



Student and Parent Handbook 2024-2025

Phone: (714) 465-4565
info@kineticacademy.org
Website: www.kineticacademy.org

West Campus - 721 Utica Street, Huntington Beach, CA, 92648
Extension 1

East Campus - 19231 Harding Lane, Huntington Beach, CA, 92646
Extension 2

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INTRODUCTION

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

GENERAL CAMPUS INFORMATION

Closed Campus

In order to provide a safe and secure school, Kinetic Academy East and Kinetic Academy West are closed campuses. Students must remain on the campus of their school during all school hours.

For West Campus, Parents/Guardians, volunteers, and visitors must ring the bell at the front gate and report to the office during school hours, without exception.

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

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

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

School Dances

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

Drop Off/Pick Up

Students may be dropped off at the gate by 7:55 am (West Campus) and 8:05 am (East Campus), regardless of student start time. All students must be picked up from the West Campus by the 2nd dismissal.

@West Campus

Parents may park on the street in the neighborhood and walk students up to the gate for arrival, or wait at the **exit** side of the driveway for dismissal. Please do not park in neighboring business parking lots, as many of the businesses have, and enforce, a strict “Customers Only” policy. Please do not block any neighboring driveways nor park in nearby apartment complex lots. Please note neighborhood street sweeping days, which will typically only affect morning drop off. Kinetic Academy is not responsible for ticket violations.

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

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

-Student Walkers (Dismissal):

Students (3rd grade and above) may walk off campus at dismissal with parent guardian consent by completing a WALKER FORM and ensure a walker tag remains affixed to the student's backpack.

Students in 2nd grade and below may walk off campus with an older sibling as indicated on the WALKER FORM and identified by a walker tag. If there are no older siblings, and parents/guardians would like their child to be able to walk off campus, consideration may be given depending on the circumstances. Parents should call the school office.

@East Campus

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

Contactless Valet Service at East & West

Kinetic Academy offers a Valet Service at both campuses to help the parents conveniently drop off and pick up their child. The safety of our students and staff is of the utmost importance when using the Valet Service.

@West Campus

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

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

Valet Rules & Reminders

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

-LEFT TURNS ARE NOT ALLOWED INTO OR OUT OF THE PARKING LOT

-Do not block the driveway to the apartments.

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

-Do not park in the street spot between the entrance and exit (reserved for our bus).

-Parents must remain in cars at all times.

Valet Procedures:

- Right turn from Beach Blvd
- Right turn into the Kinetic parking lot
- Right turn out of the Kinetic parking lot

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

@East Campus

Enter the main parking lot, stay right and follow the yellow line around to the far gate for drop-off and pick-up.

Valet Procedures - Arrival & Dismissal:

- All students must exit the car on the passenger side.
- Parents may not exit their car when proceeding through the value line.

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

Kinetic Academy Staff Parking Lot- West Campus

The Kinetic Academy parking lot is meant for staff only. Visitors will need to find street parking and walk up to the gate or into the school. Any cars that are parked in the parking lot that do not belong to staff are subject to being ticketed or towed at the owner's expense.

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

Late Pick Up Policy

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

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

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

Kinetic Academy understands unforeseen circumstances can occur. Should a late pick-up be likely, please contact the office at 714-465-4565.

Teacher Conferences/Meetings

Kinetic Academy believes in open communication with our parent community. Conferences will be formally scheduled 3 times during the school year, once in the fall, once mid-year 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 mid year conference is requested from the teacher or parent on a needs basis. The spring conferences will be student-led for all grade levels.

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

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

Teacher Communication

Teachers have accounts through the educational site Parent Square to help maintain communication. This form of electronic communication is for parents/guardians only. Teachers may 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. Our teachers' main priority during the school day is to teach. Depending on their availability after/before school, teachers will get back to you within 48 hours.

Field Trips

Field trips are a valued part of Kinetic and it is our hope that all students participate in these engaging learning opportunities. Please note all permission slips must be signed and returned at least one week before the field trip.

