KUA MISSION

Kids Unlimited Academy’s Mission is to break down barriers for students by providing more instructional time, enriching programs, and a high expectations, no excuses environment to ensure that high school graduation, college success, and career readiness are reasonable goals for all students regardless of race, language, ethnicity, gender, economic status, or zip code.

KUA VISION

Kids Unlimited Academy’s Vision is to be a “Beacon of Hope” that creates future leaders. KUA will be known for academic excellence and ethical conduct; that it is a place where personal responsibility, accountability and good judgement are taught, modeled and expected for all.
KUA DISCRIMINATION POLICY

Kids Unlimited Academy shall not discriminate on the basis of an individual's race, color, religion, sex, sexual orientation, national origin, disability, parental or marital status or age or because of the race, religion, sex, national origin, disability, parental or marital status or age of any other persons with whom the individual associates.

In keeping with requirements of federal and state law, Kids Unlimited Academy strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to activities and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The Board encourages staff to improve human relations within the school and to establish channels through which citizens can communicate their concerns to the administration and the Board. The Principal shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA). Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues. The school will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

The Board directs the Principal to ensure ongoing professional development that promotes non discriminatory practices. The Title IX Coordinator for Kids Unlimited Academy is Sunshine Price, Assistant Principal. Please contact her with any concerns about discrimination issues or concerns at sprice@kuacademycharter.org or 541-774-3900.

1 Sexual orientation means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.
2 'Kids Unlimited Academy is required to notify students and employees of the name, office address and telephone number of the employee or employees appointed.
A MESSAGE FROM THE KIDS UNLIMITED CEO

I personally want to share the warmest welcome for what we know will be another incredible Kids Unlimited Academy school year. On behalf of our faculty and myself, it's an honor to have you all a part of our school and as we always say, KU family. Your belief in our mission and our school is greatly appreciated and we are excited about the opportunities of learning that awaits our students. As part of the KUA family, you know that it is our goal to always challenge ourselves to be better. Our continued success in not only the growth of our campus but our student achievement outcomes are testimony to our dedication to always strive for the best and never remain complacent.

As an educational institution, we believe we should never quit learning. We should always be willing to reflect and never be afraid to change. Over the last 6 years, we have experienced tremendous growth and change. We have discarded some things and strengthened others but most importantly we have stayed committed to building programs that can create for success for students and families. We are proud of our outcomes and we dedicated to striving to be better. Together with you our families, we know that Unlimited successes are possible and that truly, the best is yet to come.

Kind Regards,

Tom Cole, Kids Unlimited CEO

A MESSAGE FROM OUR PRINCIPAL

As we begin the new year, I personally want to extend a warm welcome to new and returning Kids Unlimited Academy students and families. Your faith in, and commitment to, our ability to educate your children is greatly appreciated and we look forward to working as a team to grow successful, happy children. Our mission to ensure that high school graduation, college success and career readiness are reasonable goals for all children drives all that we do at KUA. We have a staff fully committed to your children’s success.

An exciting journey of learning together awaits us all. Our ability to create strong parent/school partnerships is crucial to your child’s success in school. In the spirit of developing and maintaining effective communication, the handbook is a tool that we will employ on a regular basis at KUA. It is in both yours and your child's best interest to know this information well and use it as a guide. After reviewing the handbook, please sign and return the Handbook Acknowledgement Form by the end of the first week of school.

In anticipation of a wonderful KUA school year together,

Jani Hale, KUA Principal
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<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kids Unlimited Executive Director</td>
<td>Tom Cole</td>
</tr>
<tr>
<td>Principal</td>
<td>Jani Hale</td>
</tr>
<tr>
<td>Assistant Principal / Title IX Coordinator / 504 Coordinator</td>
<td>Sunshine Price</td>
</tr>
<tr>
<td>Executive Administrative Assistant</td>
<td>Irasema Huerta</td>
</tr>
<tr>
<td>Human Resources &amp; Business Development Director</td>
<td>Raco Verhaaren</td>
</tr>
<tr>
<td>Finance Manager</td>
<td>Cass Weiland</td>
</tr>
<tr>
<td>Financial Manager Assistant</td>
<td>Maria Gomez</td>
</tr>
<tr>
<td>Director of IT</td>
<td>Patrick Sewell</td>
</tr>
<tr>
<td>Communications Director</td>
<td>Azalea Lusch</td>
</tr>
<tr>
<td>School Interpreter / Translator Assistant</td>
<td>Yuritzi Gomez</td>
</tr>
<tr>
<td>Behavior Team Lead</td>
<td>Fernando Juarez</td>
</tr>
<tr>
<td>Student Behavior Support</td>
<td>Darien Hardaway / Ana Palacios</td>
</tr>
<tr>
<td>Office Manager</td>
<td>Michelle Hull</td>
</tr>
<tr>
<td>Bilingual Office Assistant</td>
<td>Jose Jimenez</td>
</tr>
<tr>
<td>Title 1 Specialist</td>
<td>AJ Schultz</td>
</tr>
<tr>
<td>Special Education Teacher</td>
<td>Callie McQueen</td>
</tr>
<tr>
<td>ELL Teachers</td>
<td>Yolanda Ortega, Shantrin Lininger, TBA</td>
</tr>
<tr>
<td>ELL Aide</td>
<td>TBA</td>
</tr>
<tr>
<td>Instructional Coach / TAG Coordinator</td>
<td>Heather Shunk</td>
</tr>
<tr>
<td>Kindergarten Teachers</td>
<td>Alexandria Warnke Crary/ Kylee Addison</td>
</tr>
<tr>
<td>Kindergarten Instruction Assistants</td>
<td>Liliana Lopez / Edith Ruiz</td>
</tr>
<tr>
<td>1st Grade Teachers</td>
<td>Ashlie Moore / Jasmine</td>
</tr>
<tr>
<td>2nd Grade Teachers</td>
<td>Whitney Hanlin &amp; Jennifer Shields</td>
</tr>
<tr>
<td>3rd Grade Teachers</td>
<td>Shelby Dias / Katie Erickson</td>
</tr>
<tr>
<td>4th Grade Teachers</td>
<td>Megan Foster / Saraya Anciso</td>
</tr>
<tr>
<td>5th Grade Teachers</td>
<td>Gabrielle Kelly / Karen Cluff</td>
</tr>
<tr>
<td>6th Grade Teachers - Social Studies/Language Arts</td>
<td>Emily Warnke Crary</td>
</tr>
<tr>
<td>6th Grade - Math/MS Electives</td>
<td>Orlando De La Cruz</td>
</tr>
<tr>
<td>7th/8th Grade - Language Arts</td>
<td>Cassidy Herick</td>
</tr>
<tr>
<td>7th/8th Grade - Math</td>
<td>Chris Buckley</td>
</tr>
<tr>
<td>6th/7th/8th Grade - Science</td>
<td>Crystal Lucas</td>
</tr>
<tr>
<td>7th/8th Grade - Social Studies</td>
<td>Michael McCollum</td>
</tr>
<tr>
<td>Physical Education Teachers</td>
<td>Tracy Rude/Jacob Rooks/Andrew Norum</td>
</tr>
<tr>
<td>Art Teacher</td>
<td>Adrienne Baraona</td>
</tr>
<tr>
<td>Music / Drama Teacher</td>
<td>Bri Johnson</td>
</tr>
<tr>
<td>SMART Reading Program Coordinator</td>
<td>Stephanie Johnson</td>
</tr>
<tr>
<td>School Wide Substitute</td>
<td>Mirri Smith</td>
</tr>
<tr>
<td>School Wide Instruction Assistant</td>
<td>Elsa Veloz / David Alvarez / Angie Perez</td>
</tr>
<tr>
<td></td>
<td>Devon Foster / Demi DeSoto</td>
</tr>
</tbody>
</table>
Head Chef _________________________________________________________  Kris Walker
Assistant Chef / Kitchen Servers ________________________Karen Torres / Fabiola Bañuelos
Erika Mendoza / Maria Farias
Cira Cortes-Guerra / Demitria Cortez
Custodian _______________________________________________________Norberta Cortes

IMPORTANT DATES

AUGUST
12th Kinder - 1st Registration
13th 2nd & 3rd Registration
14th 4th & 5th Registration
14th Kinder Night @ 5pm - 6pm
15th 6th - 8th Registration
20th KUA School Board Meeting
21st Meet the Teacher @ 6pm - 7pm
26th 1st Day of School
30th Professional Development Day - No School

SEPTMBER
2nd Labor Day - No School
10th KUA Parent Teacher Collaborative Meeting @ 5pm
19th K-8 Open House
19th Site Council Meeting @ 5pm
24th KUA School Board Meeting
25th National Food Service Employees Day
27th Jog-A-Thon @ St. Mary’s
27th Oregon Shakespeare Festival @ 5:30pm - La Comedia of Errors

OCTOBER
3rd Math Night!
8th PTC Meeting @ 5pm
11th Professional Development Day - No School
17th Royals Assembly

17th Site Council Meeting @ 5pm
25th End of 1st Quarter - Grading Day - No School
28th 1st Day of 2nd Quarter
28th - Nov. 1st Spirit Week

NOVEMBER
1st Harvest Festival
11th Veterans Day - No School
12th Parent Teacher Collaborative Meeting @ 5pm
14th Royals Assembly
18th National Education Support Professionals Day
19th School Board Meeting
21st Site Council Meeting
25th - 26th Parent Teacher Conferences No School
27th Professional Development Day - No School
28th - 29th Thanksgiving Break - No School

DECEMBER
6th Professional Development Day - No School
10th Parent Teacher Collaborative Meeting @ 5pm
12th Royals Assembly
19th Festival of Lights
19th - 20th Spirit Days
### JANUARY
- **17th**: End of 2nd Quarter - Grading Day - No School
- **20th**: Martin Luther King Jr. Day - No School
- **21st**: 1st Day of 3rd Quarter
- **23rd**: Royals Assembly
- **23rd**: Site Council Meeting

### FEBRUARY
- **6th**: Reading Night!
- **11th**: Parent Teacher Collaborative Meeting @ 5pm
- **14th**: Professional Development Day - No School
- **17th**: Presidents Day - No School
- **20th**: Royals Assembly
- **27th**: Site Council Meeting @ 5pm

### MARCH
- **2nd**: Dr. Seuss Day
- **9th - 13th**: Spirit Week
- **10th**: Parent Teacher Collaborative Meeting @ 5pm
- **13th**: Spirit Assembly
- **18th - 19th**: Parent Teacher Conferences - No School
- **20th**: End of 3rd Quarter - Grading Day - No School
- **23rd - 27th**: Spring Break - No School
- **30th**: 1st Day of 4th Quarter

### APRIL
- **2nd**: Science Night!
- **14th**: Parent Teacher Collaborative

### MAY
- **1st**: School Lunch Hero Day
- **1st**: Kick of to Testing Assembly
- **4th - 8th**: Teacher Appreciation Week!
- **12th**: Parent Teacher Collaborative Meeting @ 5pm
- **21st**: Royals Assembly
- **25th**: Memorial Day - No School
- **28th**: Site Council Meeting

### JUNE
- **8th**: Spirit Assembly
- **8th - 9th**: Spirit Days
- **9th**: Field Day (Evening with Families)
- **9th**: Parent Teacher Collaborative Meeting @ 5pm
- **10th**: End of 4th Quarter - Grading Day - Last Day of School - Early Release
- **11th**: Grading Day - Clean Up Day - No School
- **16th**: Site Council End of Year Meeting
Kindergarten
- 1 Large box of crayons
- 1 Box of markers
- 2 Clorox wipes
- 1 baby wipes
- 2 tissue boxes
- 1 box black dry erase markers
- Large pack of glue sticks (please no jumbo sized)
- 1 Large hand sanitizer
- Band Aids
- Plain tan pencils
- Ice Packs

1st Grade
- 1 bottles Clorox wipes
- 2 white three ring binders
- 1 black composition notebooks
- 2 pocket folders
- 1 pack BLACK expo markers
- Elmer’s Glue sticks
- 2 dozen yellow pencils
- 2 pink erasers
- Ice Packs

2nd Grade
- 2 dozen yellow pencils
- 4 large pink erasers
- 1 box crayons
- 1 box colored pencils
- 1 box markers
- 2 bottles disinfecting wipes
- 2 boxes of kleenex
- 3 spiral notebooks (no pictures on them)
- 4 pocket folders (no pictures on them)
- 2 Glue sticks
- 1 Elmer’s Liquid Glue
- 1 pair of Scissors
- 2 packs BLACK expo markers

3rd Grade
- 1 pencil box
- Ice Packs

4th Grade
- 4 folders (yellow, green, blue, and red)
- 1 Box of Expo Markers
- 1 pack lined paper
- 2 Kleenex (tissue) boxes
- 2 boxes of pencils
- 1 box of pencil top erasers
- 1 pack of colored pencils
- 1 pack of markers
- Hand sanitizer
- 2 containers of disinfecting wipes (any type)
- glue Sticks
- highlighters
- 2 composition books
- 1 box of band aids
- Ice Packs

