



Student / Parent Handbook 2025-26

**821 N. Riverside Ave.
Medford, Oregon 97501
541-774-3900**



Check out the KUA Website: <https://kuaoregon.org/>

We are a ParentSquare school

Follow us on:  @KUAMedford

 @kuacademy

 @KidsUnlimitedA1

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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 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 judgment are taught, modeled and expected for all.

Kids Unlimited Academy Standards

The Kids Unlimited Academy Public Charter School standards are founded upon the principles of integrity, respect and responsibility.

- **Integrity** because integrity reflects truth and trustworthiness.
- **Respect** because respect exemplifies courtesy, honor and reverence.
- **Responsibility** because responsibility ensures commitment to fulfilling worthy tasks.

Greeting

We greet each other every day with a personal greeting and a handshake to signify our commitment to a relationship.

Standards

1. We honor and respect each other by using proper language and communication.
2. We value the space of ourselves and others and will maintain the proper boundaries to ensure respect.
3. We hold honesty and truth as our guides for what we say and do.
4. We believe in the respect and honor of all cultures and believe that diversity enriches our learning environment for everyone.
5. We strive to not only access every opportunity but, just as importantly, provide them to others.

EMPOWERMENT THROUGH OPPORTUNITY

A MESSAGE FROM THE KIDS UNLIMITED CEO

I want to personally welcome you to the 2025-26 school year at KU Academy. It's been 13 years since we embarked upon our journey to create a school and five years since we adopted a year-round model. We are excited for this school year!



On behalf of KUA faculty and myself, we are honored to consider our students and parents all members of the KU family. Your belief in KUA's mission is paramount and reinforces the opportunities of learning that await our students. As part of the KU family, you know we are constantly adapting with a consciousness for evolving programs dedicated to achievement — inside the classroom and outside of it.

While we are proud of our academic achievements, it's KUA's broader commitment to helping our students grow socially and emotionally that really differentiate our school. Teaching responsibility and accountability while emphasizing the importance of community service is a foundational value at KUA.

We have seen our first three classes of KUA students graduate high school and enter colleges, careers and, hopefully, a journey of lifelong learning. We, as an educational institution, also should never quit learning. 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 DIRECTOR OF EDUCATIONAL PROGRAMS

Welcome, all our new and returning families, to Kids Unlimited Academy! Thank you for choosing our public charter school, where teachers, support staff and the administration team look forward to a new year of learning, growing and exploring together.

KUA leadership is energized by the consolidation of our campuses, which welcomes our KU Early Learning program back to Medford and also encompasses KUA's fifth grade classrooms in our main building block bordered by North Riverside Avenue and Edwards and Niantic streets.

Centralizing KU was a huge task led by our facilities and transportation manager, Buddy Hull, who worked throughout the summer in preparation for the 2025-26 school year. I also would like to acknowledge our amazing custodial, kitchen and front office staff, including some new employees, for getting our school in tip-top shape. With fewer custodial staff this year, KUA is relying more on teachers and students to keep their classrooms neat and tidy. Please model this value at home and encourage students to take responsibility for their spaces and belongings.

Families are key partners in KUA's success. We look forward to seeing you at our school events and participating in field trips, classrooms and schoolwide activities. Please complete your volunteer application through the Medford school district as soon as possible, so when

opportunities arise to get involved, you're already approved! Families are required to volunteer six hours per month to fulfill their KUA parent engagement contracts.

In response to families' preferences for an afterschool program, KUA shifted enrichment to the afternoon, with pickup from 4:30 to 5 p.m., and the school start time to 8 a.m. with breakfast service at 7:30 a.m. Students not enrolled in enrichment must be picked up by 3:30 p.m.

Afterschool enrichment is a separate KU program under the direction of Site Manager Yaremi Mejia. A KU alumna, Yaremi holds a master's degree in physical education and served during the 2024-25 school year as KUA support staff, specializing in positive student behavior.

In the spirit of developing and maintaining effective communication, this handbook is a tool we will utilize on a regular basis at KUA. Please use this document as a guide to answer your questions. **After reviewing the handbook, please sign and return the Handbook Acknowledgement Form by the end of the second week of school.**

— Lupita Vargas, lvargas@kuaoregon.org

A MESSAGE FROM OUR PRINCIPAL: LINDSAY OCHS

A smile. Kind words. A helping hand. Daily dedication to excellence. A yearlong commitment to our shared vision.

Whether big or small, these are just some of the ways — every day — that confirm we all matter. The theme for Kids Unlimited Academy's 2025-26 school year extends beyond teachers, students, school support staff and administrators. Parents are vital partners in our school community, and their involvement makes all the difference.

Please review the "parental keys for a successful year" on page 19 of this handbook. These are values and habits to model and practice with your student daily. Monthly family engagement opportunities — from meetings and academic activities to social events and celebrations — at the school connect us all, keep us on the same page and fulfill the requirements of KUA's parent-student compact.

KUA family nights are fun and educational for parents and kids alike. Monthly Site Council meetings invite two-way communication as we share the latest data on student progress, along with campus and program updates. To best accommodate families' schedules, KUA Site Council will be exclusively on Zoom this year. See kuaoregon.org/site-council for meeting dates and times, the Zoom link and past meeting notes.

Also new this year is KUA's social-emotional curriculum, Ripple Effects. Research-based and highly engaging with almost 200 individual lessons, Ripple Effects interfaces with our Multi-Tiered Systems of Support to ensure students are succeeding in all aspects of their KUA experience: achieving at grade level in their core subjects while developing empathy, self-confidence, interpersonal skills and mechanisms for self-regulating emotions and behavior.

We know that student behavior and academics are intertwined. The data that KUA leadership will gather from Ripple Effects help us to identify what every student needs at an individual level and also how we can uplift whole families and the entire school community.

A smaller enrollment in 2025-26, with three classes per grade cohort, is an intentional strategy to better serve each and every one of us at KUA. Because “we all matter.”

KUA NONDISCRIMINATION POLICY

Kids Unlimited Academy shall not discriminate on the basis of an individual's race, color, religion, sex, sexual orientation¹, 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 KUA 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 issues². 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 Lupita Vargas, KUA Director of Educational Services. Please contact her with any concerns about discrimination issues or concerns at lvargas@kuaoregon.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.*