Birthday and Classroom Celebrations

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

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

Birthday Reader: We encourage parents and other loved ones to celebrate your child's birthday by being a Birthday Reader! Parents and students may choose a book together to read and donate 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 may 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 parents to label lunch boxes and outerwear so lost items can be rejoined with the appropriate student. Kinetic Academy will donate uncollected lost items 3 times throughout the year:

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

School Supplies

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

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

Class Sizes

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

Evening Events

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

- *Meet the Teacher Night:* This is an event for parents and students to come to school, find their student's classroom, meet their teacher and drop off any school supplies from the "Suggested Supply List."
- *Back to School Night:* Is a parent only event, where teachers will go over their classroom procedures and policies, along with giving an overview of the school year.
- *Open House:* Is a family event where students have the opportunity to show parents and other special guests their accomplishments from the year.
- *STEAM Night:* Is a family event where students and parents come to campus and participate in hands-on activities. Parents or guardians must accompany all students.
- *Movie Night:* Is a family fundraiser event. 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.

Volunteer Policies

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

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

Parents/guardians volunteering to drive for designated school field trips requiring parent drivers, 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.

STUDENT HEALTH, SAFETY, AND WELLNESS POLICIES

Administration of Medication

Any student who is or may be required to take, during the regular school day, prescription medication prescribed or ordered for the student by an authorized health care provider may be assisted by the school health assistant or designated Kinetic Academy personnel. The following procedures will be followed:

- In order for a student to be assisted by the school health assistant or other designated Kinetic Academy personnel in administering medication, Kinetic Academy may only assist the student in the matters set forth in the statement of the authorized health care provider.
- These written statements specified shall be provided at least annually and more frequently if the medication, dosage/amount, frequency of administration, or reason for administration changes.
- An administration of medication form must be on file for a student who requires medication during the school day. Forms are available upon request in the main office.

Medical Notes

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

Lice

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

Control of Communicable Diseases

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

Physical Examinations

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

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

Oral Health Assessment

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

Immunization Requirements

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

These required immunizations include:

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

Emergency Procedures

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

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

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

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

School Safety Plan

Kinetic Academy has established a Comprehensive School Safety Plan. The Plan is available upon request at the main office.

Both campuses participate in monthly emergency response drills to include: Fire, Earthquake and Lockdown. Kinetic West's off campus evacuation location is McCallan Park. Kinetic East's off campus evacuation location is Perry Park.

Mental Health Services

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

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

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

National Resources

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

Local Resources

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

California Healthy Kids Survey

The Charter School will administer the California Healthy Kids Survey (“CHKS”) to students at grade four and above, whose parents or guardians provide written permission. The CHKS is an anonymous, confidential survey of school climate and safety, student wellness, and youth resiliency that enables the Charter School to collect and analyze data regarding local youth health risks and behaviors, school connectedness, school climate, protective factors, and school violence.

School Meals and Student Wellness

Pursuant to California law, the Charter School shall make available a nutritionally adequate breakfast and a nutritionally adequate lunch free of charge and with adequate time to eat, during each school day to any student who requests a meal without consideration of the student’s eligibility for a federally funded free or reduced-price meal, with a maximum of one (1) free breakfast meal and one (1) free lunch meal during each school day.

Applications for free or reduced-price meals can be obtained on the Kinetic Academy website and in the main office. Completed application forms can be returned to the main office or submitted to the office by email. We encourage all families to complete the Free & Reduced meal application by October 25th. You may access the online application here: www.mymealtime.com/apps.

Based on a parent/guardian’s annual earnings, a parent/guardian may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its website at www.irs.gov.

Charter School shall allow students, teachers, and staff to bring and carry water bottles. Water bottles may be excluded from libraries, computer labs, science labs, and other places where it is deemed dangerous to have drinking water. Charter School may develop additional policies regarding the types of water bottles that may be carried.

Charter School shall encourage water consumption through promotional and educational activities and signage that focus on the benefits of drinking water and highlight any water bottle filling stations that are located on campus.