5th Grade
- 24 count pencils
- 1 pack of Black Expo Markers (4-6)
- glue bottles (1-2)
- erasers (any kind)
- Highlights
- 1 pack of post-its
- 4 composition notebooks
- 1 set of dividers (@ least 5)
- 2” 3 ring binder
- 1 pencil pouch (needs to be 3 ring punched)
- 1 pack of wide Ruled paper
• 1 pair of Scissors
• 1 pack of Colored Pencils
• 1 pack of Markers
• 2 packs of lined index cards
• Kleenex
• Lysol Wipes
• Ice Packs

6th Grade
• 3-Ring Binder
• Dividers (1 set)
• Pencil Pouch
• Kleenex (2)
• Hand sanitizer (1)
• Clorox/disinfecting wipes (1)
• Headphones/earbuds
• Scissors
• Colored pencils (set of 12)
• Ice Packs

6th Grade English Language Arts / Social Studies
• 3-Section Spiral bound notebook (college-ruled)
• 1 pack lined paper (college-ruled)
• 3x5 index cards (2 packs)
• Sticky notes
• Highlighters
• Pencils (2 boxes)
• Fine-tip markers (set of 12)
• Elmer’s White Glue Bottles (2)

6th Grade Math
• 1 Inch Binder (1)
• Expo Markers
• College Ruled Spiral Notebook (1)
• White Paper Dividers (1 pack)
• Lined Paper (1 pack)
• 3x5 Index Cards (1 pack)
• Colored Pencils (1 set)
• Pencils (2 packs)
• Pens, Red & Black Ink (1 pack)
• Highlighter (1 pack)
• Glue Sticks (2)

6th Grade Science
• Expo Markers
• Plastic dividers (1 pack with pockets preferred)
• Lined Paper (1 pack)
• 3x5 Index Cards (1 pack)
• Colored Pencils (1 set)

• Pencils (2 packs)
• Glue Sticks (2 or more)
• Thin colored markers (Crayola preferred)

7th/8th Grade Consolidated Supply List
Students Bring the following to their 1st Period Teacher
• Kleenex (1-2 boxes)
• Hand sanitizer
• Clorox wipes (1-2 containers)
• EXPO markers
• 1 pack lined paper (college-ruled) to be given to the teachers
• Ice Packs

7th/8th Grade Science (these will be left in class, within the student’s binder)
• Plastic dividers (pocket version preferred)
• In binder zipper pouch for pencils
• Colored pencils
• 2 or more Glue sticks
• 2 packs of pencils
• Scissors
• 3x5 index cards
• 1 pack college ruled paper

7th/8th Grade Social Studies
• College-ruled 5-subject notebook-200 pages

Individual Middle School Supplies
(to be brought to each class unless class asks for individual supplies)
• Pencils (20 count or 5 count mechanical with extra lead)
• Glue sticks (3-5)
• 3” 3-ring binder
• Dividers (One set of 6)
• 4 Spiral Notebooks (One per class 100 page count or more)
• 1 pack lined paper (college-ruled) student keeps in binder
• 3x5 index cards (1 pack)
• Highlighters 1-2
• Pencil Pouch (1)
• Water Bottle (water fountain is not close)
• 2-3 pink or white erasers

Optional Supplies to Assist Classroom/Student
(If you can pick up one or more of these items for students in the classroom to share it would be greatly appreciated)
KUA GUIDELINES TO PERSONAL ACCOUNTABILITY

Kids Unlimited Academy's school wide system of student behavior support is designed to build relationships, promote respect, recognize appropriate behavior and develop personal accountability skills through restorative practices. KUA standards are founded upon the principles of Integrity, Respect, and Responsibility.

2019 - 2020 School Compact

At KUA we are Safe, Respectful, Responsible, Problem Solvers.

**Personal Conduct**
Respects rights and property of self and others. Follows school and classroom rules.

**Problem Solving and Decision Making Skills**
Can plan and organize work. Makes appropriate decisions.

**Interpersonal Relations:**
Interacts appropriately/respectfully with other students.

**Communication Skills:**
Asks questions and seeks help when needed. Speaks and writes using school-appropriate language.

**Restorative Practice:**
Repairs relationships that have been damaged by bringing restorative action on the part of the offender and forgiveness by the victim.

**Task-Related Skills:**
Completes assignments on time. Brings appropriate materials to class. Follows Directions.

**Health and Safety Habits:**
Maintains health and safety standards. Follows school dress code.

**Maturity**
Accepts responsibility for tasks and personal actions. Makes appropriate
decisions. Reliable and dependable. Stays on task; not distracting others.

Commitment to Work Performance:

The KUA Day and KU After School Experience - 2 Separate Programs

<table>
<thead>
<tr>
<th>The Kids Unlimited Academy Day Program</th>
<th>The Kids Unlimited After School Enrichment Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Established in 2013, KUA is a fully licensed Oregon Public Charter School that complies with all laws that pertain to all Oregon public schools.</td>
<td>• Kids Unlimited After School Program has been in existence for 21 years.</td>
</tr>
<tr>
<td>• No fee charged for KUA day program.</td>
<td>• Monthly Fee of $30 for KUA students</td>
</tr>
<tr>
<td>• Parents receive quarterly report cards (each 9 weeks 4x a year)</td>
<td>• Enrichment Activities change every nine weeks. No grades reported.</td>
</tr>
<tr>
<td>• Oregon mandatory attendance laws apply (ORS 339.010)</td>
<td>• Attendance is optional.</td>
</tr>
<tr>
<td>• Classroom Teachers fully licensed by the state of Oregon.</td>
<td>• Kids Unlimited After School staff are not licensed teachers; however, our KU After School staff is fully trained in their area of expertise and receive safety/childcare training throughout the year.</td>
</tr>
<tr>
<td>• Individual Special Education Accommodations and modifications supported.</td>
<td>• Enrichment offerings are not tied to academic standards.</td>
</tr>
<tr>
<td>• KUA participates fully in Oregon state testing</td>
<td></td>
</tr>
</tbody>
</table>

ATTENDANCE

Regular school attendance promotes school success and is required by Oregon Law (ORS339.065). Frequent tardiness and absences can contribute to difficulties in learning and create emotional strain for students. Only during emergencies and ill health should children be absent. Regular attendance under Oregon State Law is defined as being present at school at least 92% of the time. This is equivalent to missing no more than 14 school days each year. The loss of learning that takes place when your child is absent cannot be replaced. Chronic absenteeism in Kindergarten can predict lower test scores, poor attendance and retention in later grades. Parents of students with chronic absences and/or tardies may be referred to a Student Attendance Review Team (START) or appropriate law enforcement officials. Please let us know if you have difficulty getting your child to school each day or if your child is struggling with a medical issue. We are happy to meet with you and your child to develop a support plan to assist him/her on attending school daily.

SAFETY CALLING

House Bill 3197, requires every school to contact a parent / guardian anytime there is an “unplanned absence.” An unplanned absence is when any student is absent and the school has not been notified. Anytime this occurs, the school will call a parent / guardian to verify that the
child is absent. If the school cannot contact a parent/guardian personally, a message will be left asking that you call back as soon as possible. If the school does not hear back from a parent/guardian by the end of the day, KUA attendance specialist will contact you.

If you call or email the school in advance or on the morning when the student stays home, that is considered a “planned absence” and you will not be contacted. We ask that you work with us to make sure we know where your child is during school hours. If you would like to pick up classwork for your child, please contact the office or your child’s teacher at least 2 days in advance for a planned absence.

Please follow these tips:
• Always notify the school when your child is absent or going to be absent for any reason
• Make sure the school has your most up-to-date phone number(s) and other contact information, including emergency contacts.
• If you would prefer an alternate person to be contacted regarding unplanned absences, make sure the school has this information.

KUA MORNING TARDY GUIDELINES

• Students are expected to be on time for school. Late arrivals cause interruptions to the learning process for your student and key pieces of education are missed if your child is late to school. If your child is late to school, bring him / her into the office and have them checked into school.
• Students can be dropped off at Kids Unlimited Academy starting at 7:30 am when doors are unlocked. Breakfast will be served daily beginning at 7:30 am. Classes start at 8:00 am. Students will be marked tardy if they arrive after 8:00 am. Middle School students will receive a tardy slip if they arrive after 8:00 am.

KUA ABSENCE GUIDELINES

• If your child is absent, please call the school office at 541-774-3900, between 7:30 am and 9:00 am with the child’s full name and grade, and reason for absence.
• A doctor’s note is required for absences of longer than 3 days. An explanatory note may also be requested in situations where a student has frequent unexplained absences.
• Any student who is absent for 10 or more consecutive days will be dropped from KUA enrollment. Your child may lose his/her spot at KUA.

KUA MIDDLE SCHOOL PASSING PERIOD TARDY GUIDELINES

The Basics
● 4 minute passing time between end of class and the time student should be in the next classroom.
● 1 minute warning sound/“bell” provided.
● Final “bell” rings: Students not in classroom preparing to learn when final “bell” rings, will be marked Tardy. (Socializing is not “preparing to learn” ...Students need to be seated in desk.)

Nuts and Bolts
● First bell for Advisory rings at 7:55 am
● All KUA classes, including Advisory, begins at 8:00 am.
● Breakfast is served from 7:30 - 7:55.
● Any student arriving after 8:00 am must stop at the front desk to pick up a tardy pass.
● If a student arrives to school tardy more than 5 times in two weeks, a parent/principal meeting will be required.
● Documentation of tardies and absences begins when teacher takes 1st Period attendance.
● Students who are more than 5 minutes late without a hall pass, will be considered “Truant’ or “Skipping.” (KUA defines truant as staying away from class from an extended amount of time without a pre-arranged reason.)
● Students who are late because of a Medical Appointment or Family Emergency must show the signed note to the front office when arriving at school.

Consequences for being tardy to class between periods:
Preparation for high school means supporting habits that will lead to success in work and in school. Additionally, the classroom learning environment is disrupted when a student walks in late.
● 3 Tardies - At 3 tardies, Behavior team informs parents of issue via REMIND and explains future consequences.
● 5 Tardies - Students are assigned school based consequences which can include everything from trash duty to lunch detention. Parents are notified.
● Over 5 tardies, KUA assigns school based consequences which could include loss of privileges, loss of sport participation, lunch detention and/or community service. Parents meet with administrator.

Reminders
Please support your student's future success by supporting their arrival to class on time.
● Tardies do not carry over at the end of the Quarter. Each student has the opportunity to start the next quarter with a clean slate.
● The generosity of this system is obvious. All large local high schools provide 5 minute passing time. We aim to prepare our students for that responsibility.
● There is absolutely NO reason for KUA students to be tardy. This system is created to ensure our students get the practice they need to manage their time wisely. We will not nor can we afford to hire personnel to monitor detention.
● Cell phone removal may be used as a deterrent just as it is at home. ;-) Students who are frequently tardy to class, may lose the privilege of having a cell phone at KUA. All cell phones are collected by and kept at the front office.

Oregon Law - Determines what is “excusable”
● Illness
● Illness of an immediate family member when the student’s presence at home is necessary
● An emergency: death, accident, medical or injury
● Dentist, doctor, or court appointment.
● Teacher/Administrator Arrangements: Field Trips or school sponsored activity
● Pre-Arranged Absence with approval from Administration
- When religious, disability or ethnic considerations prevent participation in curricular activity.

