# 2019-2020

# Kid Street Learning Center Charter School

# Parent Handbook

**School Pledge**

I am a Kid Street student and I pledge to be an honest and responsible learner.
I promise to be respectful, kind, and grateful.
I will be a good friend who treats others as I would want to be treated.
By studying hard I will keep my mind and heart open.
Today is a new day for me and my classmates to set the example for the world.

# Message from Our Principal

Dear Kid Street families,
I would like to take this opportunity to welcome back all of our families and extend a special hello to our new families. I know that 2019-2020 is going to be a fantastic year here at Kid Street Learning Center Charter School! Please do not hesitate to call or email me if you have any questions regarding the enclosed information.

Sincerely,
Kathleen Mallamo
kathleenm@kstreet.org
707-525-9223

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# Kid Street Learning Center Charter School

## Attendance Policy

**Attendance and Tardiness:**

Kid Street Learning Center Charter School strictly enforces attendance and tardy policies as part of our educational philosophy. Pupils are excused if absent because of illness. Absences are considered **unexcused** if it is not related to illness, medical appointment, or religious holiday. Children should not be sent to school when they are not feeling well. They will be given ample time to make up work that is missed. Frequent tardiness without a valid excuse is considered truancy under the law. Valid excuses for tardiness include doctors' or dentist appointments, or pre-arranged appointment.

If your child is ill, please call into the school secretary at 707-525-9223 or e-mail angeld@kstreet.org prior to 9:00 a.m. each and every day to report an absence for your child. Absences must be cleared within 24 hours.

In the event of an absence, make-up work may be requested if called in before 9:00 a.m. Teachers will set aside make-up work that will be available to parents to pick up at the end of the school day.

If you know that your child will miss school for three days or longer (for whatever reason), be sure to request an Independent Study Contract from the Teacher at least three days in advance of your departure.

Students who are late for school interrupt the classroom and miss valuable instruction and work. Therefore, PUNCTUALITY IS ESSENTIAL. Please allow extra time getting your child(ren) to school in the morning. School starts at 8:30am.

**Doctor and dental appointments:**

It is requested that dental and doctor appointments be made outside of school hours. Children will miss instruction that is impossible to make up outside of school hours. If this cannot be avoided, we ask that a note to the teacher OR the office (giving the reason and time) be sent with the child. **Parents need to come to the office to pick up their child.**

**Special Note**: During the last 15 minutes of the school day, students are busy getting ready to be dismissed, reviewing homework assignments, and bringing closure to the school day. Therefore, if possible, we ask that you avoid picking up your child(ren) during this time.

**Illness or Accidents**

District policy mandates that any child with a temperature of 99.6 or above be sent home immediately. Likewise, do not send your child to school if he/she has a temperature of 99.6 or above. If a child becomes ill at school, he/she is taken to the office. If they are too ill to return to class, the parent is notified. Parents will be expected to pick up their child promptly. No child is ever sent home alone when he/she is ill. Please instruct your child that if he/she is sick or hurt, to be sure to tell a teacher or any adult staff.

In case of emergency, 9-1-1 is called. It is very important that we have phone numbers where parents can be reached in case of such emergency. We must also have the name and phone number of some person(s) we may contact if you cannot be reached. Please be sure your child has all contact information updated in the office with the above information. Keeping your child(ren)'s Emergency Contact(s) (Student Information/Emergency Card Card) updated is the single most important

thing you can do. If any of your Emergency Card information changes during the school year, please notify your child's teacher or the school office immediately. This will help us guarantee the health and safety of your child.

When medication must be taken at school, medication must have a child's name and dosage. Any medication sent to school will be held in the office until forms are properly completed. Medication must come to school in the original pharmacy container and must be marked with the student's name.

**The Attendance Laws Have Changed in California**

In California, public schools and public charter schools are funded by the state based on daily student attendance. Schools are only paid if the student is present or is on a valid Independent Study Contract (used only for absences three days and longer). Attendance is more critical than ever. If you plan to vacation during school time, please reconsider this decision. If an absence or vacation is unavoidable, make arrangement with the school office at least one week prior to an absence to complete an Independent Study Contract. This will allow your student to keep up with the class work that will be missed during the absence, and allow the school to collect for your child's attendance.