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.
- Submitting assignments and/or exams using AI-generated responses as your student's own work

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

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

Homework Policies

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

Kinetic Academy Homework Guidelines

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

Kinetic Academy Library Services

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

Report Cards

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

Promotion/Retention Policy

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

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

State Testing

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

Student Community Service

Every student is expected to perform a minimum of 10 hours of community service before May 31. For credit to be received in the current school year, all forms must be turned in no later than May 31. Timesheets MUST be turned in for a student to receive community service credit.

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

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

Charitable Hour Guidelines

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

Approval Guidelines:

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

If a student is interested in participating in organizations or events that are not listed as pre-approved on the school website and do not meet the guidelines above, please contact your teacher or your Principal to obtain approval. An example might be that the student wants to help patients of a local hospital by creating care packages for their recovery. These ideas are to be encouraged and celebrated! When seeking approval, the student must state the organization, service they are going to provide, dates, applicable website, and whether or not we could open this opportunity to fellow students. The final approval will be made by the Principal.

Charitable Hour Process

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

- Students will repeat this process until their 10 hours are completed.

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

COMMUNITY STANDARDS AND CONDUCT POLICIES

Attendance policies and procedures

Attendance Hours

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

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

Absences

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

Appointments and other activities should be scheduled during non-school hours whenever possible. Likewise, Kinetic Academy requests that families schedule vacations or special programs so as not to conflict with school. Please refer to the 2024/2025 Academic Calendar for the full schedule.

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

All parents of students with unexcused absences for the day will receive an automated attendance notification at 5:00 PM PST. Attendance data is pulled directly from PowerSchool. Parents will be directed through that notification to call the school phone number or message attendance@kineticacademy.org to excuse the absence/tardy pursuant to this policy.

Absence from school shall be excused only for reasons listed under [California Education Code 48205](#).

A student who is absent due to an excused absence will be allowed to complete all assignments and tests missed during the excused absence that can be reasonably provided and will receive full credit upon satisfactory completion within a reasonable period of time. The teacher of the class from which a student is absent shall determine which tests and assignments are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the excused absence.

For more information regarding the importance of attendance and California Education Code, please refer to [Kinetic Academy's Attendance Matters](#) document.

Definitions

- “*Tardy*”: Students shall be classified as tardy if the student arrives after the start time (posted above).
- “*Unexcused Absence*”: A student shall have an unexcused absence if the student is absent or is tardy for more than thirty (30) minutes without a valid excuse.
- “*Truant*”: A student shall be classified as a truant if the student is absent from school without a valid excuse three (3) 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 (3) occasions in one school year, or any combination thereof. Any student who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be deemed a truant. Such students shall be reported to the Executive Director or designee.
- “*Habitual Truant*”: A student shall be classified as a habitual truant if the student is reported for truancy three (3) or more times within the same school year. This generally occurs when the student is absent from school without a valid excuse for five (5) 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 five (5) occasions in one school year, or any combination thereof.
- “*Chronic Truant*”: A student shall be classified as a chronic truant if the student is absent from school without a valid excuse for ten (10) percent or more of the school days in one school year, from the date of enrollment to the current date.
- “*Chronically Absent*”: A student shall be classified as chronically absent if the student misses 10% or more of a school year (to date) for any reason.
- “*School Attendance Review Team*” (*SART*): The SART panel will discuss the absence problem with the student’s parent/guardian to work on solutions, develop strategies, discuss appropriate support services for the student and student’s family, and establish a plan to resolve the attendance issue. The SART process is as follows:
 1. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.
 2. The parent/guardian shall be required to sign a contract formalizing the agreement by the parent/guardian 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:
 - a. Parent/guardian to attend school with the child for one day

- b. Student retention
 - c. After school detention program
 - d. Required school counseling
 - e. Loss of field trip privileges
 - f. Loss of school store privileges
 - g. Loss of school event privileges
 - h. Required remediation plan as set by the SART
 - i. Notification to the County District Attorney
3. Notice of action recommended by the SART will be provided in writing to the parent/guardian.
 4. 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.