**Who at KUA can excuse a Tardy?**
- Parent
- La Clinica
- Front Office
- KUA Behavior Team
- Administration
- Teacher

**What is NOT Excusable?**
- The long line at a coffee drive thru
- Babysitting
- Bad Hair Day
- Sleeping In
- Forgot to set alarm
- Went out for lunch and lost track of time
- Couldn’t find clean clothes
- I had to finish an assignment
- I needed to talk to a staff member (without getting prior permission or a hall pass)

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**Kids Unlimited Academy ELEMENTARY SCHOOL DAY SCHEDULE**

**KINDER - 5TH GRADE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am</td>
<td>Front doors unlock, busses begin to arrive at KUA and breakfast is served</td>
</tr>
<tr>
<td>7:50 am</td>
<td>Assembly in the gym - Announcements and Pledge of Allegiance</td>
</tr>
<tr>
<td>8:00 am</td>
<td>K - 5th Classes begin (Tardy slips are given for students arriving after 8:00 am)</td>
</tr>
<tr>
<td>3:00 pm</td>
<td>K - 5th Dismissal time (parents can pick up students who are not staying for After School Enrichment Program)</td>
</tr>
<tr>
<td>3:00 pm - 4:30 pm</td>
<td>K - 5th After School Enrichment Time</td>
</tr>
<tr>
<td>4:45 pm - 5:30 pm</td>
<td>K - 5th Parents pick up non-bus students from After School Enrichment Program</td>
</tr>
<tr>
<td>4:45 pm</td>
<td>Busses depart from KUA</td>
</tr>
</tbody>
</table>
Students must be picked up no later than 5:30 pm

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**Kids Unlimited Academy MIDDLE SCHOOL DAY SCHEDULE**  
6TH - 8TH GRADE

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am</td>
<td>Front doors unlock, busses begin to arrive at KUA and breakfast is served</td>
</tr>
<tr>
<td>8:00 am</td>
<td>Middle School classes begin (7:55 Warning Bell. Tardy slips are given for students arriving after 8:00 am)</td>
</tr>
<tr>
<td>3:10 pm</td>
<td>6th - 8th Dismissal time (parents can pick up students who are not staying for After School Enrichment Program)</td>
</tr>
<tr>
<td>3:10 pm - 4:30 pm</td>
<td>6th - 8th After School Enrichment Time</td>
</tr>
<tr>
<td>4:45 pm - 5:30 pm</td>
<td>6th - 8th Parents pick up non-bus students from After School Enrichment Program</td>
</tr>
<tr>
<td>4:45 pm</td>
<td>Busses depart from KUA</td>
</tr>
<tr>
<td>5:30 pm</td>
<td>Students must be picked up no later than 5:30 pm</td>
</tr>
</tbody>
</table>

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**Kids Unlimited Academy Middle School**  
6TH GRADE BELL SCHEDULE 2019-2020

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>6A M-Th</td>
<td>6B M-Th</td>
</tr>
<tr>
<td>Time</td>
<td>6A Friday</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>8:00 - 8:15</td>
<td>1st Period (Advisory)</td>
</tr>
<tr>
<td>8:19 - 9:43</td>
<td>2nd Period (Math)</td>
</tr>
<tr>
<td>9:47 - 10:27</td>
<td>3rd Period (Electives)</td>
</tr>
<tr>
<td>10:31 - 10:41</td>
<td>(Study Skills/Current Events)</td>
</tr>
<tr>
<td>10:41 - 12:05</td>
<td>5th Period (Language Arts)</td>
</tr>
<tr>
<td>12:05 - 12:45</td>
<td>Lunch</td>
</tr>
<tr>
<td>2:27 - 3:12</td>
<td>8th Period (PE)</td>
</tr>
<tr>
<td>3:12</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Kids Unlimited Academy Middle School
6TH GRADE BELL SCHEDULE 2019-2020 (Continued)

<table>
<thead>
<tr>
<th>Time</th>
<th>7A</th>
<th>7B</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 8:15</td>
<td>1st Period (Advisory)</td>
<td>8:00 - 8:15 1st Period (Advisory)</td>
</tr>
<tr>
<td>8:19 - 9:43</td>
<td>2nd Period (Language Arts)</td>
<td>8:19 - 9:43 2nd Period (Language Arts)</td>
</tr>
<tr>
<td>9:47 - 10:27</td>
<td>3rd Period (Electives)</td>
<td>9:47 - 10:27 3rd Period (Electives)</td>
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<tr>
<td>10:31 - 10:41</td>
<td>(Study Skills/Current Events)</td>
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</tr>
<tr>
<td>10:41 - 12:05</td>
<td>5th Period (Math)</td>
<td>10:41 - 12:05 5th Period (Math)</td>
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<tr>
<td>12:05 - 12:45</td>
<td>Lunch</td>
<td>12:05 - 12:45 Lunch</td>
</tr>
<tr>
<td>12:49 - 1:34</td>
<td>6th Period (Social Studies)</td>
<td>12:49 - 1:34 6th Period (Science)</td>
</tr>
<tr>
<td>1:38 - 2:23</td>
<td>7th Period (Science)</td>
<td>1:38 - 2:23 7th Period (Social Studies)</td>
</tr>
<tr>
<td>2:27 - 3:12</td>
<td>8th Period (PE)</td>
<td>2:27 - 3:12 8th Period (PE)</td>
</tr>
<tr>
<td>3:12</td>
<td>Dismissal</td>
<td>3:12 Dismissal</td>
</tr>
</tbody>
</table>

Kids Unlimited Academy Middle School
7TH GRADE BELL SCHEDULE 2019-2020
8:00 - 8:15 0 Period Advisory  
8:19 - 8:54 1st Period (Cash/ELD)  
8:58 - 9:43 2nd Period (Math)  
9:47 - 10:27 3rd Period (Electives)  
10:31 - 11:16 4th Period (Science)  
11:20 - 12:05 5th Period (Language Arts)  
12:05 - 12:45 Lunch  
12:49 - 1:34 6th Period (PE)  
1:38 - 2:23 7th Period (Content Elective/Computers)  
2:27 - 3:12 8th Period (Social Studies)  
3:12 Dismissed

8:00 - 8:15 0 Period Advisory  
8:19 - 8:54 1st Period (Cash/ELD)  
8:58 - 9:43 2nd Period (Language Arts)  
9:47 - 10:27 3rd Period (Electives)  
10:31 - 11:16 4th Period (Social Studies)  
11:20 - 12:05 5th Period (Math)  
12:05 - 12:45 Lunch  
12:49 - 1:34 6th Period (PE)  
1:38 - 2:23 7th Period (Content Elective/Computers)  
2:27 - 3:12 8th Period (Science)  
3:12 Dismissed

Kids Unlimited Academy Middle School  
8TH GRADE BELL SCHEDULE  2019-2020

<table>
<thead>
<tr>
<th>8A</th>
<th>8B</th>
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</thead>
<tbody>
<tr>
<td>8:00 - 8:15 0 Period (Advisory)</td>
<td>8:00 - 8:15 0 Period (Advisory)</td>
</tr>
<tr>
<td>8:19 - 8:54 1st Period (Cash/ELD)</td>
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</tr>
<tr>
<td>8:58 - 9:43 2nd Period (Science)</td>
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</tr>
<tr>
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<td>11:20 - 12:05 5th Period (Social Studies)</td>
<td>11:20 - 12:05 5th Period (Science)</td>
</tr>
<tr>
<td>12:05 - 12:45 Lunch</td>
<td>12:05 - 12:45 Lunch</td>
</tr>
<tr>
<td>12:49 - 1:34 6th Period (Content</td>
<td>12:49 - 1:34 6th Period (Content</td>
</tr>
<tr>
<td>Elective/Computers)</td>
<td>Elective/Computers)</td>
</tr>
<tr>
<td>1:38 - 2:23 7th Period (PE)</td>
<td>1:38 - 2:23 7th Period (PE)</td>
</tr>
<tr>
<td>2:27 - 3:12 8th Period (Language Arts)</td>
<td>2:27 - 3:12 8th Period (Math)</td>
</tr>
<tr>
<td>3:12 Dismissed</td>
<td>3:12 Dismissed</td>
</tr>
</tbody>
</table>

STUDENT CHECKOUT PROCEDURES
The safety of our children is our number one priority. Students will not be allowed to go home with someone who is not listed on the registration form or who has not been designated by the parent. Anytime a parent designates another adult to pick up their child, the parent must notify the front office ahead of time.

All KUA parents who need to check out their child between the hours of 8:00 am and 3:00 pm / 3:10 pm must come to the front office to check their student out. No parents/guardians are allowed to bypass the front office to pick up their child.

Notes giving permission for the student to leave campus, along with a reason they are leaving, should be turned into the front office between the hours of 8:05-3:00 pm on the day the student plans to leave. The students must sign out in the front office and sign back in upon returning to campus. Failure to use proper sign in/out procedures may result in an unexcused absence. Arrangements to go to a friend’s house after school must be made in advance. We do not allow students to call home to get permission to go home with a friend.

The reporting and transportation that deals with a partial or full day absences must go through the KUA front office.

**ILLNESS**

Children should stay home if they are sick, especially if they have anything that may be contagious to other children. If a child becomes ill while at school, a parent or guardian will be notified and asked to come pick them up. Make plans for this kind of emergency in your family. Students can only be released to those adults whose contact information is on the student’s Emergency Card on file in the office.

I need to stay home if…

<table>
<thead>
<tr>
<th>I HAVE A FEVER</th>
<th>I AM VOMITING</th>
<th>I HAVE DIARRHEA</th>
<th>I HAVE A RASH</th>
<th>I HAVE HEAD LICE</th>
<th>I HAVE AN EYE INFECTION</th>
<th>I HAVE BEEN IN THE HOSPITAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>😨</td>
<td>👃</td>
<td>🍳</td>
<td>🍳</td>
<td>😬</td>
<td>😬</td>
<td>🏥</td>
</tr>
<tr>
<td>Temperature of 100°F or higher.</td>
<td>Within the past 24 hours.</td>
<td>Within the past 24 hours.</td>
<td>Body rash with itching or fever.</td>
<td>Itchy head, active head lice.</td>
<td>Redness, itching, and/or pus draining from eye.</td>
<td>Hospital stay and/or emergency room visit.</td>
</tr>
</tbody>
</table>

I'm ready to go back to school when I am…
If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick and to follow your healthcare provider’s recommendations about returning to school and other activities.

KUA ATHLETICS AND ACTIVITIES

KUA is a full service educational program, unlike any program in Oregon. We offer both academic and athletic enrichment programs, before and after school.

Academic Enrichment:
- KUA offers after school academic enrichment programs specifically geared towards middle school students, from STEM to MultiMedia.
- KUA students compete in Brain Bowl, Spelling Bee and Battle of the Books and Torch Honor Society.
- KUA provides opportunities for KUA Student Community Service at all of our fundraising and community events.
- New to the 2019-2020 school year – KUA Screen Printing! All t-shirts and graphic design work will happen on our campus. Students will gain first hand work experience with state of the art equipment. A separate outline for this program is being developed.

KUA Social Events:
At any KUA Social Event (Dances, etc.) Students need to arrive during the first thirty minutes of the event and stay until the event ends. Staff supervision will only be provided for 15 minutes following the event.
KUA Extra-Curricular Sports:
Fall: Boys and Girls League Soccer, Volleyball
Winter: Boys and Girls Basketball (SOMSAC)
Spring: Boys and Girls Cross Country (SOMSAC)
(SOMSAC-Southern Oregon Middle School Athletic Conference)

ATHLETIC CODE OF CONDUCT AND PARTICIPATION STANDARDS

KUA believes that participating in athletics, clubs, and school activities is a privilege extended to students. Students involved with athletics, clubs and school activities are responsible to be positive representatives of KUA and the KUA Community. Prior to participation in athletics, clubs, and/or school activities, the student and parent/guardian are required to sign a form to ensure they have read and agree to comply with all conditions of the KUA Athletic Program and Extracurricular Code of Conduct.

All students representing Kids Unlimited Academy must comply with the standards of conduct listed in the board policy and school's handbook. This policy is a minimum conduct standard. Coaches and advisors may add additional expectations specific to their activity.

Violation of the law or violation of the rules may result in disciplinary action, even if the misconduct occurs at times/places other than on campus or during school activities. If KUA Administration determines either by a preponderance of symptoms or by reasonable evidence that a student involved in athletics, clubs and school activities is using alcohol, illegal drugs or other controlled substances, KUA may require the student to be tested immediately at the parent’s/guardian’s or student’s expense and submit the results to the district as a condition of participation. A positive test shall cause the student to receive consequences as specified in the school's student handbook and the district's Extracurricular Code of Conduct. Participation in treatment programs may be considered in the administration of this procedure.

Attendance/Suspension
**Attendance:** A student must attend school all day on the day of the scheduled activity and must attend all day on the day after the activity. If the student misses a day or part of the day, he/she will not be eligible to participate in the next scheduled activity unless cleared by KUA Administration.

**Suspension:** If a student is suspended from school, he/she cannot participate in a practice, contest, or Enrichment activity during the period of suspension.

**Use, Possession, Distribution, or Sale of Tobacco products, Alcohol or Other Drugs Including Marijuana**

Participants will not use, possess, sell or distribute alcohol, tobacco products, other drugs, drug paraphernalia, or items purported to be drugs at school-sponsored activities, school-related activities or at any student gathering under the auspices of any local, state, or national student or school organization or at any other time, including evenings, weekends, and holidays during the entire term of the activity from the official starting date established by the SOMSAA, or the district or the school as the case may be, until the final date of the activity in which the participant is involved. In addition to the disciplinary penalties listed in the section above, students who are involved in athletics, clubs and school activities and who violate the district's policies on the use, pos-session, transport, distribution and/or sale of a controlled substance including alcohol and other mind altering drugs will be suspended from participation in any athletic, club or activity for a minimum of 15 school days and may be removed from athletic, club or school activity participation for an extended time depending on the circumstances surrounding their violation of the policy.

**Additional Regulations:** The coach or activity sponsor may have additional regulations which will be defined in writing to the participating students. These policies will be subject to the approval of the administration and supported and enforced by the same.

**Theft-Vandalism:** The student or parent/guardian will be financially responsible for:

- Theft from or vandalism to school property by named student
- Theft from or vandalism to private property (motel rooms, restaurants, etc.) by named student
- There will be no award or participation until financial obligations are met.