MEET OUR STAFF

Administration and Staff

Kids Unlimited Chief Executive Officer	Tom Cole
Director of Educational Programs	Lupita Vargas
Principal	Lindsay Ochs
Assistant Principal	David Thygeson
Director of Administrative Services	Michelle Hull
Executive Administrative Assistant	Monique Kruse
Finance Director	Cass Weiland
Financial Assistant Manager	Maria Gomez
Director of Digital Media, Print & IT	Kevin Williams
IT Manager	Antonio Maya
Director of Mission Advocacy	Sarah Lemon
Bilingual Office Assistant	Yecenia Magana
School Interpreter / Translator / HR Assistant	Yuritzi Carlos
Behavior Systems Coordinator	Tyrone McDonald
VIBES Behavior Support	Mario Arenas
Instructional Coach	Cheryl Graham
MTSS Coordinator	Amanda Miller
Program Specialist	Alondra Magana
Nutrition & Food Service Director	Nathan Herbold
Kitchen Supervisor	Irma Tighe
Kitchen Lead	Laura Baltazar Quirarte
Kitchen Assistants	Fabiola Bañuelos / Jimena Cortes / Margarita Cortes / Lorena Navarro / Karen Torres
Facilities / Transportation Manager	Buddy Hull
Custodial Staff	Maria Cortes Coria / Jennifer McLellan / Saray Ponce
Kindergarten Teachers	Krystal VanDyke / Sherry Rose / Sabrina Gonzalez
Kindergarten Support Staff	Lydia Cortez / Whitney Maerz / Nancy Moya
1st Grade Teachers	Abigail Busick / Emma Goularte / Richelle Souza
2nd Grade Teachers	Kelcey Lance / Jady Bass-Gouge / Dallon Williams
3rd Grade Teachers	Murri Smith / Ricardo Rangel-Botello / Briana Murcia
4th Grade Teachers	Alissa Podesta / Sarah Flora / Lishia Daniels
5th Grade Teachers	Amma Mirasol / Julie Brunson / Heather Young
Special Education Teacher	
ELD Teachers	Yolanda Ortega / Jaqueline Rangel / Elaina Rich
Physical Education Teachers	Mariah O'Connor / Jacob Rooks
Art Teacher	Adrienne Duckrow
Music / Drama Teacher	Bri Johnson
School Support Staff	Sandra Gomez / Tasmin Hang / Trinity Kruse / Angela Medina / Remi Mejia / Jessica Plascencia / Josselyn Salas / Crystal Sanchez / Dulce Sanchez / Itzel Seliz / Sindy Tecun Vasquez / Hannah Washington

KUA K-5 School Supply List 2025-2026

Kindergarten

- 2 dozen yellow pencils (#2) (Ticonderoga)
- 3 large pink erasers
- 4 packs of **Crayola** crayons (24 count)
- 2 boxes of kleenex
- 2 boxes of **Crayola** markers broadline tip
- 2 large containers of disinfecting wipes (**Clorox**)
- 2 packs of BLACK dry erase expo markers (bullet tip)
- 2 packs of glue sticks (**Elmer's - regular size only (NO JUMBO)**)
- 1 box of band-aids
- 1 blue folder (the plastic kind with prongs and pockets)
- 1 plastic pencil box
- 1 pair of child-sized scissors (**if child is a lefty, please label their own lefty scissors with name**)
- 1 box each of ziplock bags (gallon, sandwich and quart)
- 3 boxes individually wrapped snacks for 26 students (please avoid things with peanuts)
- 2 bottles hand sanitizer pump bottle
- 1 pack assorted colors construction paper
- 1 full-sized backpack (no mini backpacks)
- 1 full set of spare clothes in a large ziplock bag to be kept in student's backpack. (KUA uniform clothing please)

***All supplies are shared; please do not write your child's name on them.**

1st Grade

- 2 dozen yellow pencils (#2) (pre sharpened, Ticonderoga preferred)
- 3 large pink erasers
- 2 pack of Crayola crayons (24 count)
- 1 box of kleenex
- 2 boxes of Crayola markers
- 2 boxes of Crayola colored pencils
- 2 packages of disinfecting wipes (Clorox)
- 2 packs of BLACK expo markers (fine tip, NOT BULLET)
- 2 packs of glue sticks (Elmer's - regular size (NO JUMBO))
- 1 box of band-aids
- One blue folder
- One pencil box large enough to fit crayons, pencils and markers
- One box of individually wrapped snacks (NO treats and no peanuts please)

***All supplies are shared; please do not write your child's name on them.**

2nd Grade

- 2 dozen #2 Ticonderoga pencils
- 1 pencil box
- 1 Variety pack of pencil top erasers
- 2 packs BLACK Expo markers
- 1 box crayons
- 1 pair of scissors
- 1 pack colored pencils
- 2 boxes kleenex
- 2 box markers
- 2 bottles of hand sanitizer
- 2 pack Elmer's glue sticks
- 2 bottles disinfecting wipes
- 2 wide-ruled spiral notebooks (no pictures on them)
- 1 box assorted band aids
- 3 pocket folders (no pictures on them)
- 1 box gallon or snack size ziplock bags
- 1 pack assorted colors construction paper
- 2 Highlighters

**** All supplies are shared; please do not mark with your child's name.**

3rd Grade

- 1 spiral notebook
- 2 plastic pocket folders
- 2 boxes of Kleenex and 2 bottles of hand sanitizer
- 2 disinfecting wipes
- 1 pack of bandaids
- 1 box of ziplock bags (assorted sizes)
- Pencil top erasers (fits on the end of a pencil)
- 1 pair of scissors
- 2 pink erasers
- 1 pack of lined paper
- 2 boxes of #2 Ticonderoga pencils
- 1 Composition notebook
- 1 box Crayola crayons (larger than 24-count)
- 1 box Crayola markers (larger than 12-count)
- 4 glue sticks
- Expo markers (thin ones, if possible)
- 1 box Crayola colored pencils (larger than 12-count)
- 1 box of individually wrapped snacks (NO treats and no peanuts please)
- 3 yellow highlighters
- 1 pack Post-Its

***All supplies are shared; please do not write your child's name.**

4th Grade

- 1 pencil box
- 24 Ticonderoga pencils *no mechanical pencils please
- 1 pack Crayola markers (12 count or larger)
- 1 box Crayola colored pencils (12 count or larger)
- 1 pack pencil-top erasers
- 1 pack fine tip black Expo markers
- 1 pair scissors
- 4 pack Elmer's glue sticks
- 1 bottle Elmer's white glue
- 3 pocket folders: 1 red, 1 blue, 1 yellow
- 2 spiral notebooks (wide-ruled)
- 2 boxes Kleenex
- 1 hand sanitizer
- 1 pack disinfecting wipes

***All supplies are shared; please do not write your child's name.**

5th Grade

- 24 TICONDEROGA #2 pencils
- 1 pack college-ruled paper
- 2 each white hi-polymer erasers
- 1 pack CRAYOLA colored pencils (12-count or larger)
- 1 pack CRAYOLA markers (12-count or larger)
- 2 boxes Kleenex
- 1 Clorox disinfecting wipe tub
- 1 Large hand sanitizer pump bottle
- 4-pack Elmer's glue sticks
- 2 one-subject college-ruled basic spiral notebooks
- 2 black fine-tip Sharpie markers
- 1 pack graph paper
- 4 pack EXPO markers

***All supplies are shared; please do not write your child's name.**

→ All students need a **backpack and refillable water bottle** for the year. Please leave toys and other personal items at home! Reminder — We are a **CELL PHONE-FREE** school. Thank you!

→ Please buy what you can from the list. We will provide materials for any student who is unable to purchase these items. Let your child's teacher or the office know if you need help with supplies.