Voluntary/Involuntary Disenrollment

- If a student is absent from school for ten (10) consecutive school days or more without valid excuse and the student's parents or guardians 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 this Policy and the SART contract (if any) and may be subject to disenrollment.
- Any documentation received by the Charter School regarding a student's enrollment and attendance at another public or private school (i.e., CALPADS report or records request) shall be deemed evidence of a voluntary disenrollment.
- As charter schools are schools of choice and as a charter school student who fails to regularly attend school is potentially depriving another student of their opportunity to enroll. A student may be disenrolled as described within the Charter School's Board adopted Attendance Policy for truancy.
- 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.

A copy of the school's **Attendance Policy** can be found in Appendix A of this handbook.

Process for Students Who Are Not in Attendance at the Beginning of the School Year

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

Should a student not be in attendance on the first day of school, Kinetic Academy will contact the parents/guardians. Kinetic Academy will continue to contact parents/guardians for the next two (2) consecutive days. If parents/guardians have not contacted Kinetic Academy, by the 3rd day of school, the student will be removed from the enrollment of Kinetic Academy as it will be assumed that the student has chosen another school option. Upon removal from enrollment, the student's last known District of Residence will be notified of the student's failure to attend Charter School within thirty (30) days of the disenrollment.

Medical Appointments

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

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

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.

Contracts for Independent Study

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

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

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

School Calendars and Activities

Academic year calendars, grade level schedules, significant school events, and other relevant information for Kinetic Academy may be found on school web pages directed from the Kinetic Academy website located at: www.kineticacademy.org. A school calendar with notable dates can also be found on Parent Square.

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

Dress Code- Guidelines

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

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

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

Allowable Student Attire:

- Polo Shirts in **solid colors** of black, white, gray, or any shade of blue (long or short sleeve)
- Polo Dresses in **solid colors** of black, white, gray, or any shade of blue (long or short sleeve)
- Pinafore or Jumper Dress in **solid colors** of black, white, gray, or any shade of blue (long or short sleeve) must be accompanied by a polo/collared shirt underneath.
- Pants, leggings, shorts, skirts and skorts in **solid colors** of black, white, gray, khaki, blue, or denim
- Skirts and dresses must be worn with leggings or bike shorts in dress code colors

- Denim may be worn, as long as there are **no rips, tears, rhinestones or gems**
- Pants, shorts, skirts and skirts must be worn with the waistband at the waist
- Sweatshirts are considered outerwear and **do not replace a collared polo**
- Sweatshirts, jackets and any other outerwear in black, white, gray, or any shade of blue are acceptable
- Sandals with back straps are acceptable.
- Tennis shoes are needed for Physical Education time
- Hats with school appropriate verbiage are permissible during lunch and recess.
- Hats and hoods may not be worn in classrooms.
- Headwear worn for purposes of religious observance shall be permitted both indoors and outdoors.
- Shirts, dresses, and sweatshirts with Kinetic Academy embroidered logo may be purchased from Lands' End. School-logoed attire is encouraged but not mandatory.
- Brand logos are allowable if they are smaller than 2x2 inches

Prohibited Student Attire:

- T-Shirts (even in Kinetic colors)
- Flip flops
- Croc Shoes
- Wheelie shoes
- Any attire with non Kinetic Academy pictures logos (larger than 2x2), and verbiage
- Excessively baggy pants, athletic wear, and sweatpants
- Skirts, dresses, and shorts shorter than mid thigh
- Piercings (other than ears)
- Tattoos
- No clothing, jewelry, accessories, or hairstyles which are, or include, a picture, writing, or insignia which is:
 - (1) gang related;
 - (2) presents a safety hazard to the wearer or others;
 - (3) advertises or symbolizes any type of alcohol, drugs, tobacco, or gambling;
 - (4) includes weapons or acts which are illegal, violent, obscene, or hazardous to one's health;
 - (5) sexually suggestive, crude, vulgar, profane; discriminatory, obscene, contain threats, libelous; or
 - (6) offensive or degrading to students or staff on the basis of gender, cultural, religious or ethnic values.