**Transportation:** In general, KUA will provide transportation to and from events. Transportation will be by activity vans, school buses or tour buses for students participating in the applicable activity. When practicable, the use of private vehicles will be limited. In cases where transportation will not be provided to practices, competitions, and/or other activities, the parent/guardian will receive notice at the beginning of the season and be asked to sign off acknowledging responsibility.

When district transportation has been provided, students may be released to their own parent or guardian following an athletic event provided a signed release is on file or given to the coach. The coach or adult in charge maintains the right to ask all students to return by KUA transportation regardless of the signed release.

Private transportation by an adult other than the legal parent or guardian or staff member will only be permitted in limited circumstances with a signed release and permission from a school administrator/designee already in place prior to the event. No last minute permissions or verbal permissions will be allowed. The district will set guidelines from which locations students will be able to ride home with other adults. Consideration will be given to the length of the trip with
more leeway given to events closer in proximity. Notice will be given to the parents at the beginning of the season.

ATHLETIC PARTICIPATION STANDARDS

ROLE OF KUA STUDENT ATHLETE IN PROGRAM SUCCESS
1. Attend and positively participate in all scheduled practices.
2. Follow directions as communicated by the coach promptly and effectively.
3. Participate positively in all skill, knowledge, and application exercises as assigned by the coach.
4. Accept seriously the responsibility and privilege of representing the school and community by displaying positive public actions.
5. Accept authority and supervision in a positive manner at all times.
6. Communicate effectively with the coach and teammates.
7. Work cooperatively with the coach and team members as a problem solver.
8. Demonstrate loyalty to the school, coach, and the team.
9. Treat fellow students, opponents, their fans, and adults with dignity and respect.
10. Refrain from conversations that foster dissention.
11. Respect the judgment and integrity of contest officials, abide by the rules of the contest, and display appropriate behavior at all times.
12. Be a positive role model for fellow athletes.
13. Live up to the high standard of sportsmanship established by KUA for athletic programs.
14. Avoid public displays of anger and/or displeasure.
15. Successfully meet Southern Oregon Middle School Athletic rules and regulations.

ROLE OF PARENT IN PROGRAM SUCCESS
1. Understand and support athletic programs and their expectations as defined in KUA’S Athletic Participation Standards
2. Understand team rules, discipline, and technique corrections of students.
3. Follow Southern Oregon Middle School Athletic rules, ask when not sure, be honest about residency, and check with the Athletic Director before changing schools.
4. Live up to the high standard of sportsmanship established by the SOMSA for athletic programs.
5. Avoid public displays of anger and/or displeasure.
6. Be a good role model for your sons and daughters by positively supporting teams.
7. Leave coaching of the team, playing time, position, and placement on junior varsity or varsity to the head coach and staff.
8. Respect opposing fans, officials, coaches, and participants.
9. Approach coaches before, during, and after games with positive comments. Withhold negative comments regarding the game, athlete(s), or coaching until such time that the concern can be addressed in an atmosphere conducive to effective problem solving.

PARENT / VISITOR INFORMATION

LA CLINICA

La Clinica School-Based Health Center - Kids Unlimited Academy

La Clinica provides quality health care that is convenient and affordable for KUA students and their families. Students can visit a medical provider without missing school. Any member of a student’s family can get care at this health center, too. Patients can get services regardless of income or insurance coverage and are seen on a drop-in basis or by appointment.

Children:
• Children younger than 15 must have written consent from a parent/guardian to be seen by a La Clinica provider for medical care.
• Children younger than 14 must have consent from a parent or guardian to get mental health services.
• Although medical consent forms can be turned in anytime during the school year, we encourage consents to be filled out and turned in at the beginning of the year. Consent forms are available at the health center and in the school office. Separate consent form for Mental Health is given on request
• Medical records are confidential and are not part of a student’s school records.

For students with insurance: La Clinica will bill insurance. Co-pays and deductibles apply for those who are above 200 percent of the Federal Poverty Level. We will call for a parent or guardian’s approval before your child is seen for a billable visit.
For uninsured students: If student’s family income is at or below 200 percent of the Federal Poverty Level, La Clinica may offset the cost with federal grant money that is provided to us.

What if my child has a primary care provider they normally see?
We can see students who have a primary care provider. Having your child seen by our nurse or medical provider during school hours does not replace your child’s primary care provider in any way.

Will I be notified if my child comes to the health center requesting a service?
We abide by all state and federal guidelines regarding patient privacy. Parents of students who are under 15 years of age are notified when their child visits the health center. Notification may be by a phone call at the time of visit or a letter sent home with the student after school. If you have a preference, let us know.

Adults:
- La Clinica will bill insurance for patients who have it. Co-pays and deductibles apply. Adult family members without insurance will be billed on an income-based sliding scale if they earn at or below 200 percent of the Federal Poverty Level.
- La Clinica also can help uninsured families apply for the Oregon Health Plan.

What’s next?
You will receive a consent packet for your child once they start school. We recommend filling out the form before your child needs services. If you want your child to be cared for at La Clinica School-Based Health Center, fill out the packet and return it to the school office or to the La Clinica School-Based Health Center at KUA.

To determine your place in the federal poverty guidelines, please provide your income information on the income form in the consent packet.

School Based Services

Medical Care:
- Diagnosis and treatment of minor illnesses and chronic health issues
- Basic primary and preventative health care
- Routine physical, well-child, and sports exams
- Care provided by qualified health professionals
- Immunizations
- Vision screenings
- Hearing screenings
- Nutrition and weight management education
- Over-the-counter medications for minor complaints and treatment of minor injuries (with parent or guardian consent)
- Reproductive health care

Mental Health Care:
- Mental health screenings and Assessments
- Treatment and
counseling through therapy behavioral health
ongoing individual, family, and group
• Referral when appropriate to other Coordinated Care:

• Oregon Health Plan enrollment assistance
• Case management and collaboration with community partners

For Further information regarding minor consent please visit:
Minor Rights: Access and Consent to Healthcare:

Oregon School-Based Health Centers:
https://www.oregon.gov/oha/PH/HealthyPeopleFamilies/Youth/HealthSchool/SchoolBasedHealthCenters/Pages/index.aspx

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. A student with certain contractible diseases is not allowed to come to school while the disease is contagious. This restriction is removed by a written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. These diseases include: chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infections, strep infections, MRSA and tuberculosis. Parents with questions should contact the school office.

For head lice, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. No live bugs may be present in the child’s hair.

ACCESS AND RELEASE OF EDUCATION RECORDS

By law, both parents, whether married, separated or divorced, have access to the records of a student unless the school is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor may inspect and review education records during regular school hours. Please call first to make arrangements.

CUSTODY DOCUMENTS
Oregon State law and School Policy require that current custody papers for children of divorced parents be on file in the school office. The papers must be the originals with the Judge’s signature (we will make a copy for our files). Questions regarding custody issues and disputes should be referred to your attorney. Please make sure the office is updated of any custody changes and that we have the appropriate and most current papers on file. This includes restraining orders or no contact orders that limit or prohibit contact with a parent or guardian. If a parent/family member arrives at KUA to pick up a student, identification will be requested before releasing a student to someone the school staff does not know.

PARENTAL KEYS FOR A SUCCESSFUL YEAR

1. Provide a quiet place for your student to do homework if not completed at school.
2. Encourage reading each night. (At least 30 minutes recommended!)
3. Encourage your student to participate in extra-curricular activities provided by the school and/or Kids Unlimited. In addition, encourage your student to participate in community volunteer opportunities. Being actively involved through service learning is shown to provide students the learned benefits of actively shaping their community.
4. DRESS FOR SUCCESS. Students need to wear their school uniform daily.

AN EDUCATIONAL ENVIRONMENT IS MORE SUCCESSFUL WHEN THERE IS A STRONG PARTNERSHIP BETWEEN HOME AND SCHOOL. BECAUSE A PARTNERSHIP THRIVES ON COMMUNICATION, KIDS UNLIMITED ACADEMY PUBLIC CHARTER SCHOOL ASK PARENTS TO:

1. Support their child in the educational process
2. Stay informed on all school events and read the monthly newsletter
3. Become a school volunteer, it can be a lot of fun. For further information contact the office.
4. Work collaboratively with the school to support the needs of your child academically, socially, emotionally and behaviorally.
5. Open and honest communication is the key to problem solving.

VISITORS

All visitors must report to the office upon entering school grounds and/or school. Visitors will be issued a VISITOR tag to wear while on campus.

VOLUNTEERS
KUA loves volunteers. Community members who contribute their time and talents to the improvement and enrichment of the school programs are valuable assets. The KUA school board of directors encourages individuals or groups to become involved in the school program by volunteering to perform appropriate tasks during the after school hours under the direction and supervision of the professional personnel.

All volunteers will need to access the Medford School District website https://www.medford.k12.or.us. By clicking on the “community” link potential volunteers will be able to access the volunteer link. Kids Unlimited Academy is a public charter school with the Medford School District and follow the same federal and state volunteer guidelines served to protect the safety and welfare of all students. This process will need to be done for every school year.

**STUDENT SUPPORT**

A variety of support will be provided to students to help them reach a proficiency level within their classes. The following programs and opportunities are available for them to take advantage of in order to help them be academically successful.

- Regularly scheduled academic support within the school day
- Increased academic support opportunities
- Increased intervention classes - Title 1 supports
- Extended learning opportunities - longer school day than other schools

**PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences will occur in November and February. All Middle School conferences are student led. We encourage your participation in parent/teacher conferences! This is an opportunity to get to know your child’s teacher(s), and ask any questions you may have about your child’s progress.

**LUNCH/BREAKFAST/DINNER PROGRAM**

Good nutrition is vital to students’ learning. A daily breakfast, lunch and dinner includes milk and a choice of a variety of healthy entrees and side offerings. At each meal, KUA prepares just one full meal which includes all the required components for breakfast, lunch and dinner.

Monthly menus will be available online on our KUA website, at the front office and will also be published on KUA’s FB page. KUA’s meals are offered to our students at no cost. Our meals are made from scratch with healthy ingredients. It’s important for parents to know that due to the laws and regulations that govern our food program, our lead chef will do his best to address food allergies; however, KUA is unable to prepare separate meals i.e., vegan or vegetarian plates.

**Lunches and Snacks brought from home.**

- Parents are invited to eat lunch with their child in the KUA cafeteria as long as the student does not miss any class time. Parents are also free to send homemade lunches with their child to school. It is also acceptable for parents to send individualized healthy
snacks to school for their children. KUA asks parents to respect the dietary concerns of all parents and not bring large bags or boxes of snacks to share. Students are NOT allowed to share food in the cafeteria.

- **Students are not allowed to order fast food delivery prior or during their lunch time and may not ask a staff member to participate in the pick up or delivery of the food item.**
- **Any and all fast food deliveries to students must receive prior approval and must never result in a classroom tardies. Fast food must never be brought to the classroom.**

**FEES**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, pens, paper, notebooks and other items listed in the school supply list posted prior to the beginning of school. Periodically we may ask you for contributions for student field trips. Beyond the two uniform shirts we give to each child, you can purchase additional uniform shirts at $10 each.

**LOST AND FOUND**

Any articles found in the school or on school grounds should be turned in to the lost and found in the gym. Unclaimed articles will be disposed of after one month. Loss or suspected theft of personal or school property should be reported to the school office. Students are encouraged to have their first and last names on personal items at school.

**QUESTIONS - CONCERNS**

If you have any questions or concerns about your child or about Kids Unlimited Academy Public Charter School, please call. Your student’s success and safety are our priorities. Most concerns are best addressed with the teacher, first. Appointments with the Principal or Assistant Principal may be made by calling the school office at 541-774-3900.

**PERSONAL PROPERTY AT SCHOOL**

All electronic devices and other personal property should be left at home or kept in a backpack. While student’s property rights are respected at Kids Unlimited Academy, these personal items may be confiscated and held in the office for a reasonable time, to be picked up after school by the student or by a parent. The school is not responsible for lost, stolen or damaged items. Please do not send toys to school with your child, unless it is for “Show and Tell” or a required class project.

**KUA UNIFORM & DRESS CODE GUIDELINES**

The KUA Dress Code Supports the Vision of KUA established by our founders:

*Kids Unlimited Academy’s vision is to be a “Beacon of Hope” that creates*
future leaders. KUA will be known for academic excellence and ethical conduct; that it is a place where personal judgement are taught, modeled and expected for all.

The Dress Code at KUA is as follows:
- A KUA Polo Shirt (with collar) - Navy (dark blue), Grey or Black - Monday - Friday
- KUA Hoodie is permitted 5 days a week.
- Warm jacket is permitted to be worn over the KUA shirt - everyday
- Black, khaki (beige) or navy pants, skirts, skorts, or shorts (appropriate length)
  - Khaki or black jean material is ok; they can’t be regular “jeans” or jean color.
  - Black or Navy knit pants are ok but they must look like pants. Leggings or sweatpants are not ok.
  - No sweat or exercise pants or shorts
  - Skirt length must be close to the top of the knee, or students may wear a shorter skirt with leggings underneath them.
  - Shorts/skorts must meet the “fingertip” rule and be longer than a students fingertips. When a student stands with their hands by their side - the shorts must reach past their fingertips or 2 “ above the knee.