→ We will always accept donations of additional items for other students in need or for classroom supplies. Extra **Kleenex, disinfecting wipes, glue sticks or Expo markers** are appreciated! Thank you.

KUA GUIDELINES TO PERSONAL ACCOUNTABILITY

Kids Unlimited Academy's schoolwide 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.

2025-2026 School Compact

At KUA we are respectful, responsible and safe.



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:

Arrives on time.

Attends regularly.

Demonstrates positive attitude.

Consistently attempts best effort.

GENERAL STUDENT INFORMATION

KUA Day and KU Enrichment are two separate programs	
Kids Unlimited Academy Day Program	Kids Unlimited Afterschool Enrichment

- Established in 2013, KUA is a fully licensed Oregon Public Charter School that complies with all laws that pertain to all Oregon public schools.
- No fee charged for KUA day program.
- Parents receive trimester report cards
- Oregon mandatory attendance laws apply (ORS 339.010)
- Classroom teachers fully licensed by the state of Oregon.
- Individual special education accommodations and modifications supported.
- KUA participates fully in Oregon state testing

- KU in existence for 28 years.
- Monthly fee of \$250 for KUA students
- Enrichment activities change periodically. No grades reported.
- Attendance is optional.
- KU enrichment staff are not licensed teachers, but they are fully trained in their area of expertise and receive safety/childcare training throughout the year.
- Enrichment is not tied to academic standards.
- Provides students with engaging opportunities to experience new, exciting hands-on activities.

SCHOOL DAY SCHEDULE

Time	Daily schedule, Monday-Friday, grades K-5
7:30-8 a.m. (7:30-8:55 a.m. Wednesdays)	Drop-off/Buses arrive at KUA (please drop off in the alleyway – for late arrivals drop off in the office)
7:30-9 a.m.	Classroom preparedness on Wednesdays
8 a.m. to 3 p.m.	Instructional time (Wednesdays will have a late start at 9 a.m.)
3-4:30 p.m.	Afterschool enrichment
4:30-5 p.m.	Pickup will be in the alleyway for K-5. A \$15 fee will be assessed for pickup arrivals after 5 p.m. *If you are picking up your child early, you will need to park and come into the office.
4:30 p.m.	Buses load for departure from KUA

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 15 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 school administration 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 in attending school daily.

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 a.m. when doors are unlocked. Breakfast will be served daily beginning at 7:30 a.m. Classes start at 8 a.m. (at 9 a.m. Wednesdays). Students will be marked tardy if they arrive after 8 a.m.

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 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 specialists will contact you.

If you call or email the school in advance or in 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 ABSENCE GUIDELINES

- If your child is absent, please call the school office at 541-774-3900 between 7:30 a.m. and 8 a.m. with the child's full name, 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.

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.

STUDENT CHECKOUT PROCEDURES

The safety of our children is our No. 1 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. **If we do not know/recognize the person picking up your child, we will ask for identification.** Furthermore, we are required by law to follow all court orders regarding custody and pick up (if a court order exists).

All KUA parents who need to check out their child between the hours of 8 a.m. and 3 p.m. must come to the front office to check out their student. 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 on the day the student plans to leave. Parents/guardians must sign students out in the front office and sign them 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.

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 contact information on file in the office. 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. Please note that we must follow all Jackson County Health Department regulations and requirements and that may require your child to stay home for a specific period of time.

I need to stay home if...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEE IN THE HOSPITAL
						
Temperature of 100°F or higher.	Within the past 24 hours.	Within the past 24 hours.	Body rash with itching or fever.	Itchy head, active head lice.	Redness, itching, and/or pus draining from eye.	Hospital stay and/or emergency room visit.

I'm ready to go back to school when I am...

Fever free without the assistance of medication for 24 hours (i.e. Tylenol, Motrin, Advil).	Free from vomiting for 24 hours.	Free from diarrhea for 24 hours.	Free from rash, itching or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home.	Free from drainage and/or have been evaluated by my doctor if needed.	Released by my medical provider to return to school.
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COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school office so 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. We will communicate with parents about head lice if multiple students have it in the same classroom.



KUA ATHLETICS AND ACTIVITIES

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

Academic enrichment:

- KUA provides opportunities for KUA student community service at all of our fundraising and community events.
- KUA Screenprinting — All T-shirts and graphic design work will happen on our campus. Students will gain firsthand work experience with state-of-the-art equipment.

KUA social events:

At any KUA social event (dances, etc.), students need to arrive during the first 30 minutes of the event and stay until the event ends. Staff supervision will only be provided for 15 minutes following the event.



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. We conduct grade checks and students must have passing grades (C or higher) to participate.

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, possession, 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.

PARENT / VISITOR INFORMATION

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 provides 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 20-30 minutes recommended!)
3. Encourage your student to participate in extracurricular 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. Becoming a school volunteer 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 afterschool hours under the direction and supervision of the professional personnel.

All volunteers need to access the Medford School District website, <https://medford.k12.or.us>. By clicking on the “community” link, potential volunteers can access the volunteer link. Kids Unlimited Academy is a public charter school within Medford School District and follows the same federal and state volunteer guidelines 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 I supports
- Extended learning opportunities — longer school day than other schools and extended school year with year-round schooling

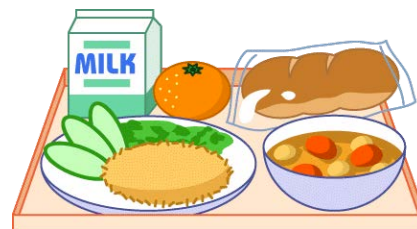
PARENT/TEACHER CONFERENCES

Parent/teacher conferences will occur in November and March. 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 choices from a variety of healthy entrees and side offerings. At each meal, KUA prepares just one full meal that 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 Facebook 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 also may send homemade lunches with their child to school, as well as individualized, healthy snacks for consumption during school hours. KUA asks parents to respect the dietary concerns of all parents and **not bring large bags or boxes of snacks to share.** Students may bring "individual" portions of junk food, but may not share it with other students.
- NO GUM is allowed at school! Students chewing gum create extra work for custodial staff.
- ONLY store-bought treats can be brought to school (for birthdays, parties, etc). Due to allergen and other safety concerns, **HOMEMADE TREATS MAY NOT BE SHARED AT SCHOOL.**
- **Students are NOT allowed to share food in the cafeteria. Note that due to peanut allergies or other allergies certain classrooms and tables in the cafeteria are designated as "NUT FREE."**

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. KUA will make every effort to support students with getting school supplies if needed. 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/Director of Academics or Director of School Culture 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. TOYS ARE NOT ALLOWED AT SCHOOL, unless it is for "show and tell" or a required class project. This includes personal playground or field equipment from home. Only items that belong to KUA may be used on KUA field and playground facilities. While students' 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. NO GUM is allowed at school! Students chewing gum create extra work for custodial staff.

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 5 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.