While we do not want children who are sick to come to school, we are encouraging your help in eliminating unnecessary absences. The message to give your child is that school attendance is not only important to their success, but to the success of the school as well.

**Excessive Absences and Tardiness: Possible Referral to the School Attendance Review Board**

Any pupil who is absent from school without a valid excuse for three days in one school year is considered truant. Also, any pupil tardy or absent for more than 30 minutes during the school day without a valid excuse on three occasions in one school year is considered truant.

In the state of California, school attendance is mandatory for children between the ages of 6 and 18. It is the responsibility of the parent or guardian to ensure a child's regular school attendance. If you or your child fail to comply with the requirements of California Law, it may result in court action being taken against you and your child.

We certain you are aware poor school attendance has a serious, negative effect on the educational progress of a student. We trust you will take the necessary steps to ensure your child's attendance at school.

Excused absences -- for whatever excused, medical, or other reasons -- are considered excessive when they reach ten (10) days for an entire school year. That's an average of one school day missed per school month. Any employer would be concerned when employee absences exceeded an average of one per month. The same holds true for our school.

With excessive absences, it is the school's duty to initiate further action. This could include referral to the SRCS District office, the School Attendance Review Board, Child Protective Services, Human Services Department /SonomaWORKS Attendance Verification Program, the Probation Department, or to the District Attorney's Office.

- **Just Showing Up is Critical for Your Child's Learning**
  It may seem obvious that children with better school attendance records also have better grades, but the link is proving even stronger than educators have thought. Research in Minnesota and New York has found that even small improvements in attendance yield large test-score gains. Students who scored in the 85-to-100 percentile on state

exams attended school 93% of the time, whereas students in the 65-to-84 percentile attended only 91% of the time.

Exam Scores Rate of School Attendance
0-54%-ile 85% attendance rate (present 153 of 180 days)
55-64%-ile 89% attendance rate (present 160 of 180 days)
65-84%-ile 91% attendance rate (present 164 of 180 days)
85-100%-ile 93% attendance rate (present 167 of 180 days)

When your child misses a day of school, he/she also misses out on all of that day's learning. Our goal for all students at Kid Street Learning Center Charter School is to attend 100% of the time. As a guideline, students who miss more than ten days of school a year are considered to be excessively absent (an average of one day per school month). Ten days absent equals a 94.4% attendance rate.

Obviously, we do not want you to send your child to school when they are truly sick. And, in some cases, there are true medical reasons or an abnormally high number of legitimate minor illnesses or other factors that may have contributed to your child's attendance. If you fall into this category, please know that we sympathize with you and ask that you bear with this information.

**Illness and When to Keep Your Child at Home**

Students should come to school well enough to participate in the full instructional program. Children with the following symptoms should remain at home until they have recovered:

1. Fever of 99.6 or higher and children must be free of fever for 24 hours before returning to school.
2. Vomiting, diarrhea, or severe abdominal pain and children must be free of these symptoms for 24 hours before returning to school.
3. A cold, sore throat, or persistent cough.
4. Nasal congestion or runny nose, not associated with allergies -- please remember green or yellow nasal discharge is not normal and usually indicates infection.
5. Any open sores or open wounds.
6. Any undiagnosed rash.
7. Red or swollen eyes.
8. Earache.
9. Swollen glands around the jaws, ears, or neck.
10. Any other symptoms suggestive of acute illness.

**Other Attendance and Tardy Reminders**

1. Leave home with plenty of time for your child(ren) to be at school on time, ready to learn.
2. The school day starts at 8:30 a.m.
3. Pulling your child out of school early for doctor or dentist appointments or any other reason(s) should be kept to a minimum.
4. Vacations and getaways should be planned for days other than school days.