Fridays - “Casual Day” - Casual Pants and Casual KUA Shirt Day:
- Denim Jeans or “Sweatpants” are ok! Leggings are never allowed to be worn as pants. The difference between jeggings and leggings is that jeggings have a closure with a button and zipper & have pockets.
- Ripped jeans are ok if the threads (ripped sections) meet the fingertip rule or are no more than 2” above the knee.
- KUA polo, KUA hoodie, KUA Choir, KUA Jog A Thon or any shirt with KUA logo is allowed.

Special School Spirit Days, Event days or “Free Dress Pass” Day:
- On School Spirit days students may dress according to the theme of the day (i.e. sports day they can wear sports attire). They must still follow the dress code policy for appropriateness. (Example: No spaghetti straps, vulgar/violent language)
- Free Dress Pass - Free Dress passes are given to students RARELY. They may wear their choice of clothing, but must follow the policy for appropriateness.
- A special KUA “t shirt” or “hoodie” that advertises an event may be worn on the day of the event, i.e., musical, jog a thon, etc.

Clothing Not Allowed at KUA on any day including “free dress day”:
- Clothing that displays gang symbols, uses profanity or displays products or slogans that promote tobacco, alcohol, drugs or sex.
- Halter tops or spaghetti straps
- Clothing that shows the midsection or cleavage
- Muscle shirts

What do we do if a child attends school in violation of the dress code?
- We meet with the student to remind them of the dress code. Their choices are as follows:
- Call home and have an appropriate shirt/pants brought to school.
- If KUA has pants/shirt that fits we will have student wear a clean/used school appropriate pant/shirt.
- We will document the violation as a student who violates the dress code more than 3x's is demonstrating an unwillingness to follow policies.

- If documentation shows a student has violated the dress code 3x or more - a conversation with the parent will be arranged.

Dress Code Guidelines for Appropriateness:

**Skirts, Skorts, and Shorts:** KUA defines the appropriate length of shorts/skorts by the "fingertip rule" (see above). Skirt length must be close to the top of the knee, or students may wear a shorter skirt with leggings underneath them.

**Tank Tops and Off-Shoulder Shirts:** Spaghetti straps, strapless tops, muscle shirts, off-shoulder shirts, and tops that have less than “two fingers width” of coverage on the shoulders for any student are not permitted on free dress days.

**Leggings:** Tights, leggings, or other types of hosiery must be accompanied by a fingertip length or longer shorts or dress.

**No Vulgarity:** Clothing that depicts sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol, or tobacco, or which degrade the integrity of individual groups are not allowed on free dress day or on outerwear.

**No Bare Midriffs:** All parts of stomach and back must be fully covered without pulling or tugging - this is for both boys and girls on free dress day.

**Keep Undergarments Hidden:** Bra straps under tank tops, underwear beneath baggy pants, or even undergarments showing through rips and holes in clothing are prohibited.

**Appropriate Footwear:** KUA doesn't allow flip flops, platform shoes or shoes with wheels for safety reasons such as the ability to respond appropriately during fire alarms or other emergencies.

**Distractions:** Some apparel isn't allowed in school because it is considered a distraction from the education process.

**Hats:** this includes hats, scarves, and visors, but would not include head coverings worn for religious reasons.

**Sunglasses:** Sunglasses can interrupt the learning process because if may be difficult for the student to see indoors and for the teacher to ensure the student is paying attention therefore are not allowed.

**SCHOOL ADMINISTERED MEDICATION**

Requests for the school to administer medication shall be made by the parent in writing. Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the information above is included.

Written instructions of the parent which include the information above are required for all requests to administer non-prescription medication. All medication administered by the school is to be brought to the school office.
(not teacher) by the parent in its original container. Students are responsible for maintaining their dosage schedules by showing up to the office at the appropriate times. Medication not picked up by parents within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the school.

**SELF-MEDICATION**

Self-medication of prescription and nonprescription medication is not allowed except in cases where a student must carry such medication on his/her person for immediate access, and the necessary permission form and written instructions have been submitted as required above. All medication must be kept in its appropriately labeled, original container. The student's name is to be affixed to non-prescription medication. All medication is kept in the school office for safety.

**PROMOTION, RETENTION AND PLACEMENT OF STUDENTS**

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. A decision to retain a student will be made only after prior notification and explanation to the student's parents. If the student is in danger of not meeting School, District and State standards, retention will be discussed with those parents throughout the year. There is considerable research that does not support student retention as an effective method for improving student educational attainment, which will weigh heavily in the discussions between parents and school administration. The final decision to retain students rests jointly with the parents and school administration.

**RELEASE OF STUDENTS FROM SCHOOL**

A student shall not be released from school at times other than regular dismissal hours except with an administrator’s permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave the classroom. The student must be signed out in the office before leaving school property. A student will not be released to any person unless listed on the enrollment form by his / her parent or as otherwise provided by law. Most importantly, parents/visitors are not allowed to pick up a student from the classroom. They must come to the office and follow the standard checkout procedure. This procedure is for the safety of all students.

**REPORTS TO STUDENTS AND PARENTS**

Written reports of student progress and absences shall be issued to parents at least three times a year (November, January, June). When the student's performance is below average or below the expected level, special efforts will be made to contact and involve parents in helping the student improve. Furthermore, an academic reinforcement program may be assigned. Parents will be notified of student benchmark progress as appropriate.

**WITHDRAWING A REGULAR EDUCATION STUDENT**
If you plan to move and intend to withdraw from Kids Unlimited Academy Public Charter School for another public school, parents are asked to come into the main office and sign a withdrawal form at least two days before the last day of attendance. This will enable teachers and school office staff to have all paperwork completed beforehand to aid in your transition to the next school.

WITHDRAWING A SPECIAL EDUCATION STUDENT

Parents are required to notify the school and Medford School District in writing before unilaterally placing their child in private placement. The notification can be at an IEP meeting or at least 10 days before withdrawing their child for private placement. Parents must let the school and the Medford School District know that they do not accept the offer of a Free and Appropriate Public Education (FAPE).

SCHOOL / HOME COMMUNICATION

REMIND

We are a Remind school. All of our school wide announcements and reminders will be sent through our Remind account. Teachers will communicate with parents through this app as well. This app is compatible with iOS and Androids as well as PC’s and Macs. If you do not have a smartphone or simply do not want the app, messages will be sent in the form of an SMS text message. Ask your child’s teacher for their class code so you can register for their class through the app and never miss out on any announcement. Scan the QR-code to download the app. We send frequent reminders of school events via REMIND and highly encourage all parents to download the app. You can also receive messages via email if you prefer. This enables you to talk directly with your child’s teacher!

SCHOOL NEWSLETTER

A school newsletter from our principal will be published each month, the newsletter will be sent home with your child and will be posted on the KUA school website.

FRIDAY FOLDERS

New for 2019 - 2020

The school Friday Folders will be sent home electronically or in folders - every Friday with your child. The folders will contain important information sent by the school's communications office to have parents well informed about events, meetings and reminders. Please be sure to update your contact information, including email so to ensure you always get the information you need in a timely fashion. Please be sure to ask your child for the Friday Folder and read the contents. Parents can choose to have paper copies sent home each Friday in their
folder OR have electronic copies sent via email or Remind. We have had parent concerns that their child does not give them the Friday Folders each week. We would like to provide you with the choice of how to receive documents from the school.

KUA WEBSITE

Important communication of what is happening in the school will be posted on our website. http://www.kuaoregon.org

EMERGENCY SCHOOL CLOSING INFORMATION

In case of hazardous or emergency conditions, the Medford School District superintendent may alter district transportation schedules. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. If the Medford School District closes all schools or delays the start of all schools due to inclement weather or other emergency, Kids Unlimited Academy Public Charter School will follow the same closure/delay time frame. Patrons can listen to local media outlets for continual updates.

EMERGENCY DRILLS

Fire Drills, Earthquake Drills, and Safety Drills are to be taken very seriously and will be scheduled throughout the year. We will practice for each type of drill during the school year in order to prepare our students in the event of an emergency. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other actions to take when there is a threat to safety.

EMERGENCY SCHOOL LOCKOUT / LOCKDOWN

How we communicate during an emergency:

Precautionary Lockout: We will secure the perimeter. If there is a threat outside the building, we bring everyone in and lock the outside and inside doors. Precautionary Lockout is called by district or site administrator. A Precautionary Lockout can be called when staff or students notice something weird or strange. A Precautionary Lockout could be the response to a violent person or incident in the community near your school. Teachers, staff or administration will get students back into the building. Teachers will take roll and notify the office of missing or extra students. A Precautionary Lockout means an increased situational awareness, but the class will be conducted as usual. The school’s communications office will send a text out to all parents through our phone communication system to inform parents what is happening in the school.

Direct Threat Lockdown: This takes place if a threat is inside the building or there is an increased risk of a threat. Teachers will Lock their doors, Turn off lights, and Hide Out of Sight. A Direct Lockdown is the protocol used to secure individual rooms and keep students quiet and shelter in place. The teacher will take roll and account for all students through a school wide
communication plan. Occupants of rooms will not unlock their rooms for anything or anyone. When the incident is over, a responsible person capable of unlocking the room from out in the hall (administrator, custodian, Law Enforcement, etc) will unlock the door and brief the occupants.

KUA Staff has been trained in the A.L.I.C.E. method for school safety threats. ALICE stands for:

• **Alert**-Initial Alert: Staff & Students are altered of the emergency (don’t say specific threat).

• **Lockdown**-If Evacuation is not a safe option, barricade entry points. Prepare Evacuation or Counter if needed.

• **Inform**-Communicate real time information about intruder’s location. Clear and direct language using any communication means possible is utilized.

• **Counter**-Create Noise, Movement, Distance and Distraction with the intent of reducing the intruder’s ability to harm students or staff. Counter is NOT fighting.

• **Evacuate**-When safe to do so, remove yourself from the danger zone. In the event this happens, students will be reunited with their parents at the reunification site.

If you would like additional information about the ALICE protocol, please visit https://www.alicetraining.com/our-program/alice-training/k12-education/age-appropriate/

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**During a School Emergency**

In order for our emergency response plans to be effective, we must depend on the cooperation and assistance of many people, such as the police and fire departments. We also depend on the parents of our students to support our disaster response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. We ask parents to observe the following procedures during a crisis situation:

• **Do not telephone the school.** We understand and respect your concern for your child, but it is essential that the telephone system be available for emergency communications.

• **Check KUA website,** KUA Facebook and text messages that will be sent from the school’s communications department for emergency announcements and status reports. You will also receive instructions on where you should go and how/when you may be able to pick up your child.

• **Do not come to the school or evacuation location until you are instructed to do so.** It may be necessary to keep the streets and parking lot clear for emergency vehicles. If a building is in a lockdown situation, you will not be allowed to enter.

• **If evacuation is required, students may be transported to a location away from the school for reunification with parents.** You will be notified of this through media bulletins, the school’s message line, and/or the county message line. Photo ID is required for the student pick-up. Parents will also be notified via REMIND as soon as possible.

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**EMERGENCY MEDICAL TREATMENT**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. Any injury should also be reported to the school office staff, and a
In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents must update this information as often as necessary. If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form. School staff may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment. KUA follows a concussion protocol whenever a head injury or concussion is suspected.

**KUA STUDENT MANAGEMENT SYSTEM**

**CELL PHONE USE for K-5th grade STUDENTS**

The expectation at Kids Unlimited Academy Public Charter School is that if cell phones are brought to school then they need to be turned off and put in the student’s backpack throughout the school day. The school reserves the right to search cell phone histories for the purpose of determining harassment, threats, inappropriate images, and sequence of calls sent and received if the situation warrants a significant disruption to the function of the school. Parents will be contacted if cell phone use is an issue. If an elementary student is seen using their phone at school, it may be confiscated and returned to the parent. If parents need to contact their child, please call the front office and they will get a message to them.

**CELL PHONE USE for 6TH - 8TH GRADE**

*KUA Cell Phone Policy is the same for Medford High Schools:*

*KUA Middle School Cell phone policy is as follows:*

- KUA understands the importance of cell phones as a tool for communication with family.
- Families must support the classroom by not texting/calling students during class and students must show respect to the teacher and classroom by not texting/calling friends families during class.
- If a student needs to use a phone to contact a parent/guardian, they must seek permission from a teacher or main office.
- No cell phone is to be used during passing time or After School Enrichment.
- Middle school students may use cell phones appropriately during lunch, before school and when the teacher gives permission.

**The KUA Middle School Cell phone policy violation consequences:**

- **1st Violation** - The teacher reminds student of rule and notifies Main Office. Representative from Main Office picks up the phone from classroom. Main Office documents violation. Student picks up the phone at the end of the day. Parent is notified.
- **2nd Violation** = Loss of cell phone for 1 day - cell phone is picked up from the classroom and taken to the front office. Main Office notifies parent to pick up the cell phone in the office at the end of the day. Phone can be picked up at parent's convenience as we know you have busy schedules.
● **3rd violation** - Loss of cell phone and meeting with parent required where parent comes in to meet with an administrator. Loss of cell phone for 9 weeks.
● **4th violation** - Loss of cell phone for entire year.