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 2 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

PARENTSQUARE

We are a ParentSquare school. All schoolwide announcements and reminders will be sent through our ParentSquare account. All KUA parents are **REQUIRED** to have a ParentSquare account because this is our primary method of communication. Teachers will communicate with parents through this app, as well. This app is compatible with iOS and Androids, as well as PCs 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 ParentSquare and highly encourage all parents to download the app. You can also receive messages via email or through the app if you prefer. This enables you to talk directly with your child's teacher!



SCHOOL NEWSLETTER

A school newsletter from our administrative team will be published each month. The newsletter will be sent on ParentSquare and will be posted on the KUA school website. Important communication of what is happening in the school will be posted on our website, <http://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 **MSD/EPD** close 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. Families 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 the 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 schoolwide 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.

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 pickup. Parents will also be notified via ParentSquare as soon as possible.

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 report taken. 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 UNIFORM & DRESS CODE GUIDELINES 2025-2026

The KUA dress code supports the vision of KUA established by our founders:
Kids Unlimited Academy envisions being a “beacon of hope” that creates future leaders. KUA will be known for academic excellence and ethical conduct, a place where personal judgment is taught, modeled and expected for all.



Our dress code was created to promote equality between students and to model professional dress for all. We want students to focus on learning and not what they are wearing.

The dress code at KUA is as follows:

- A KUA polo shirt (with collar) Monday through Thursday.
- Jackets/hoodies/coats are permitted 5 days a week and may be worn over the polo shirt
- Black, gray, khaki (beige) or navy pants, skirts, skorts or shorts (appropriate length)
 - Khaki or black jean material is OK; they can't be regular denim color jeans.
 - Black or navy knit pants are OK.
 - Shorts/skorts must meet the “fingertip” rule and be longer than a student’s fingertips. When a student stands with their hands by their side, the shorts must reach past their fingertips or 2 inches above the knee.
 - **NO RIPPED JEANS!**

Fridays – “casual day” – casual pants and casual KUA shirt day:

- Jeans, sweatpants, joggers or athletic shorts are OK! (pajama bottoms are not allowed)
- **NO RIPPED JEANS!**
- KUA polo or any T-shirt with KUA/KU logo is required

Special school spirit days, event days, KUA camp or “free dress pass” day:

- Students may dress according to the theme of the day (i.e. sports day they may wear sports attire). They must still follow the dress code policy for appropriateness (see below).
- Students attending a KU/KUA camp may have “free dress” but must follow the guidelines for appropriate attire below

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, spaghetti straps or muscle shirts
- Clothing that shows the midsection, cleavage or undergarments
- **NO RIPPED CLOTHING!**

What do we do if a child attends school in violation of the dress code?

- Remind them of the dress code.
- Call home and ask parents to bring the appropriate shirt/pants brought to school.
- KUA may have clothing to loan (not always!)
- Contact parents for a meeting after 3 dress code violations.

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-the-shoulder shirts: Spaghetti straps, strapless tops, muscle shirts, off-the-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.

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

Keep undergarments hidden: Bra straps under tank tops, underwear beneath baggy pants or even undergarments showing.

NO RIPPED CLOTHING!

Appropriate footwear: Shoes should have closed toes; no platform shoes or shoes with wheels for safety reasons.

Distractions: Any apparel that is a distraction from the education process; no hats or sunglasses indoors.

Hats: No hats, beanies, etc. indoors. Head coverings worn for religious reasons are allowed

KUA STUDENT MANAGEMENT SYSTEM

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), Restorative Practices and RULER. PBIS is designed to foster a climate of cooperation, academic excellence, respect and safety while Restorative Practices fosters responsibility for one's actions.

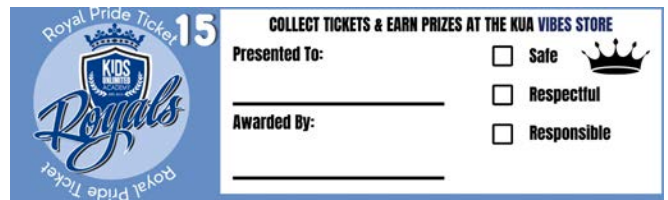


The school rules are simple and easy to remember: BE SAFE, BE RESPECTFUL and BE RESPONSIBLE. We believe this focus on positive behavior, a standard of academic excellence, regular schoolwide celebrations and a commonsense student behavior system fosters a healthy climate in our schools.

HOW DO WE CELEBRATE?

- **Morning assemblies:** Each and every morning starting at 7:50 a.m., 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 and 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 Pride” 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 schoolwide behavioral expectations. We focus on the intrinsic value of being recognized for positive behavior.



- **Daily circle advisory/ Morning meeting check-ins:** Each classroom begins the day by ensuring each and every student is greeted, heard and ready to learn.
- **KUA Royal Award Assembly:** We are the KUA Royals! At our assemblies, we celebrate students from each grade who exhibit the best of KUA standards. Parents are invited to these assemblies each trimester.
- **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 COMMONSENSE 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 & KU ENRICHMENT PROGRAM
PBIS EXPECTATIONS MATRIX**