The bottom line: Truant, unverified, unexcused, excessive excused absences, and tardies affect your child's education and increase the chances for failure. Tardies interrupt the classroom and interfere with the learning environment for all

students. Our goal is to educate your child. We cannot be successful if your child is not in school or on time. Please help us to insure that your child receives a quality education by getting your child to school healthy and here on time.

**Head Lice**

When lice are found, the student shall be sent home as soon as possible with proper parental notification. School staff shall examine the student and any siblings of the affected student or member of the same household. If suspected, School staff will examine the students in the same classroom. If lice are found, the student shall be excluded and parents/guardians informed about recommended treatment procedures, ways to check the hair, and sources of further information. Excluded students may return to school when they provide proof verifying treatment. Adequate proof may be a doctor's note, written assurance by the parent or an empty package of approved pediculicide. In order for a treated student to continue to attend school, a second treatment must be done seven to ten calendar days after the initial treatment. Proof of the second treatment shall be provided to the office. Staff shall make every effort to maintain the privacy of students identified as having head lice and excluded for treatment. If there is more than one student affected in any one classroom, all students in the class shall be examined and information about head lice shall be sent home to all parents/guardians of students in the class.

As a reminder, Lice live and thrive on clean hair. So if you are notified that your child has Lice, note that we teach students that clean hair is a breeding ground for these bugs to live on. As traumatic as going through the cleaning process is, please be prepared! Besides treating the head, you also need to treat the home. Treating your home includes bedding, toys, and even the car. Drying items in a hot dryer for 20+ minutes will kill bugs and eggs, or bagging items in trash bags for 2 weeks will also do the same thing. Vacuuming your car, carpets and furniture will also help. Don’t forget to empty your vacuum canister right away to keep the bugs from getting out and re-infecting your home.

Kid Street recommends using “Clearlice” products. These products have been found to be far more superior to over the counter treatments, and are chemical free. But since these items are not found at the store, we recommend having them on hand. You can buy their products via Amazon or through clearlice.com, they carry sprays, laundry additives, as well as the various items for head treatment.

Prevention is the best medicine. We recommend not washing children’s hair daily, and even adding tea tree oils to the shampoo/conditioners or directly to the head. Use items like hair spray or hair mousse daily to keep a “dirty head”. For children with long hair, we ask that you please have it pulled up and tied back.

# Kid Street Learning Center Charter School Student Dress Code

The primary goal of Kid Street Learning Center Charter School is to provide a safe learning environment where all students are able to achieve at their highest potential. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment.

## Students are prohibited from wearing clothing, jewelry, book bags, or other articles of personal appearance which:

- depict profanity, vulgarity, obscenity, or violence;
- promote use or abuse of tobacco, drugs, or alcohol;
- may create a threat to the health or safety of the student or others;
- are associated with intimidation, violence or violent groups and about which students have been notified, or
- may create a significant risk of disruption to the educational process or to the operation of the school

## The following specific items are also not permitted:

- bare feet, bedroom slippers(except on PJ Day), flip-flops, open toe shoes, shoes with heals or wedges above 1 inch high;
- bracelets, dangling earrings, long necklaces.
- trousers, slacks, shorts worn below waist level;
- clothing that is excessively baggy or tight;

If a student's dress or appearance violates this dress code, the staff may require the student to change his or her dress or appearance, and may be sent home to do so. A second or repeated violation of this policy will result in disciplinary action. This policy shall apply to all students in all school buildings during the regular school day, on field trips, and when students represent the school.

***TK, Kindergarten and 1st Grade Students:*** **We ask that you place a plastic bag with a clean set of clothing in your child's locker. In the case of an accident, we would like to have a clean set on hand to ensure a quick change so they can continue on with their day.**

# Kid Street Charter School Disciplinary Policy

In Kid Street Charter School, safety is always our first priority. One of the ways we ensure the safety of children is by maintaining strict standards of behavior. Rules and regulations are established to maintain an atmosphere conducive to learning. Students who fail to comply with these rules and regulations will be counseled, reprimanded, suspended, or expelled, and/or arrested as the laws are applied. Participants or spectators carry responsibilities as representatives of the schools/communities. All rules of student conduct apply to extracurricular activities as well.