KA T-Shirt Days: Students may wear Kinetic Academy (logo) t-shirts every Friday. Polo shirts may be worn if students choose not to participate. Regular t-shirts may not be worn. Students may also wear Kinetic Academy (Logo) t-Shirts on scheduled field trip days. Each year, Kinetic Academy will have an approved Logo of the Year T-Shirts. Logo of the Year shirts are allowed to be worn on FRIDAYS ONLY.

Spirit Wear Days: Monthly spirit days will take place on the last Friday that students are in session every month. If students choose not to participate in Spirit Wear Days, then normal dress code attire should be followed. Spirit Wear Fridays are typically the last Friday of the month. For dates of all spirit wear Fridays and themes, please 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, visitors, volunteers, and staff are expected to treat one another with respect, support teaching and learning, and to respect our environment and surroundings. This expectation extends to how we respect ourselves, how we talk and interact with one another, both in person and via online communication, and how we treat each other's property and personal space. Any person (student, staff or visitor) found in violation of the community code while on either campus will be asked to leave campus immediately and could be temporarily banned from campus pursuant to state law. Any person found in violation of the community code while online could be removed from online platforms. A copy of the Community Code of Conduct Policy can be found in Appendix A of this handbook. .

Personal Electronic Device

Cell phones, Smartwatches, mp3 players, and all other similar electronic devices/wearable technology must be off, stored away in a backpack, out of sight, and not in use on campus, unless otherwise directed by a Kinetic Academy faculty member. If it has an on or off switch, it should be turned off for the duration of the school day.

Headphones may be used only when under the supervision of a Kinetic Academy faculty member.

Personal electronics may be used:

- Off campus before or after school.
- Before or after any Charter School sponsored activity occurring before or after the regular school day.
- In the case of an emergency or in response to a perceived threat of danger.
- When a teacher or administrator of the Charter School grants permission to a student to possess or use a personal electronic device subject to any reasonable limitation imposed by that teacher or administrator.
- When a licensed physician or surgeon determines that the possession or use of a personal electronic device is necessary for the health or well-being of the student.
- When the possession or use of a personal electronic device is required in a student's individualized education program (IEP).

Should a student have a personal electronic device out during school hours on campus or at a school event, it will be confiscated and parents will be required to pick the device up from the school office.

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

Lost or Damaged School Property

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

Computer and Internet Usage

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, and 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 might consider inappropriate. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

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

Education, Supervision and Monitoring

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

Procedures for the disabling or otherwise modifying any technology protection measures shall be the

responsibility of Kinetic Academy IT Administrators or designated representatives.

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

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

Disciplinary Actions

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

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

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

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

- Verbal and/or written warning to the student
- Loss of privileges or removal from extracurricular activities, including field trips
- Parent/guardian notification
- A written commitment by the student to improve their behavior which may include affirmative actions to improve behavior (i.e. Behavior Contract)
- A meeting with the school site principal, other school administrator or faculty member
- Academic consequences
- Separate seating; modified schedule; additional structure
- Community service or other restorative practices
- Time out (constructive time) in office
- Restricted activity options during events, free choice, recess, lunch
- Referral to SST process
- Suspension per Kinetic Academy's Charter's Suspension Policies and Ed Code regulations
- Expulsion per Kinetic Academy's Charter's Suspension Policies
- Other forms of discipline that the school may determine appropriate

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

1. **Relationship** - give the harmer opportunity to take responsibility and make amends.
2. **Respect** - involves listening to the other person's perspective, whether we agree with it or not, and behaving in a way that allows the Restorative Practice process to play out safely for everyone.

3. **Responsibility** - refers to how the harmer and the harmed must take responsibility for their part in the harm if there is any. Each party must be honest with themselves and recognize their part in the incident, even if they were the harmed person.
4. **Repair** - carried out by the harmer to resolve feelings of anger and revenge from the harmed and help the harmer to regain feelings of respect for both themselves and others, understanding repair may not be possible.
5. **Reintegration** - Reintegration refers to how the community should allow the harmer to accept their part in the harm and reintegrate back into that community with trust.

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

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

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

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

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

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

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

STUDENT AND FAMILY RIGHTS AND COMPLAINT PROCEDURES

Student Records, including Records Challenges, and Directory Information Policy

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.