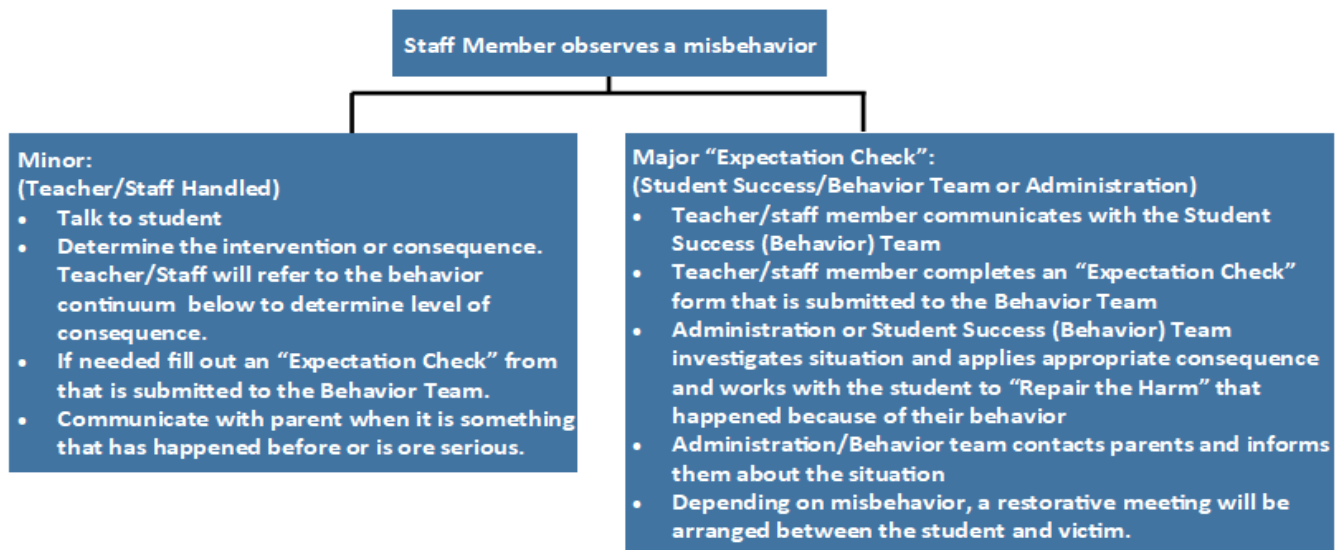
	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
Classroom	<ul style="list-style-type: none"> ● Follow classroom rules and procedures ● Eyes on speaker ● Listen when others are speaking ● Be kind to people and property ● Follow directions of any adult 	<ul style="list-style-type: none"> ● Clean up after yourself and others ● Turn in assignments/ classwork ● Keep personal items at home ● Eat snacks during designated times and spaces set by teachers 	<ul style="list-style-type: none"> ● Hands, feet and body to self ● Ask permission to leave the space ● Walk ● Use materials the right way
Hallways / Walkways	<ul style="list-style-type: none"> ● Voices off ● Hands, feet and body to self ● Follow directions of any adult 	<ul style="list-style-type: none"> ● Walk with a purpose to your destination ● Keep hallways clean ● Follow your class or have permission to be in the hall 	<ul style="list-style-type: none"> ● Hands, feet and body to self ● Walk on the right hand side ● Eyes forward ● Stay behind the person in front of you
Bathroom	<ul style="list-style-type: none"> ● Give others privacy ● Quiet voices ● Wait your turn 	<ul style="list-style-type: none"> ● Go back to where you are supposed to be ● Clean up ● Flush when done 	<ul style="list-style-type: none"> ● Hands, feet and body to self ● Wash hands with soap and water ● Feet on floor ● Close the door ● Tell an adult if there is an unsafe situation
Cafeteria	<ul style="list-style-type: none"> ● Keep food/drink on trays ● Inside voices ● Wait your turn ● Use kind words, such as “please” and “thank you” 	<ul style="list-style-type: none"> ● Follow directions of any adult ● Clean up your space 	<ul style="list-style-type: none"> ● Hands, feet and body to self ● Ask permission to leave the space ● Stay seated ● Stay with your class ● Eat your own food

Gym / PE	<ul style="list-style-type: none"> ● Follow Gym/PE rules/procedures ● Eyes on speaker ● Listen when others are speaking ● Be kind to people and property ● Follow directions of any adult 	<ul style="list-style-type: none"> ● Clean up after yourself and others ● Take all personal belongings with you 	<ul style="list-style-type: none"> ● Hands, feet and body to self ● Ask permission to leave the space ● Use equipment and materials the right way
Alleyway	<ul style="list-style-type: none"> ● Quiet voices ● Hands, feet and body to self ● Follow directions of any adult 	<ul style="list-style-type: none"> ● Walk with a purpose to your destination ● Keep alleyway clean ● Follow your class or have permission to be in the alleyway 	<ul style="list-style-type: none"> ● Walk ● Eyes forward ● Hands, feet and body to self ● Stay behind the person in front of you
Playground / Field	<ul style="list-style-type: none"> ● Follow directions of any adult ● Share equipment ● Take turns and include others 	<ul style="list-style-type: none"> ● Return all equipment at end of recess ● Wait your turn ● Look and listen for whistle ● Take all personal belongings with you 	<ul style="list-style-type: none"> ● Hands, feet and body to self ● Ask permission to leave the space ● Use equipment only for its purpose ● Stay in designated space ● Use equipment and materials the right way
Assemblies	<ul style="list-style-type: none"> ● Eyes on speaker ● Listen when others are speaking ● Sit so others can see ● Applaud politely 	<ul style="list-style-type: none"> ● Model good behavior ● Enter and exit quietly ● Hands, feet and body to self 	<ul style="list-style-type: none"> ● Follow your teacher/adult ● Sit with your class ● Walk ● Ask permission to leave the space
Fire / Safety drills	<ul style="list-style-type: none"> ● Follow directions of any adult ● Exit one person at a time 	<ul style="list-style-type: none"> ● Exit safely and quickly 	<ul style="list-style-type: none"> ● Stay with adult and class in line ● Walk ● Voices off
Arrival areas	<ul style="list-style-type: none"> ● Inside voices ● Follow directions of any adult ● Hands, feet and body to self 	<ul style="list-style-type: none"> ● Remain in designated areas while waiting ● Bring all personal items with you 	<ul style="list-style-type: none"> ● Walk
Dismissal areas	<ul style="list-style-type: none"> ● Inside voices ● Follow directions of any adult ● Hands, feet and body to self 	<ul style="list-style-type: none"> ● Remain in designated areas while waiting ● Bring all personal items with you ● Listen for your name 	<ul style="list-style-type: none"> ● Walk

Kimmel Family Resource Center	<ul style="list-style-type: none"> • Quiet voices • Return all materials to proper place • Use materials and equipment for its purpose • Use kind words, such as “please” and “thank you” 	<ul style="list-style-type: none"> • Check in and out at the front desk • Remain with your class • Complete your purpose and head back to class 	<ul style="list-style-type: none"> • Remain in designated area while working or waiting • One person in the adult bathroom at a time • Hands, feet and body to self
Front office	<ul style="list-style-type: none"> • Quiet voices • Use kind words, such as “please” and “thank you” • Ask permission to use equipment 	<ul style="list-style-type: none"> • Sit quietly and patiently • Wait your turn 	<ul style="list-style-type: none"> • Have permission from teacher to be in this space • Hands, feet and body to self

KUA VIBES BEHAVIORAL SUPPORT 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 mindfulness, takes a calming break and practices 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.



BEHAVIORAL CONTINUUM & PROGRESSIVE DISCIPLINE

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 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 VIBES Team (Behavior Team) or school administration. Students or parents can make reports of suspected bullying to their child's teacher, the VIBES Team, or school administration via phone, ParentSquare, 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.
- discrimination based on a person being different in some way
- cyber bullying through technology (texts, pictures, messages, chat rooms, posts, etc.)

Behaviors associated with bullying ...

- name-calling
- put-downs
- invading physical space
- intentional exclusion
- aggressive personal contact
- physically hurting someone
- damage, destruction or theft of property
- 'nasty looks'
- teasing
- threats (verbal or written)
- intimidating body language
- excluding someone from a group or game
- intentional, continual noise-making

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 the teacher, playground supervisor, principal, bus driver and 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 VIBES Advocacy (Behavior) Team or school principal/Director of Educational Services.

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 and problem solving occurs with the parents
- Restorative meeting with victim (if appropriate)

Repeated offenses:

- Referral to the VIBES 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)

This chart can help you identify the differences between conflict, rudeness, meanness or bullying and discuss these topics with your child.