The school reserves the right to search cell phone histories for the purpose of determining harassment, threats, inappropriate images, and sequence of calls sent and received if the situation warrants a significant disruption to the function of the school.

**STUDENT MANAGEMENT SYSTEM**

At KUA we believe that all children should be taught to be responsible citizens at school. KUA has developed a school-wide behavior plan that combines Positive Behavioral Interventions and Support (PBIS) and Restorative Practice. PBIS is designed to foster a climate of cooperation, academic excellence, respect and safety while Restorative Practices fosters responsibility for one’s actions. The school rules are simple and easy to remember: BE SAFE, BE RESPECTFUL, BE RESPONSIBLE and BE PROBLEM SOLVERS. We believe this focus on positive behavior, a standard of academic excellence, regular school-wide celebrations, and a common sense student behavior system fosters a healthy climate in our schools.

**HOW DO WE CELEBRATE?**

• **Morning Assemblies**: Each and every morning starting at 7:50 am, all KUA Kindergarten through 5th grade students gather in the gym. The morning assembly begins with an all school Pledge of Allegiance, followed by Brain news/exercises and ending with Feel Good announcements (student celebrations, birthday greetings, jokes & gratitude shout outs) and ending with each class being greeted by their teacher and escorted to their classroom.

• **“PBIS Royal Pride” tickets** - KUA gives “Royal” Tickets to encourage positive choices and excellent behavior. Students are given tickets randomly when they demonstrate positive behavior. They can use them to purchase school related goodies and school related incentives. The purpose is to recognize positive behavior and motivate students to follow school wide behavioral expectations. We focus on the intrinsic value of being recognized for positive behavior.

• **Daily Circle Advisory Check-Ins**: Each classroom begins the day by ensuring each and every student is greeted, heard and ready to learn.

• **Monthly KUA Royal Award Assembly**: We are the KUA Royals! At our monthly assemblies we celebrate students from each grade who exhibit the best of KUA standards. Parents are invited to these assemblies.
• **Art Shows, Holiday and Spirit Assemblies.** We love celebrating the artistic/musical/dance talents of our students and staff. These events happen throughout the year. Don’t miss an opportunity to attend!

**WHAT IS A COMMON SENSE STUDENT BEHAVIOR SYSTEM?**
Students must know the rules and regulations, and be responsible for their part in maintaining these regulations, and be aware of the consequences when they are broken. We believe that good citizenship and good academic performance are tightly connected. Students are taught the PBIS Expectations throughout the school year in order to create a systematic method for learning behavioral expectations. The PBIS Expectation Matrix below are the common expectations that are followed schoolwide.

**KIDS UNLIMITED ACADEMY & AFTERSCHOOL ENRICHMENT PROGRAM**

**PBIS EXPECTATIONS MATRIX**

<table>
<thead>
<tr>
<th></th>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be a Problem Solver</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Settings</strong></td>
<td>- Keep hands, feet and bodies to self</td>
<td>- Use active listening skills by having eyes on speaker, quiet mouths, &amp; listening ears</td>
<td>- Be on time and prepared to learn</td>
<td>- Use “I feel” statements</td>
</tr>
<tr>
<td></td>
<td>- Follow safety procedures</td>
<td>- Treat people and property with care</td>
<td>- Ask permission to leave your place</td>
<td>- Try to find a solution that works well for everyone</td>
</tr>
<tr>
<td></td>
<td>- Use materials properly</td>
<td>- Value the personal space of others</td>
<td>- Do your best!</td>
<td>- Focus on your actions</td>
</tr>
<tr>
<td></td>
<td>- Walk in common areas</td>
<td></td>
<td>- Clean up after yourself</td>
<td>- Apologize when needed</td>
</tr>
<tr>
<td><strong>In All Classes</strong></td>
<td>- Use material and equipment for proper use</td>
<td>- Use appropriate voice level for activity</td>
<td>- Follow directions of ANY adult.</td>
<td>- Offer to help others</td>
</tr>
<tr>
<td></td>
<td>- Use material and equipment for proper use</td>
<td>- Follow teacher expectations</td>
<td></td>
<td>- Ask for help when needed</td>
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<tr>
<td></td>
<td>- Use kind words/respectful language</td>
<td>- Share opinions with sensitivity</td>
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<td></td>
</tr>
<tr>
<td><strong>In the Hallways</strong></td>
<td>- Walk in straight lines</td>
<td>- Voice level at Zero while around learning classes.</td>
<td>- Have a growth mindset</td>
<td>- Be an encourager</td>
</tr>
<tr>
<td></td>
<td>- Stay on the RIGHT hand side</td>
<td>- Respect posters and artwork on walls</td>
<td>- Use time wisely</td>
<td>- Take ownership of mistakes</td>
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<tr>
<td></td>
<td>- Yield to oncoming people</td>
<td>- Open doors for people</td>
<td></td>
<td>- Be empathetic</td>
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<tr>
<td></td>
<td>- Focus on destination</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>- Walk with a purpose</td>
<td></td>
<td></td>
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<tr>
<td><strong>In the Cafeteria</strong></td>
<td>- Stay seated while eating</td>
<td>- Watch for spills</td>
<td>- Remind friends to follow hallway expectations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Stay in appropriate line</td>
<td>- Get what you need</td>
<td>- Keep hallways clean (pick up trash if you seen any)</td>
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<tr>
<td></td>
<td></td>
<td>- Eat food for a successful day</td>
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</tbody>
</table>

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### In the Bathroom
- Wash your hands with soap
- Do your business and leave
- Keep feet on the floor
- Shut the stall door
- Give students privacy
- Quiet voices
- Pick up after yourself
- Shut the door
- Wait your turn
- Use time wisely
- Turn off water
- Flush the toilet
- Have a bathroom pass
- Tell other students not to play around
- Find adult if there is an unsafe situation
- Report messes

### KIDS UNLIMITED ACADEMY & AFTERSCHOOL ENRICHMENT PROGRAM
**PBIS EXPECTATIONS MATRIX (Continued)**

<table>
<thead>
<tr>
<th></th>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be a Problem Solver</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>At Recess</strong></td>
<td>- Use equipment for designed purpose</td>
<td>- Practice good sportsmanship (win &amp; lose with class)</td>
<td>- Apologize when you make a mistake</td>
<td>- Look/listen for whistle</td>
</tr>
<tr>
<td></td>
<td>- Stay or go to designated space</td>
<td>- Take turns &amp; include others</td>
<td>- Return equipment at the end of recess</td>
<td>- Be willing to compromise</td>
</tr>
<tr>
<td></td>
<td>- Ask permission to leave</td>
<td>- Listen to adults on duty</td>
<td>- Ask permission to leave the playground</td>
<td>- Find another activity if needed</td>
</tr>
<tr>
<td></td>
<td>- Follow game rules</td>
<td>- Use encouraging words</td>
<td></td>
<td>- Wait your turn</td>
</tr>
<tr>
<td><strong>In Assemblies</strong></td>
<td>- Be aware of surroundings</td>
<td>- Sit for instructions</td>
<td>- Model good behavior to peers and younger students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Follow your teacher</td>
<td>- Sit so others can see</td>
<td>- Enter and exit quietly</td>
<td>- Monitor yourself &amp; not others</td>
</tr>
<tr>
<td></td>
<td>- Sit with your class</td>
<td>- Applaud politely</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>In Fire/Safety Drills</strong></td>
<td>- Stay with teachers and class</td>
<td>- Listen actively to the teacher or other adult leading you</td>
<td>- Know FIRE DRILL plan and fire exits</td>
<td>- Exit safely &amp; quickly</td>
</tr>
<tr>
<td></td>
<td>- Stay calm &amp; walk</td>
<td>- Exit one person at a time</td>
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<td></td>
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<tr>
<td></td>
<td>- Voices off</td>
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</tr>
<tr>
<td></td>
<td>- Follow adult instructions</td>
<td></td>
<td></td>
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<tr>
<td><strong>Devices/ Tech. Tools</strong></td>
<td>- Travel with technology using both hands</td>
<td>- Freedom of speech should not harm others</td>
<td>- Keep passwords private</td>
<td>- Share school devices appropriately and work together</td>
</tr>
<tr>
<td></td>
<td>- Be aware of cyber-bullying consequences</td>
<td>- Use as an educational resource/tool</td>
<td>- Follow adult directions</td>
<td>- Seek help if needed</td>
</tr>
<tr>
<td></td>
<td>- Avoid giving out personal information &amp; photos</td>
<td>- Phones should be put away in backpack (see cell phone policy in the student handbook)</td>
<td>- Practice digital citizenship</td>
<td>(Adults will solve technical issues)</td>
</tr>
<tr>
<td></td>
<td>- Pictures allowed with teacher permission</td>
<td></td>
<td>- Stay on the designated website or app</td>
<td>- Report anything inappropriate to a teacher</td>
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</tbody>
</table>
Arrival, Dismissal & Transitions

- Be aware of vehicles
- Be aware of your surroundings
- Walk in parking lot & alleyway
- Do not talk to strangers
- Wait for adult instruction

- Go directly to your location (gym, bathroom, small group, etc.)
- Pick up your trash

- Be aware of others
- Report any student who is unsafe
- Model responsible behavior for others to see
- Zero noise for transitions

- Clean up your belongings/materials
- Listen for the attention signal

Field Trips

- Know who is in your group
- Stay with your group at all times

- Follow public guidelines: walking on the right side, letting others pass, no littering
- Appropriate language & volume
- Be aware & respectful of surroundings: people, cars, buildings, safety zones, animals.
- Show respect to our host and place - “Please & Thank You”

- Listen/follow all directions of any adult
- Be at designated areas at assigned times

- Be aware of a plan to find group if lost

KUA STUDENT SUCCESS TEAM

Who problem solves when conflicts arise? Who supervises the hallways, the cafeteria and the playground? Who responds to behavior that the classroom teacher defines as major? Our KUA Student Success Team. We also have a PBIS team that is comprised of a variety of school staff. The PBIS team analyzes behavioral data and looks for patterns or ways to improve student behavior.

Orrok Mindfulness Room - The Student Success Team (Behavior Support Team) now has a room devoted to meeting the emotional and regulation needs of our students. The “Orrok Mindfulness Room” is used for small groups, problem solving with students, restorative justice, one-on-one meetings with students, emotional regulation times and individual student plans, as well as structured interactive groups to help teach skills. This room also has areas to practice mindfulness, take a calming break, and practice self-regulation tools in a safe setting. It can also be used as a space for an “alternative recess” for students who are struggling in whole group recess times.

Below is a description of how KUA staff handles “minor” and “major” behavior concerns.
## Kids Unlimited Academy Elementary Progressive Discipline Matrix

**Minor:** (Teacher/Staff Handled)
- Talk to student
- Determine the intervention or consequence. Teacher/Staff will refer to the behavior continuum below to determine level of consequence.
- If needed fill out an “Expectation Check” form that is submitted to the Behavior Team.
- Communicate with parent when it is something that has happened before or is more serious.

**Major “Expectation Check”:** (Student Success/Behavior Team or Administration)
- Teacher/staff member communicates with the Student Success (Behavior) Team
- Teacher/staff member completes an “Expectation Check” form that is submitted to the Behavior Team
- Administration or Student Success (Behavior) Team investigates situation and applies appropriate consequence and works with the student to “Repair the Harm” that happened because of their behavior
- Administration/Behavior team contacts parents and informs them about the situation
- Depending on misbehavior, a restorative meeting will be arranged between the student and victim.

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<thead>
<tr>
<th>Problem Area</th>
<th>Reteach Expectation</th>
<th>Loss of Privilege/ Recess 1 day</th>
<th>Loss of Privilege/ Recess 2 days</th>
<th>Parent/Student Conference</th>
<th>Loss of Privilege/ Detention 1 week</th>
<th>In School Suspension 1 day</th>
<th>Out of School Suspension 1 day</th>
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<tr>
<td>Cheating/Plagiarism/Copying</td>
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<td>Inappropriate Language</td>
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<td>False Alarm/ Accusations</td>
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<td>Non-Compliance/Defiance/Disrespect</td>
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<td>Misuse of Technology</td>
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<td>Harassment: Verbal, Electronic</td>
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<td>Bullying: Verbal, Electronic, Threats</td>
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<td>Public Display of Affection/Dress Code Violation</td>
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<td>Skipping Class/Truancy</td>
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<td>Threats (Depends on Severity)</td>
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<td>Vandalism/Property Misuse/Theft/Forgery</td>
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**SEVERITY CLAUSE:** An Administrator may find it necessary to move directly to more extensive disciplinary action, such as a behavior contract depending on the severity of the offense. Accumulation of different types of offenses will also lead to more severe discipline and may require immediate suspension with recommendation for expulsion.

