave, the Executive Director or designee shall inform the visitor that if the visitor reenters the school without following the posted requirements the visitor will be guilty of a misdemeanor.
5. The Executive Director or designee may withdraw consent to be on campus for up to fourteen (14) calendar days, even if the community member has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt Charter School's orderly operation. Consent may be reinstated at the discretion of the Executive Director prior to the expiration of the fourteen (14) calendar day timeline, whenever the Executive Director has reason to believe that the presence of the person will not constitute a substantial and material threat to the orderly operation of the school campus.
6. If attempts to resolve the situation directly with the community member are unsuccessful, the Executive Director or designee may seek the assistance of law enforcement in managing or reporting any community members in violation of this Policy.

Board Adopted/Ratified: 8/22/24

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