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous: unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior; the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

Source: Jennifer Astles, DASA Newsletter, January 2014, TST BOCES

Positive Discipline Continuum

	Teacher/Staff Member - Minor		Office - Administration - Major		
	Level 1 - All Students	Level 2 - Yellow	Level 3 - Red	Level 4 - Red	Level 5 - Red
	<p>Possible Positive Interventions: Strengthen relationship with student</p> <ul style="list-style-type: none"> • 2 x10 (2 min conversation/ 10 days in a row) • Positive notes • Lunch w/teacher <p>Positive behavior sheets Establish clear expectations Teach and model with examples Provide positive reinforcement Problem Solving Worksheet Proximity Offer help or use student's name Offer choices Eye contact Verbal reminder Calming space in classroom</p>	<p>Possible Positive Interventions: (3 week minimum)</p> <p>Strengthen relationship with student Preteach expectations Reteach expectations Positive Behavior expectations Small group social skills instruction Positive reinforcement/recognition Problem Solving Worksheet Preferential Seating Targeted Behavior Plan Link rewards to appropriate behaviors Buddy Room</p> <p>(document in MTSS student history form)</p>	<p>Possible Positive Interventions: (6 week minimum)</p> <p>Preteach expectations Individualized social skill instruction Reteach expectations Problem Solving Worksheet MTSS referral Success Contract High Levels of Supervision Link rewards to appropriate behaviors</p>	<p>Possible Positive Interventions: Preteach expectations Reteach expectations Problem Solving Worksheet Report Data to MTSS Refer -FBA Behavior Intervention Plan CICO program Continued Consultations</p>	<p>Possible Positive Interventions:</p> <p>Conversation with SRO and parents Success Plan</p>
Possible Rewards	<p>Possible Rewards: Classroom or teacher incentives Self manager badge</p>	<p>Possible Rewards: Classroom or teacher incentives</p>	<p>Possible Rewards: Classroom or teacher incentives</p>	<p>Possible Rewards: Classroom or teacher incentives CICO rewards</p>	<p>Possible Rewards: Classroom or teacher incentives CICO rewards</p>
Possible Consequences	<p>Possible Consequences: Parent Contact/document behavior with teacher notes Timeout in Classroom Loss of privilege</p>	<p>Possible Consequences: Conference with student Structured recess Loss of privilege Restorative conversation practices - apology Community Service Parent Contact/document minor referral</p>	<p>Possible Consequences: Loss of Privilege Community service In-School Suspension Parent conference</p>	<p>Possible Consequences: Out of school suspension. Parent Conference</p>	<p>Possible Consequences: Out of school suspension Risk screening/assessment Partial Day Parent Conference Potential expulsion</p>

Note: This is a recommended guideline for most discipline situations. Some incidents may result in an out of school suspension the first time, and there may be repeated in-school suspensions, as necessary. Vibes will investigate any situation that poses harm to any one of our students or staff.

ADMINISTRATION HAS A FINAL DETERMINATION

Behavior Definitions Matrix

THIS CONTINUUM IS TO BE USED AS A GUIDE. CIRCUMSTANCES WILL BE TAKEN INTO CONSIDERATION. THE ADMINISTRATION HAS A FINAL DETERMINATION.
Decision Rules regarding consequences & interventions are based on FREQUENCY, DURATION & INTENSITY

	Teacher/ Staff Managed Data Collection/ Minor Referrals (Left Side of the Line)		Managed By Student Management Team (SMT) Major Referral (Right Side of the Line)		
	Level 1 - All Students	Level 2- Yellow	Level 3- Red	Level 4 - Red	Level 5- Red
Person Responsible/ Actions to take	<p><u>Staff person observing misbehavior:</u></p> <ol style="list-style-type: none"> 1. Talk to student-investigate if needed. 2. Determine consequence 3. Contact parent with phone call or behavior notice. 4. <u>Is the student in your class?</u> <ol style="list-style-type: none"> a. Then determine an intervention strategy. 5. <u>Is this a student you supervise or have only part of the day?</u> <ol style="list-style-type: none"> a. Consult with teacher for an intervention strategy. 6. Implement intervention strategy (minimum 3 weeks) 		<p><u>Principal or designee:</u></p> <ol style="list-style-type: none"> 1. Conduct investigation 2. Determine consequence 3. Communicate to student and parent 4. Administer and supervise consequence <p><u>Classroom Teacher:</u></p> <ol style="list-style-type: none"> 1. Determine intervention strategy and process to follow MTSS for behavior 2. Implement and document intervention (minimum 6 weeks) 		
Documentation	Classroom Behavior Log/Teacher Interventions	Student <u>Minor</u> Behavior Notice/Parent Contact - Notes entered in Synergy	Student Major Discipline Referral		
Discipline Continuum for Behavior Choices (Documentation)	<p>Classroom Management</p> <ul style="list-style-type: none"> ● Student conference ● Reteach and practice procedures ● Classroom consequence. 	<p>Classroom Management w/ Minor Referral Data</p> <ul style="list-style-type: none"> ● Turn in minor - <i>after</i> parent has been contacted (teachers) ● Note who was contacted and result of conversation in Synergy 	<ul style="list-style-type: none"> ● Student Services Start Investigative Process ● Note who was contacted and result of conversation in Synergy ● Assign consequence to student and document our interventions 	<ul style="list-style-type: none"> ● Parent must be contacted ● Assign consequence to student and document our interventions 	<ul style="list-style-type: none"> ● Referral to Law Enforcement ● Possible DHS call

		<ul style="list-style-type: none"> Assign consequence to student 			
Inappropriate or abusive language	Mild language, for example: shut up, name calling	Passive/disrespectful language (example; non-repeated, isolated swearing) OR Repeated mild language	Excessive swearing, abusive language, racial slurs	Repeated abusive language	Threats of Violence
Physical contact or aggression	Not keeping hands, feet, and objects to self, play fighting	Repeat play fighting, pushing, shoving, kicking, body fluids	Student engages in actions involving aggressive physical contact	Repeated problems or causes injury through hitting, kicking, biting, etc	Fighting that results in serious injury
Fighting Assault				Mutual participation involving physical violence hitting, kicking, choking, scratching, biting, other types of attacks	Premeditated act of violence involving hitting, kicking, choking, scratching, biting, or other attacks
Defiance/ Disrespect	Poor attitude /non-compliance Unkind Actions	Back talking, rude comments or actions, arguing	Willful refusal to follow directions, persistent arguing,, refusal to leave/enter classroom, fleeing the classroom	Continued refusal to follow directions	Fleeing the school
Disruptions	Talk outs, off task, interrupting	Continual interruptions, distracting others	Excessive disrupting in class or other (guest) classroom	Disruptive during in-school suspension period	
Property misuse/damage vandalism	Inappropriate use of an object, throwing object	Unsafe use of an object, throwing objects at others, inappropriate objects at school	Object used to threaten others, unsafe object at school. Intentional or purposeful misuse of school property that could, or does, result in damage to school property.	Destruction/ disfigurement of property (Bathroom flooding, graffiti, etc)	Gang-affiliated Graffiti, extreme structural damage, fire
Sexual Harassment	Naïve sexual comments, boyfriend/girlfriend inappropriate mild comments	Invasion of privacy, personal space, unwelcome touch	Obscene gestures, cyber/electronic harassment,, unzipping or pulling down pants, inappropriate touching-kissing, sharing	Repeated sexual content, behaviors viewed as sexual harassment	Touching another person sexually, Exposing privates