**ALL ACTIONS TAKEN ARE AT THE DISCRETION OF ADMINISTRATION DUE TO CIRCUMSTANCES AND PAST HISTORY.** Parents are notified throughout the process.

*Conduct Risk Assessment/Threat Assessment of Mental Health Consulting (ORS 339.250)*
Instruction on social skills, bullying prevention, problem solving, character development, and restorative practices will take place throughout the school year. Additionally, the Oregon State legislature passed a bill (Senate Bill 856) which requires sex abuse prevention education that is age appropriate. We will inform parents of the topics we cover during the school year. Bullying Behavior Bullying Behavior will not be tolerated at KUA. The intent of the person “doing the bullying” makes no difference whatsoever. The person on the receiving end is the one who decides whether the behavior is offensive. Any report of bullying will be investigated by the school Student Success Team (Behavior Team) or school administration. Students or parents can make reports of suspected bullying to their child’s teacher, the Student Success Team, or school administration via phone, Remind, or in writing.

Bullying is NOT….
- Calling someone a name or pushing someone once
- Not wanting to play with another student or ignoring a friend (being excluded)
- Being rude or having an argument with someone
- Making a joke about someone one time

Bullying is…
- any ongoing physical or verbal mistreatment
- a deliberate attempt to make someone feel uncomfortable or unhappy
- an imbalance of power and the victim (target) is exposed repeatedly to negative actions on the part of one or more other students a conscious desire to hurt,
threaten or intimidate someone physically, verbally or psychologically.

**Behaviors Associated with Bullying...**
- offensive name-calling
- aggressive personal contact
- threats (verbal or written)
- intimidating body language
- damage, destruction or theft of property
- invading physical space
- intentional, continual noise-making
- intentional exclusion
- ‘nasty looks’
- put downs
- teasing
- excluding someone from a group or game
- physically hurting someone
- discrimination based on a person being different in some way
- cyber bullying through technology (texts, pictures, messages, chat rooms, posts etc.)

**How to handle children who bully you...**
- avoid them
- walk away
- never find yourself alone with them
- stay in sight of an adult
- be firm and strong even if you don’t feel like it
- look them straight in the eye and stand up tall
- tell them to stop and walk away
- ignore them
- pretend you did not hear the comment
- find a friend
- play/hang out with friendly children
- don’t fight back physically (it just gets you in trouble too)
- tell your teacher, the playground supervisor, principal, bus driver & parents - You must report it!

**Parents, if your child is being bullied...**
- listen carefully to your child
- assure your child that it is not his or her fault
- stay calm
- get accurate details
- give your child some strategies to cope
- help your child to be proud of how they are unique
- if the problem persists, seek assistance from your child’s teacher
• if the problem continues, seek support from the Student Success (Behavior) Team or school principal/assistant principal

If your child is bullying others…
• find out all the facts from the school
• talk to your child, but do not blame
• emphasize that bullying is not acceptable in your family
• role-play alternative behaviors
• seek assistance from school or health professionals
• be specific regarding consequences for continuing unacceptable behaviors
• reward appropriate behavior

Consequences of Bullying at KUA
First Offense:
• Time out of school functions (e.g: assemblies, field trips, recesses, sports, etc.)
• Parents notified in a meeting & problem solving occurs with the parents
Restorative meeting with victim (if appropriate)

Repeated Offenses:
Referral to Student Success Team
• Parent Conference
• Loss of privileges
Creation of safety plan to protect the victim
Restorative meeting with victim (if appropriate)
• In-school suspension Out of school suspension Require parent/guardian to attend school with the student
• Referral to law enforcement (depending on severity)

Check out these helpful charts to identify the difference between conflict, being rude, mean, or bullying and to use to discuss these topics with your child.
**Threats/Harassment**

Student conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. KUA prohibits student violence, threats of violence in any form. A student may not verbally or physically threaten or intimidate another student or staff member. A student also may not use any electronic equipment to threaten, harass or intimidate another. Additionally, false threats, including false threats to school property, will be taken seriously. A threat/risk assessment may be conducted depending on the severity of the threats and the administration can require parents to obtain an evaluation by a licensed mental health professional before returning to class. (see ORS 339.250).

**Students with Sexual Harassment Complaints**

Sexual Harassment is defined as the unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Some examples of Sexual Harassment include:

- **Verbal** - comments about your body, spreading sexual rumors, sexual remarks or accusations, dirty jokes or stories
- **Physical** - grabbing, rubbing, flashing or mooning, touching, pinching in a sexual way, sexual assault
- **Visual** - display of naked pictures or sex-related objects, obscene gestures
- **Sexual** harassment can happen to girls and boys. Sexual harassers can be fellow students, teachers, principals, janitors, coaches, and other school officials.

Sexual harassment by staff and students is strictly prohibited at Kids Unlimited Academy Public Charter School and the Medford School District. The school includes school facilities, school premises and non-school property if the student, employee, or contracted staff member is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of the school or where the employee is engaged in school/district business. The Principal or compliance officer has responsibility for investigations concerning sexual harassment. All complaints shall be investigated and consequences will be assigned when appropriate. The investigator shall be a neutral party having had no involvement in the complaint presented. Any student, employee or contracted staff member who believes that they have been the victim of harassment in any way must fill out a Harassment Form Report in the school office as soon as possible.

**Off-Campus Student Behavior**

Kids Unlimited Academy is not responsible for the conduct or control of students who are not on school property or are not at a KUA-sponsored event under the care and management of school representatives. However, if a student’s off-campus behavior or actions impacts or interferes with the educational environment and/or safety on campus, then the student may be disciplined according to KUA’s discipline policy. For example, off-campus bullying, harassment,
cyberbullying, or sexual harassment, can have an impact on the learning environment and the student may face consequences at school due to off campus bullying.

**Suspension**
The use of out-of-school suspension or expulsion for discipline is limited to:
1. Non-accidental conduct causing serious physical harm to a student or employee (see ORS 339.250);
2. When a school administrator determines, based on the administrator’s observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension or expulsion is required by law. When an out-of-school suspension is imposed on a student in the fifth grade or lower, KUA shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting as soon as possible to minimize the disruption of the student's academic instruction.
4. Middle school students may be suspended for one or more of the following reasons: a) willful violation of school regulations or school rules; b) willful conduct which materially and substantially disrupts the rights of others to an education; c) willful conduct which endangers the student, other student or staff members; or d) willful conduct which damages or injuries district property. Middle School students who are suspended will lose the opportunity to participate in after school activities or be on campus during their suspension.

**Weapons at School**
Students shall not bring, possess, conceal or use a weapon and or toys that look like a weapon to school.

If a child brings a dangerous weapon or a weapon “look-alike” to school, a parent will be contacted immediately and disciplinary actions may occur.

“Dangerous weapon” is defined by Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.

**Drugs, Alcohol, & Tobacco**
The use of, possession of, or transmission of drugs (narcotics, alcoholic beverages, marijuana, marijuana/CBD products) is strictly prohibited at Kids Unlimited Academy. A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind or any substance purported to be a drug on school grounds or off school grounds at a school activity, function, or event. (Use of a legal drug authorized by a medical prescription from a registered physician for use during school hours shall not be considered a violation of this rule.) When a student appears at school or a school-sponsored function demonstrating behavior which indicates the student may be under the influence of a drug and/or the student admits that he/she has taken a drug, the following procedure will be used: The student will be removed from
contact with other students, placed under the supervision of an adult staff member, and parents will be notified. If a medical emergency exists, parents will be notified to arrange for necessary medical attention. If the parent cannot be reached, the school will make the necessary arrangements. If alcohol or illegal drug usage is verified, the incident will be reported to the appropriate law enforcement agency. Parents will be notified that information will be given to the legal authorities, and the student may be suspended or expelled. The principal will inform the CEO, Tom Cole, or designee of all cases of drug activity.

**Student Restraint and Seclusion**

The use of physical restraint and or seclusion is permitted only as a part of a behavior support plan when other less restrictive interventions would not be effective and the student’s behavior poses a threat of imminent serious physical harm to self or others.

Except in the case of an emergency, only staff current with the district designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student.

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee as necessary to prevent a student from harming his/herself, students, staff or others or from causing serious damage to property. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student’s behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others.

Any student being restrained or secluded, whether an emergency or as part of a plan, shall be constantly monitored by staff for the duration of the intervention. Parents will be notified the same day if their student has been restrained or secluded as described above.

**STUDENT / PARENT COMPLAINTS**

Any KUA day student, parent, or community member may appeal decisions of KUA or register complaints regarding day school business by submitting the appeal or complaint in writing to the appropriate administrator beginning with the Principal. Appeals/complaints are dated, signed, and specify the exact basis for the appeal/complaint including the desired remedy. The appeal/complaint may be written in Spanish and will be translated by a qualified KUA staff member. All complaints will be taken seriously and a resolution will be reached in a respectful and timely manner.

If a complaint involves the after school program, the complaint will be forwarded to Judy Patterson, Director of all Kids Unlimited Enrichment programs.

https://www.medford.k12.or.us/site/Default.aspx?PageType=6&SiteID=4&SearchString=complaints

The Medford School District complaint process includes a page that provides separate complaints from general to civil rights.
Annual Child Find Notification
Services for Students with Special Needs: Are you concerned about your child’s development? Do you feel your child has significant learning, speech/language, physical or behavioral problems that interfere with his/her classroom performance? Medford School District 549C wants to find and evaluate the skills of children under the age of 21 years living within its district boundaries who have serious physical, vision, hearing, speech/language, learning, or emotional problems so that appropriate educational services may be provided for them. If you have concerns about your child’s development, please contact the school office or the district Student Services Office at 541-842-3628.

Talented and Gifted
KUA supports the identified special educational needs of our students through our Special Education program. This program also includes support for the Talented and Gifted. KUA’s Talented and Gifted Program is not a pull out program KUA does not pull a child out of their class to receive enrichment. While the after school program sponsored by Kids Unlimited offers opportunities for advanced learning during the enrichment block, Kids Unlimited does not provide specialized education support during the after school program.

KUA teachers will be the managers of the TAG plans. KUA Teachers create and implement the Personalized Education Plans. PEPs will be reviewed, explained, and agreed upon at the beginning of the 2018-2019 school year with the family.

KUA employs a TAG Coordinator: This position ensures the student has
- An appropriate Personalized Education Plan for the current year
- The teachers have the support they need to provide the student with the proper enrichments in the classroom.
- Students who might need to be tested for TAG receive testing
- Ensures all paperwork is turned into the Medford School District to ensure TAG students get the services needed.

Screening for all students occurs in the first grade with nominations available from parents and teachers of kindergarten students and continues throughout a students’ career until the data indicates a student should no longer be considered.

Intervention for Student Success
Students experiencing difficulty with reading at grade level or who are not meeting state standards may be provided with instructional interventions to help them be successful. These interventions may occur in the regular classroom or as a part of the school’s pull-out Double Dose and/or Early Reading Intervention program. Since success in reading is critical to academic success, students may miss other classroom instruction during this intervention time, but will not be held responsible for the content they miss as a result of the intervention.
**Educational Resource Program**

Students having an identified disability may be referred to receive academic instruction and/or behavioral assistance provided by the Educational Resource Teacher. Students in this program are formally evaluated and then placed on an Individual Education Plan (I.E.P.) developed cooperatively between the parents and teachers. If parents suspect that their child may have special academic needs, they may contact the principal or classroom teacher to have their child considered by the special education team.

**504 Plans**

504 plans are formal plans that schools develop to give students with disabilities the supports they need to be successful in school. These plans prevent discrimination and protect the rights of kids with disabilities at school. They’re covered under Section 504 of the Rehabilitation Act, which is a civil rights law. Students must be diagnosed by a doctor or mental health professional with a medical diagnosis of a qualifying disability. These plans aren’t part of special education, so they don’t provide individualized instruction, like IEPs do; however, the purpose of 504 plans is to give kids with disabilities access to the same education their classmates are getting. One way 504 plans do that is through accommodations, like extended time on tests or the ability to leave the classroom for short breaks. **If you feel your child could benefit from a 504 plan or may qualify for one, please contact KUA’s 504 coordinator, Sunshine Price, for additional information.**

**Speech and Language Screening**

Specialists are available at each school in Medford School District 549C. The specialists will screen students at the request of parents and/or teachers at any time throughout the school year. Speech/Language screening takes 3 to 5 minutes and is used to determine whether further testing is needed. To request that your child be screened, contact the school office or Speech/Language Specialist at your child’s school.

**KUA’s Title I Program**

Eight Medford elementary schools, including KUA, qualify as Title I schools by having more than a large percentage of their students eligible for free or reduced lunch. Each Title I school develops an annual plan for using federal grant money to benefit all children with the goal of improving achievement in low income schools. Funding may be used for hiring additional personnel, training of all staff members, instructional materials or equipment for all teachers as well as programs for developing parent involvement. Parents may request information regarding the highly qualified status of their child’s teacher. Title I staff may be involved with assisting a classroom teacher or may work with students in smaller groups, depending on the needs of individual students or classes. Title I dollars are distributed to individual districts based on each district’s census poverty count by Oregon Department of Education and may not supplant the general fund.