**Conduct Policy:**

The Board of Education believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation. Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers. Prohibited student conduct that is related to school attendance or school activities includes, but is not limited to:

**1.** Conduct that endangers students, staff or others.
**2.** Conduct that disrupts the orderly classroom or school environment.
**3.** Harassment of students or staff, including bullying, intimidation, so-called "cyber-bullying," hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering.
**4.** Damage to or theft of property belonging to students, staff or the district.
**5.** Possession or use of laser pointers on school premises, unless used for a valid instructional or other school related purpose, including employment.
**6.** Use of profane, vulgar, or abusive language.
**7.** Plagiarism, forgery or dishonesty in school work, tests or school documents.
**8.** Inappropriate attire as defined by published school site dress codes.
**9.** Tardiness or unexcused absence from school.
**10.** Failure to remain on school premises in accordance with school rules.

**Disciplinary Action:**

Depending on the severity of the behaviors listed above, any of the following consequences may be taken.

1. Verbal warning by teacher or staff
2. "3 for Me" in the office. This is a 3 minute break to which the student thinks about his/her behavior and comes back to start over fresh.
3. Think Sheet which includes a time out period that occurs during the student's recess or class time. The Think Sheet may be sent home to be signed by guardian and if not returned the student continues to miss recesses.
4. Parent meeting with teacher, staff, ASP director, or principal as needed, which may include implementation of behavior contracts, counseling, or other interventions as seen fit.

5. Loss of privileges, which may include school, related field trips, after school program, and other school related events.
6. If the above consequences are not effective and the behavior(s) continue, the students may be suspended by the teacher for one day or the principal for up to 5 consecutive school days. See Education Code sections below for reference.
7. Acts that result in suspension, if deemed serious enough, can also cause an optional or mandatory recommendation of expulsion. See below for procedure.

Discipline not including suspension is defined in Education Code 48925(d). Grounds for suspension and expulsion, and legally required school discipline procedures are located in their entirety in Education Code sections 48900 - 48927.

**Suspension by Teacher** (EC 48910): If other means of correction do not succeed, a teacher may suspend a student from the class for the day of the suspension and the day following for any act stated in EC 48900-48900.7. In elementary schools, 'day' means calendar day; in secondary school, it means class period. (A student may not be suspended for being late or absent.) There are alternatives to traditional suspension, such as community service on or off school grounds, or assignment to a supervised suspension classroom.

**Suspension by Principal** (EC 48911): The school principal may suspend a student for up to 5 consecutive school days (and not more than 20 school days in a school year). Suspension can be at the first offense, without prior attempts at intervention, if a student's actions cause a danger to persons or property or threaten to disrupt the instructional process. There is no appeal of a suspension, although the school board may meet to consider whether it should go forward prior to its issuance.

**Expulsion** (EC 48915-48926): The principal or the superintendent makes the original recommendation. The school board makes the final decision. This can be a complex process; there are many precise due process safeguards built in to ensure fair treatment and that the student, parents and their representative(s) have maximum opportunity to be heard.

# Kid Street After School Program Early Release Policy

**Students are enrolled in the After School Program once the Regulations and Permission form is signed by the guardian. All Kid Street students in grades TK-6th are welcomed to enroll.**

**The program begins upon dismissal from the regular school day. The participating students are expected to stay until 6:00 PM each school day.**

**A child may be released from the program prior to the end based on the following reasons. We understand that many of our families are living busy lives and are not able to know in advance when an early pick-up may occur. We encourage our students' guardians to pick them up at 6:00 PM as much as possible to aid in their social and cognitive development.**