			pictures/drawings of a sexual nature.		
Discriminatory Harassment	Naïve use of insensitive terms.	Repeated use of insensitive terms (strong warning).	Intentional use of derogatory comments (in-person, written, cyber, etc.)	Threats of violence based upon race, religion, ethnicity, gender, orientation, disability, etc. (threat assessment likely to occur)	Physical attacks based on discriminatory descriptors (threat assessment likely to occur)
Bullying	Mistreatment of others (without prior history)	Unwanted, thoughtless or aggressive behavior that involves a real or perceived power imbalance	Repeated abuse, harassment, cruel, hurtful comments, intimidation (cyber, written, social media, verbal)	Threats of violence (threat assessment to occur) Possible Law Enforcement	Threats of death (Threat assessment to occur) Involve Law Enforcement
Arson Combustibles	Naïve possession of matches/combustible - self report		Intentional possession of matches/lighter, failure to self report	Displaying Lighter or combustibles to peers or threat of use.	Damage to property due to matches, lighters (If necessary, involve Law Enforcement)
Gang Affiliation Display	Wearing clothing, flashing gang signs, student unaware of meaning		Wearing gang clothing, displaying gang pictures, displaying gang signs	Uses gang clothing, signs, pictures to intimidate others	Gang Contract - Law Enforcement contacted
Dress Code Violation	Not adhering to dress policies	Reoccurring offense			
Forgery Theft Plagiarism	Retch for naïve offense.		Theft - or being a part of/accomplice to. Forgery, plagiarism - to use with/without owners knowledge or permission.		Major theft (school/staff property) Law Enforcement Involvement
Lying	Student delivers message that is untrue without intent to harm	Repeated lying with possible minor harm to others	Student delivers message that is untrue and causes harm		Lying that results in a crime
Skip / Class Cutting	Dawdles on way back from other school-wide area when has a pass	Leave without a pass, skips class	Repeatedly leaves class without permission		
Weapons	Pretend use of weapons	Repeated use of pretend weapons after intervention	Student shares with a peer that they have a dangerous object	In possession of, transports, knife, firearms or toxic materials.	Intent to use or use of any weapon

				Use of any object in a dangerous way	
Inappropriate display of affection	Inappropriate Hugging or touching	Repeated inappropriate hugging, touching and/or kissing	Persistent kissing or hugging	Persistent kissing, grabbing private areas, both parties consenting	Sexual activity
Technology Electronic violation	Goes to inappropriate website or uses unacceptable search engine	Downloads information from an unauthorized website, no inappropriate content (temporarily loses access to technology)	Downloads inappropriate content or repeatedly access inappropriate content (possible loss of privilege)	Downloads inappropriate content from a website or causes breach of district network (loss of privilege)	Uses school district technology to commit a crime Law Enforcement Involved
Drugs/Alcohol Tobacco/Vapor Pens/E-Cigs			Student shares with a peer that they have paraphernalia or illegal object	Use/possession of drug/alcohol/ controlled substance/ tobacco/ vapor pens /e-cigs /paraphernalia. (Follow Board Policy)	Distribution or intent to distribute - Law Enforcement Involved
Bomb Threat False Alarm					Delivering a message of possible explosive materials. In possession of possible combustibles and or bomb paraphernalia

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 - Title IX

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.

The Title IX Coordinator for Kids Unlimited Academy is Lupita Vargas, Director of Educational Services. Please contact her with any concerns about discrimination issues or concerns at lvargas@kuaoregon.org or 541-774-3900. We are required under federal law to investigate allegations of sexual harassment or any other potential Title IX violation.

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;
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.

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 "lookalike" 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 and Tobacco

The use of, possession of, or transmission of drugs (narcotics, alcoholic beverages, marijuana, marijuana/CBD products, tobacco or tobacco 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/director 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 currently trained in 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 in 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. There is also a debriefing process that we follow in order to determine what can be done in the future to prevent a physical restraint or an increase in student behaviors that are unsafe.

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/Academic Director. 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 afterschool program, the complaint will be forwarded to Judy Patterson, Director of all Kids Unlimited Enrichment programs.

STUDENT SERVICES

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 (Medford) or 541-830-6565 (EPSD).

Talented and Gifted (TAG)

KUA supports the identified educational needs of our gifted students through Talented and Gifted supports. 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 2021-2022 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 second 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. Regardless of TAG status, KUA will support the diverse learning needs of each student.

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 Title I program. All students participate in Additional Targeted Instruction (ATI) and receive a small group support in reading or differentiated instruction in the classroom.

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. There is a process that we must follow in order to identify a student needing special education services. This process is completed in collaboration with the Medford School District.

504 Plans

504 plans are formal plans that schools develop to give students with disabilities the support 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 or short breaks. **If you feel your child could benefit from a 504 plan or may qualify for one, please contact KUA's 504 coordinator, David Thygeson, david.thygeson@kuaoregon.org, for additional information.**

Speech and Language Screening

Specialists are available at each school in Medford School District 549C and EPSD. 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 a large percentage of 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 the 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. Our classes are known as English Language Development (ELD) and focus on supporting students’ language acquisition needs and teaching them the skills necessary to become fluent in English. All parents fill out a “Home Language Survey” upon registering your child for kindergarten. Based on this survey, we conduct language assessments with students who have another language spoken in the home. They may qualify for ELD supports if they are not proficient in English. As students progress through the ELD program, they are assessed every year with the ELPA 21 exam. When they reach a certain level of English proficiency, they may “exit” the ELD program.

Migrant Services for Students

Migrant programs are available to qualified migrant students in the Medford School District 549C through 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) in Medford**. 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 and summer school), considers topics that might impact migrant students, and assists with creating the agendas for the PAC meetings that are held three times a year. If you are interested in being involved, please contact Lupita Vargas, lvargas@kuaoregon.org.

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>



Jackson County
Library
Services

TRANSPORTATION OF STUDENTS



The Medford School District provides transportation for students attending approved schools in the district when the bus routes are approved annually for students in Medford. 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 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 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
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 or as instructed by the bus driver 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 citation to the principal. 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.



COMPUTER / INTERNET USE AGREEMENT

THIS AGREEMENT FORM MUST BE SIGNED BY EVERY PARENT DURING REGISTRATION

Acceptable Use Agreement Grades K-2

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 **Student Use Consent and Waiver**

Print Parent's Name: _____

Parent Signature: _____

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.
9. If I am not responsible with my computer and I break or damage it, I will have to pay to fix it.

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.