**English Language Learners**

Students who have little or limited English language skills are provided English language acquisition instruction by a qualified ELL teacher. ELL services are provided through a “pull-out” type program.
Migrant Services for Students
Migrant programs are available to qualified migrant students in the Medford School District 549C though the Southern Oregon Education Service District. The programs are designed to support students in meeting challenging academic Reading and Mathematics standards. Migrant staff also link families to community support services as needed. To find out more about these services or to see if you qualify as a migrant family, please contact the Southern Oregon Education Service District at 541-776-8520. When funding is available, KUA provides after school tutoring and summer programs for migrant students.

KUA also has a Migrant Parent Association (PAC). The Migrant PAC has three leadership positions that parents hold (President, Vice President, and Secretary). The Migrant PAC works collaboratively with KUA school leadership in the planning, implementation, and evaluation of migrant programs. The PAC assists with the evaluation of migrant student programs (after school tutoring & summer school), considers topics that might impact migrant students, and assists with creating the agendas for the PAC meetings that are held 3 times a year. If you are interested in being involved, please contact KUA.

Foster Grandparents Program
Some schools use Foster Grandparents as volunteers primarily to provide one-on-one assistance to children. Foster grandparents serve as tutors and mentors to children and youth ranging in age from birth to 21 who have special needs. The personal attention and nurturing that Foster Grandparents provide help children develop a strong foundation on which to build their academic and social future.

The Jackson Care Connect Difference
As the only nonprofit CCO in Jackson County, Jackson Care Connect is dedicated to empowering people and improving the health of our community. Our comprehensive care treats the whole you, including physical, behavioral and dental health, as well as treating alcohol and drug dependence. We also believe your grandma was right about “an ounce of prevention.” Preventive care with regular checkups and wellness programs can help you stay healthy and control chronic issues.

Jackson County Library Services
Jackson County Library Services (JCLS) serves the 212,000 residents of Jackson County with 15 branch libraries. The mission of the Jackson County Library District is to connect everyone to information, ideas, and each other. They provide a wide range of children’s, teen, and adult physical and electronic resources and collections as well as outreach services, including booktalks for elementary and middle school students, services for homebound patrons, and outreach to childcare centers. Their ever-changing calendar of programs and events is diverse, including musical performances, lectures, art exhibits, classes, book groups, storytimes, and more.

https://jcls.org/home
TRANSPORTATION OF STUDENTS

The Medford School District provides transportation for students attending approved schools in the district when the bus routes are approved annually. Students attending Kids Unlimited Academy Public Charter School who live along a regularly established, district approved bus route may ride the bus to school. However, the district will not create additional bus routes to accommodate the needs of students attending the school as students may come from anywhere in and outside of the school district. Primarily, it will be the parent(s)' responsibility to ensure that their student is transported to and from school. If Kids Unlimited Academy Public Charter School students ride First Student Bus Company school buses, the Oregon Administrative rules and Medford School District rules are posted in each bus. It is the responsibility of each student, and guardians of students riding the bus to know these rules and regulations. Riding the bus is an extension of the students' daily school experience. Behavior that is appropriate in the classroom is also expected on the bus. Riding the bus is a privilege that is provided to our students by the Medford School District. Students who do not obey these rules and regulations may be refused the privilege to ride said transportation.

If a student needs to ride a bus but normally does not do so, a note from a parent must be presented to school office before school, so the school can obtain permission from First Student Bus Co. and to issue the appropriate pass. If a student is going to another student's house, permission notes from both families are required before the school office can issue the bus pass. If you have any questions about bus regulations, please call First Student Bus company at 541-772-1114.

BUS CODE OF CONDUCT

All students are expected to follow the State Rules Governing Student Conduct (OAR 581-053-0010) and the Medford School district Rules for bus transportation (Boar Policy E.EACC an E.EACC-AR). Please go over these rules with your child to avoid bus problems.

STUDENT-PARENT FORM

In the interest of safe transportation, students will be expected to treat others with dignity and respect, demonstrate safe behaviors and obey all school and bus rules the first time.

State Rules Governing Student Conduct (OAR 581-53-010)
1. Pupils being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring firearms, weapons, glass containers or other potentially hazardous material on the bus.
6. Pupils shall not bring animals, except approved assistance guide animals, on the bus.
7. Pupils shall remain seated while the bus is in motion.
8. Pupils may be assigned seats by the bus driver.
9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
10. Pupils shall not extend their hands, arm, or heads through bus windows.
11. Pupils shall have written permission to leave the bus other than at home or school.
12. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
13. Pupils shall not open or close windows without permission of driver.
14. Pupils shall keep the bus clean, and must refrain from damaging it.
15. Pupils shall be courteous to the driver, to fellow pupils, and passersby.
16. Pupils who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Medford School District Rules
17. Pupils shall ride the assigned bus.
18. Pupils shall not throw objects on the bus or out of the bus.
19. Pupils shall not damage the personal property of others.
20. Pupils shall not possess and/or use tobacco, alcohol, or illegal drugs.
21. Pupils shall only transport on the bus those objects that will fit in their laps or in a backpack.
22. Pupils shall not hang on or hitch on to the outside of the bus and shall stay away from the bus when it is moving.
23. Pupils shall not bring glass containers or other glass objects on the bus.
24. Pupils shall obey coaches, teachers, and chaperons who are responsible for maintaining order on trips.

DISCIPLINARY RULES FOR TRANSPORTATION VIOLATIONS
(Board Policy E.EACC-AR)

1st Problem / Warning
At the first occurrence of a problem, the driver will review the rule violation with the student and instruct the student exactly how he/she should behave in that circumstance. A warning will be issued that the next infraction will result in a citation being assigned. An informal warning slip will be used by the driver to document this occurrence.

2nd Problem / 1st Citation
The driver reviews the rule violation and appropriate expected behavior and writes a citation. The transportation company may issue a consequence, such as assigned seating, notifies parents and sends a copy of the citation to the principal. The principal or designee may meet with the student and consider additional school consequences.

3rd Problem / 2nd Citation
The driver reviews the rule violation and appropriate expected behavior and writes a citation. The transportation company issues a consequence, notifies parents, and sends a copy of the
The student may be suspended from transportation services for up to five (5) days. The principal or designee may meet with the student and consider additional school consequences. At this time, a behavior contract may be made with the student.

4th Problem / 3rd Citation
The driver reviews the rule violation and appropriate expected behavior and writes a citation. The transportation company issues a consequence, notifies parents, and sends a copy of the citation to the principal. The student may be suspended from transportation services for up to ten (10) days. The principal or designee may meet with the student and consider additional school consequences. At this time, a behavior contract may be made with the student.

5th Problem and / or Severe Violations*
The driver reviews the rule violation and appropriate expected behavior and writes a citation. The transportation company issues a consequence, notifies parents, and sends a copy of the citation to the principal. Any Severe Violation may result in the immediate denial of transportation services for up to ten (10) days or an expulsion from transportation services for the remainder of the school year. The principal will meet with the student and consider additional school consequences.

*Definition of Severe Violation: When, in the opinion of the driver, a student's behavior is especially serious, unsafe, offensive, defiant, deviant, and/or illegal.

APPEAL PROCESS
If a student or parent wishes to appeal the application of the discipline policy, the steps outlined below should be used.

STEP 1
The student or parent will discuss the issue with the transportation supervisor and/or principal.

STEP 2
If the student or parent is not satisfied with the outcome of the discussion, he/she may file a written statement with the principal and transportation supervisor. This is to be done within 10 school days of the act or condition which is the basis of the complaint. The administration will, within three school days, arrange a student, parent, transportation supervisor, principal conference with the goal of resolving the issue.

STEP 3
Within five school days, the principal is to communicate, in writing, the decision to the student and the student's parents.

STEP 4
If, after five school days from the receipt of the administrator’s reply, the issue still remains unresolved, the student may submit the matter in writing to the superintendent. The superintendent will meet with the student within three school days and will respond to the issue, in writing, within five school days after the appeal.

STEP 5
If the issue is still unresolved, the student may appeal to the Board. The Board will notify persons involved that a hearing will be held within 14 days of receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the student within three school days following the hearing.
THIS AGREEMENT FORM MUST BE SIGNED BY EVERY PARENT DURING REGISTRATION

Acceptable Use Agreement, grades Kindergarten through 2nd

Student Consent and Waiver

Kids Unlimited Academy provides a variety of learning environments. Some of these environments include computer labs, electronic devices, and online experiences including learning games and research resources.

At all times students are monitored during use, and every effort is made to keep children safe. However, there is always the possibility that a child may experience or see something unsuitable, or may use technology inappropriately. Please discuss the following with your child and sign the permission form below:

1. I will follow my teacher’s instructions when using the school computers or other technology.
2. I will play only the games my teacher has approved.
3. I will only go to websites my teacher has approved.
4. I will not type any bad words or look at bad pictures.
5. I will tell my teacher if anything makes me feel sad, scared, or confused.
6. I will not be rude or mean online.
7. I will check with my teacher before typing in my name, address or other personal information about me.
8. I will be very careful when I use school computers, or other technology so I don’t damage them, and I will let my teacher know right away if my computer is not working.

Print Student Name: _______________________________________ Grade: __________

Student’s Signature: _______________________________________ Date: __________

Parents: I have read and discussed with my child the Acceptable Use Agreement and I give permission for his or her use of the resources. I understand that computer access is conditional upon following all of the above agreements. Although students are supervised using computers, and their use is electronically monitored, I am aware of the possibility that my child may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent’s Name: _______________________________________________________

Parent Signature: __________________________________________________________

Note: Students may not use computers unless this agreement is signed and returned to the student’s teacher.
Acceptable Use Agreement, grades 3 through 5
Student Use Consent and Waiver

As part of my school work, my school provides me with access to computers and other devices, use of the Internet, and a place on the school network to save my work. When using school technology and the network, I agree to the following:

1. Will use school technology only for school work as explained to me by my teacher. I will not sue school technology for personal or illegal purposes.
2. I will use the internet only in ways the teacher has approved.
3. I will keep my password private, and I will not ask for anyone else’s password or sign-in under anyone else’s name.
4. I will not put on the computer my home address or telephone number, or any other personal information about myself or another person.
5. I will not upload, link, or embed an image of myself to others without teacher permission.
6. I will not play games the teacher has not approved.
7. I will be polite and considerate when I use school technology. I will not use it to annoy, be mean, to frighten, tease or poke fun at anyone. I will not use swear words or other rude language.
8. I will not use school technology to bully or threaten anyone, including teachers, schoolmates, or other children.
9. I will not try to see, send, or upload anything that says and or shows bad or mean things about anyone’s race, religion, disability, or sex.
10. I will not damage the computer or anyone else’s work.
11. I will not break copyright rules or take credit for anyone else’s work.
12. If I have or see a problem I will not try to fix it myself, but I will tell the teacher.
13. I will not block or interfere with school or school communication systems.
14. My computer is not private! My teacher may look at my work to be sure that I am following these rules, and the school district may monitor my email or the websites I visit. I can lose the privilege of using school technology if I do not follow the rules. _____ (initials)
15. I understand that the conduct that is forbidden in school is also forbidden when I use technology outside of school, if it interferes with another student’s education, and if I break the rules there will be consequences at school. ______(initials)
16. I understand that my online accounts provided by the school, are subject to all the above promises. ______(initials)

Print Student Name: ____________________________________________ Grade: ____________

Student’s Signature: ____________________________________________ Date: ____________
KUA Middle School Acceptable Use Agreement, grades 6th – 8th
Student Use Consent and Waiver

The KUA Administration and School Board believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. The KUA Administration does not have control of the information on the internet, although it attempts to provide wise and available barriers to illegal or inappropriate materials.

By signing the Consent and Waiver form agreement, I and my parent(s) or guardian(s) agree to abide by the following rights and responsibilities:

1. My use of the KUA Network and Internet access through this network, must be consistent with KUA’s primary goals. My rights and responsibilities are explained in the KUA School Board policies.
2. I will not use the KUA Network for illegal or inappropriate purposes of any kind.
3. I will not use the KUA Network to access or transmit threatening, obscene or harassing materials. KUA will not be held responsible if I participate in such activities.
4. I will not use the KUA Network to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution for unsolicited advertising, propagation for computer works or viruses, and using the network to make unauthorized entry to any other machine accessible via the network. I will print only to my local designated printer.
5. I will not use the school network for personal use or to make money.
6. I will not use the school computer network to copy or use information that may need to have the owner’s permission. I will abide by copyright law and fair use guidelines.

Student Name: ___________________________________________ Grade: ______

Please Print

Student’s Signature: ___________________________ Date: _____ / ____ / ____

Parent/Guardian Name: __________________________________________________________

Please Print

Parent’s Signature: ___________________________ Date: _____ / ____ / ____