## Kid Street Learning Center
## After School Program Sign-Out Codes

| Code Letter | Reason For Signing Out or Early Release |
|---|---|
| **A** | Family emergencies (Such as death in the family, catastrophic incidents, etc.) |
| **B** | Family time (Time spent to enhance the relationship between the child(ren) and the parent or guardian) |
| **C** | Family scheduling. These are situations in which it is in the best interest that the child leaves the program early so that the parent or guardian can fulfill obligations such as AA or NA meetings, court cases, housing, shelter rules, etc. |
| **D** | Medical or Dental appointments |
| **E** | Weather conditions, especially if the child(ren) walks home |
| **F** | Child accidents that occur during program time (program staff should call parent or guardian) |
| **G** | Student loss of after school program due to behavior |
| **H** | Visiting parent or family member in jail |
| **I** | Counseling appointments |
| **J** | Food bank |
| **K** | Bus schedule or other transportation schedule issue |
| **L** | Walking a long distance |
| **M** | Court |
| **N** | Not enough gas to come back to school to get child |
| **O** | Other conditions |
| **P** | End of After School Program. |




# After School Program Permission and Regulations

**August 2019-June 2020**

**After School Program Permission and Regulations**

**August 2019-June 2020**

Welcome to our **Kid Street After School Program**! The After School Program (ASP) provides a safe, fun and nurturing environment for the care of our students from immediately after school dismissal until 6:00 PM every school day. ASP is Kid Street Learning Center ran program. Participation should be considered a **privilege**. In addition to our After School Program, we provide Kinder Klub for our Transitional Kindergarten and Kindergartener from 1:00pm – 3:00pm On all non-minimum days. This is a structured, safe fun time designed to prepare the Kindergartener for success. The same rules apply to Kinder Klub as to the ASP.

**By completion of this form, I understand that I am registering my student in ASP.**

1. Every student attending the After School Program (ASP) must have a current ASP Registration Form on file at our school (This form). I understand that it is my responsibility to inform the school of any changes to the information, particularly phone numbers and emergency contacts, which are found on Kid Street Learning Center Charter School Enrollment Forms.

**SIGNING OUT**

2. I am enrolling my student in the FREE After School Program. I agree to sign my child(ren) out daily. This includes, time of pick up, initials of the person picking up the child(ren) and the pickup code (codes are in student/parent handbook and posted at the sign out table). If I do not sign out my child(ren) more than 3 times, I understand that my child(ren) may be suspended from this program for an indefinite amount of time, and a meeting will be set up between the ASP Director and parent prior to re-enrolling student into ASP.
For the protection of your student, only people designated on the School's enrollment forms will be allowed to pick up your student unless prearrangements have been made. **IDENTIFICATION WILL BE REQUIRED ON ALL PICK-UPS.**

**OPERATING HOURS AND EARLY RELEASE**

3. The hours of the program are from the time school ends until 6:00 PM on the days that school is in regular session. It is crucial that your child stay in the program until it ends at 6:00 PM. There are certain conditions that may occur that require that your child be picked up at an earlier time. *You are required to use the early release codes on the sign out table and in your parent handbook if this occurs*. The parent/guardian agrees to pay a $1 a minute, per child, late pick-up fee starting at 6:01 PM. If you have outstanding late fee's, your student(s) cannot participate until fee's are paid in full. If you are late 3 times, this will result in a termination of the program for the remainder of the year.

**BEHAVIOR EXPECTATIONS, EMERGENCY & DISMISSAL PROCEDURES**

4. The same behavior expectations apply in ASP as during the regular school day. All Kid Street Learning Center policies in the student handbook apply to ASP. Inappropriate behavior may result in your student's suspension or withdrawal from the program.
5. To ensure the safety and security of all students in ASP, if an emergency occurs that threatens the welfare of a student, a school official will contact the Santa Rosa Police Department. Late pick-up from ASP may be considered such an emergency.
6. If school closes for inclement weather or any other reason, ASP will close also. In this case, special instructions will be given to your student's teacher and you will be contacted.
7. In the event of an emergency, the ASP has the permission of the parent/guardian to administer first aid or obtain emergency medical treatment, if necessary, for the child's welfare.