Note: Students may not use computers unless this agreement is signed and returned to the student's teacher



COMPUTER / INTERNET USE AGREEMENT
THIS AGREEMENT FORM MUST BE SIGNED BY EVERY PARENT DURING REGISTRATION

Acceptable Use Agreement, Grades 3-5

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:

1. I will use school technology only for school work, not 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. I will not ask for anyone else's password or sign-in under anyone else.
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 I 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 others.
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 break copyright rules or take credit for anyone else's work.
11. If I have or see a problem I will not try to fix it myself, but I will tell the teacher.
12. I will be responsible for paying the cost to repair or replace my computer if I damage or break it.
13. 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)
14. I understand that the conduct that is forbidden in school is also forbidden when I use technology outside of school. If I break the rules there will be consequences at school. _____ (initials)
15. I understand that my accounts provided by the school are subject to all the above promises.

_____(initials) 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 agreement is signed and returned to the student's teacher.

Acceptable Use Policy for technology off-campus
THIS AGREEMENT FORM MUST BE SIGNED BY EVERY PARENT DURING REGISTRATION

Here at Kids Unlimited Academy, we are offering Chromebooks and other technology for every student to use for distance learning. All devices, software, and services are property of KUA and have been properly inventoried.

All devices that will be used outside of school WILL BE TRACKED AND MONITORED and remotely accessible by our IT staff at all times. KUA assumes ownership of all devices and will pursue the return of school property at great measures. Devices that are not returned with ample communication and warning will be pursued on a civil and/or criminal level.

Teachers and administrative staff HAVE THE RIGHT to remotely view any and all information on a student Chromebook in realtime AT ANY TIME. This DOES NOT give them access to the devices webcam or any other form of privacy infringement. A teacher or admin staff will have the right to refer misuse of the school-appointed devices to our behavior team staff and even revoke the use of the mis-used technology.

Parent or guardian supervision is highly recommended as with any technology. On our campus-based network, we go to great lengths to ensure that students are protected under CIPA (Children's Internet Protection Act) to prevent access to inappropriate content. However, in a home network environment, there is no physical device in place to block access to unwanted content. KUA will NOT be held responsible if a student is accessing adult content or participating in illegal activities online.

Parents and guardians, please take responsibility for your child's school-appointed technology. Chromebooks and other technology supplies are to be treated with utmost care. The condition of all devices has been carefully recorded prior to assigning and checking them out. All devices must be returned clean and in good working order and with the original accessories, including the original charging brick. If the condition of a returned device is excessive, KUA has the right to, at the discretion of the administrative staff, pursue a settlement, not to exceed \$700 for the repair or replacement of the damaged device.

Parents: I have read and discussed with my child the Acceptable Use Policy 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 check out computers unless this agreement is signed and filed.

PUBLICITY DENIAL 2025-26 SCHOOL YEAR

Kids Unlimited Academy staff often take photos and videos of students during field trips, school events, sports activities, performances, and during classroom instruction to share the work and accomplishments of students. Those accomplishments are shared through the school's website, social media, print publications, fliers, and brochures. The school also works with local news media to promote student work.

If you do not want your child's image to be published, please fill out our Visual and Audio Recordings/Photo Release Opt-Out Form.

We will make every effort to protect the privacy of your child/children. If you have any questions, please contact our main office. Thank you,

KUA Teachers and Staff

VISUAL & AUDIO RECORDINGS/PHOTO RELEASE OPT-OUT FORM

I understand that my child's/children image, video presence, voice or other reproduction may be used for Kids Unlimited Academy for incidental advertising, website images, social media, or other purposes. When these opportunities occur, the student's image may be accompanied by his/her classroom work and information regarding the student's participation in a program or activity. I further understand that no special compensation will be provided for use of my child's/children's image and that I may not be informed in advance of the specific use of their image. I understand that unless I opt out of this release, my child's/children's image may be used without my specific permission as deemed appropriate by Kids Unlimited Academy.

YOU ONLY NEED TO COMPLETE THIS FORM IF YOU OBJECT TO THE INCIDENTAL USE OF YOUR CHILD'S/CHILDREN'S IMAGE, VIDEO PRESENCE, VOICE OR OTHER REPRODUCTION. IF YOU DO NOT OBJECT, YOU DO NOT NEED TO DO ANYTHING WITH THIS FORM.

Student's Name _____

DO NOT publish my child's image, video presence, voice or other reproduction in school's advertising, website images, social media, or other purposes

DO NOT publish my child's photo in school yearbook. By checking this box, I understand that my child's photo WILL NOT be included in the school yearbook.

Parent/Guardian's Name _____

Parent/Guardian's Signature _____ Date _____

RECHAZO DE LA PUBLICIDAD 2025-26 AÑO ESCOLAR

El personal del Kids Unlimited Academy a menudo toma fotos y videos de los estudiantes durante excursiones, eventos escolares, actividades deportivas, espectáculos y durante la instrucción en el salón de clases para compartir el trabajo y los logros de los estudiantes. Esos logros son compartidos a través del sitio web del Kids Unlimited Academy, los medios de comunicación social, publicaciones impresas, volantes y folletos. La escuela también trabaja con los medios de noticias locales para promover el trabajo de los estudiantes.

Si no desea que se publique la imagen de su hijo, por favor, complete nuestro Formulario de Exclusión de la Publicación de Fotos, Grabaciones Visuales y de Audio/Publicación de Fotos.

Haremos todo lo posible para proteger la privacidad de su hijo/hijos. Gracias,
Maestros y personal de la KUA

FORMULARIO DE EXCLUSIÓN DE LA PUBLICACIÓN DE FOTOS, GRABACIONES, VISUALES, Y DE AUDIO

Entiendo que la imagen, la presencia de video, la voz u otra reproducción de mi hijo/hijos puede usarse para Kids Unlimited Academy para publicidad incidental, imágenes de sitios web, redes sociales u otros fines. Cuando ocurren estas oportunidades, la imagen del estudiante puede ser acompañada por el trabajo en el salón de clases e información sobre la participación del estudiante en un programa o actividad. Además, entiendo que no se proporcionará ninguna compensación especial por el uso de la imagen de mi hijo/hijos y que es posible que no se me informe con anticipación sobre el uso específico de su imagen. Entiendo que, a menos que opte por no participar en esta liberación, la imagen de mi hijo/niños puede usarse sin mi permiso específico, según lo considere apropiado Kids Unlimited Academy.

SÓLO NECESITA COMPLETAR ESTE FORMULARIO SI SE OPONE AL USO INCIDENTAL DE LA IMAGEN, LA PRESENCIA DE VIDEO, LA VOZ U OTRA REPRODUCCIÓN DE SU HIJO/NIÑOS. SI NO SE OPONE, NO NECESITA HACER NADA CON ESTE FORMULARIO.

Nombre del Estudiante _____

NO publique la presencia de video, la voz u otra reproducción de mi hijo en la escuela publicidad, imágenes de sitios web, redes sociales u otros fines

NO publique la foto de mi hijo en el anuario escolar. Al marcar esta casilla, entiendo que la foto de mi hijo NO se incluirá en el anuario escolar.

Nombre del padre/tutor _____

Firma del Padre/Tutor _____ Fecha _____