A copy of the school’s **Student Records, including Records Challenges, and Directory Information Policy** can be found in Appendix A of this handbook.

Student Media Release

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

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

Student Freedom of Speech and Expression

The Supreme Court has referred to public schools as a “marketplace of ideas” where the protections of the First Amendment are particularly important.

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 restrictions on speech where such a restriction is appropriate and lawful.

A copy of the school’s Student Freedom of Speech Policy can be found in Appendix A of this handbook.

Student Search and Seizure

The Charter School recognizes and has determined that the occurrence of incidents which may include the possession of firearms, weapons, alcohol, controlled substances, or other items of contraband prohibited by law or Charter School rules and regulations, jeopardizes the health, safety and welfare of students and Charter School employees.

The California Constitution requires that all students and staff of public schools have the inalienable right to attend campuses which are safe, secure, and peaceful. As such, Charter School has adopted a Policy outlining the reasonable search of students and their property, student use areas, and/or student lockers and the seizure of illegal, unsafe, unauthorized or contraband items and materials through a search based upon reasonable suspicion.

A student’s personal cell phone, smartphone, or other personal electronic device shall not be searched by school officials without a warrant, the student’s consent, or a legitimate emergency, unless the device is lost or abandoned. An emergency is any situation involving danger of death or serious physical injury to any

person, that requires access to the information located or reasonably believed to be located on the electronic device. If the Charter School has a good faith belief that the device is lost, stolen, or abandoned, the Charter School may only access electronic device information in order to attempt to identify, verify, or contact the owner of the device.

The Charter School is not prohibited from seizing/confiscating a student's personal electronic device, without searching its contents, if the student's use or possession of the private electronic device is in violation of Charter School rules or regulations.

Non-Discrimination Statement

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

Uniform Complaint Procedures

Kinetic Academy has the primary responsibility to ensure compliance with applicable state and federal laws and regulations. Kinetic Academy is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Kinetic Academy shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure ("UCP") adopted by our Governing Board. A copy of the school's **UCP Policy** can be found in Appendix A of this handbook.

Title IX Policy and Procedures

A copy of the school's **Title IX Policy and Procedures** can be found [HERE](#) as well as in Appendix A of this handbook.

SPECIAL POPULATIONS

English Learners

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

Section 504

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

Special Education /Students with Disabilities

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. Kinetic Academy provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act ("IDEA"), Education Code requirements, and applicable policies and procedures of the El

Dorado County Charter SELPA. These services are available for special education students enrolled at Kinetic Academy. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. Kinetic Academy collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

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

Foster and Mobile Youth

Kinetic Academy's annual notice regarding the Education of Foster and Mobile Youth can be located in Appendix A of this handbook.

Homeless Children and Youth

Kinetic Academy's annual notice regarding the Education of Homeless Children and Youth can be located in Appendix A of this handbook.

APPENDIX A: COMPLETE POLICIES & ANNUAL NOTICES

[Title IX Policy](#)

[Harassment, Intimidation, Discrimination, and Bullying Policy](#)

[Professional Boundaries: Staff/Student Interaction Policy](#)

[Suicide Prevention Policy](#)

[Suspension and Expulsion Policy](#)

[Independent Study Policy](#)

[Student Records and Directory Information Policy](#)

[Attendance Policy](#)

[Community Code of Conduct Policy](#)

[Student Freedom of Speech and Expression Policy](#)

[Safe Storage of Firearms Annual Notice](#)

[Cancer Prevention Act Annual Notice](#)

[Animal Dissection Annual Notice](#)

[Sexual Health Education Annual Notice](#)

[Education of Foster and Mobile Youth Annual Notice](#)

[Education of Homeless Children and Youth Annual Notice](#)

[Uniform Complaint Procedure](#)



Photography/Video Opt-Out Form

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

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

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

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

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

Student's Full Name (please print) _____

Parent/Guardian's Name _____

Parent/Guardian Signature _____

Date _____

Please return this signed form to the school office.