# Kid Street Locker Policy

**Food and Drinks**: Food and drinks need to be secured in leak proof containers at all times. Food must be removed at the end of the day.

**Safety:** No student shall attempt to fit inside of a locker or assist any other student into a locker.

**Vandalism**: No student may write on or deface a locker by scratching or otherwise. Students and their guardians may be responsible for replacing lockers that are damaged.

**Searches**: School searches are only justified according to the Supreme Court "when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of school."

California's own state Supreme Court has expanded upon the ruling by stating that "reasonable grounds" must be supported by "articulable facts." Random searches and searches based on hunches or rumors are not justified.

The US Supreme Court has also stated that the manner in which the search is conducted must be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."

In light of these rights, the Kid Street Board and administration want to guarantee a safe and secure environment free of smoking paraphernalia, drugs, or weapons. It is our responsibility to make sure that your child and their school mates are safe from exposure to these conditions. In the light of a search of lockers and their contents, administration will notify the guardian.

# Kid Street Food Guidelines

In an ongoing effort to keep our kids healthy, the State of California has mandated specific "rules" regarding at school nutritional requirements for students. Meals must be balanced and follow specific calorie, fat, protein and vitamin content. Kid Street encourages students to partake in our lunch program. If your child requires special foods, dietary restrictions or has allergies, just let us know and we will develop a plan for your child with your support.

In an effort to further support well balanced and healthy nutrition, Kid Street has adopted a nutritional policy that does not allow certain types of food and beverage to be brought to school. Please help us in following this policy by **not allowing** your child to bring these foods and/or drinks with them to school. The amounts of these foods that may be served as part of our food program are within health guidelines.

**Foods Not Allowed**

Candy of any kind

Cookies or desserts of any kind

Fast Food (*except:* Subway, Pizza, or Chinese)

Lunchables

Fruit snacks/roll ups of any kind

Doughnuts or other sugary pastry

**Beverages Not Allowed**

Gatorade or any other sports beverage

Sunny Delight

Fruit drinks of any type that are not 100% juice (Capri Sun, Kool Aid)

Soda of any type

Sweetened or caffeinated iced tea

The sugar content on any allowable food or drink needs to be **8 grams or less per serving**. This said, we do provide occasional sweet treats to students that may be over this amount for celebrations or other special occasions. ***Please let us know if you would rather your child not receive these treats.***

We also do not allow children to share food. This is due to food allergies and to minimize the sharing of germs.

Overall, any whole fruit, vegetable, milk/soy(not chocolate/strawberry or sugar added), nuts, yogurt(Go-Gurt should be limited to 1 a day), crackers, sandwiches, cheese/string cheese are allowable. Reasonably, a child wouldn't be sent to school with a lunch of only fruit snacks and Go-Gurt, Lunches need to have a whole grain and protein. For example, a Go-Gurt and apple needs to be supplemented with a protein. Lunchables and fried foods are usually loaded with sodium and are very processed. If there is ever any question that comes up, please feel free to contact us. Thank you for being our partner in making sure that your child's healthy habits support learning!

## Please, NO GLASS CONTAINERS OF ANY TYPE.

# Acceptable Use Policy Agreement for Students (2019-2020 School Year)

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING. NO STUDENT WILL BE GIVEN INTERNET ACCESS UNLESS THE PARENT/ GUARDIAN SIGNS THIS POLICY THAT ANNOUNCES THE POSSIBLE RISKS OF USING THE INTERNET. KID STREET PROVIDES INTERNET FILTERS AND TAKES EVERY REASONABLE PRECAUTION TO ENSURE THAT INTERNET USE IS SAFE. HOWEVER, STUDENTS MAY ATTEMPT TO BYPASS THE SCHOOL FILTERS OR USE THEIR HOME COMPUTER TO EXPOSE YOUR STUDENT TO THE FOLLOWING RISKS:

- Sharing offensive websites with other students
- Sending and receiving inappropriate e-mail, blogs and other prohibited messages
- Sharing offensive material created at home
- Sending or receiving libelous electronic messages
- Engaging in the violation of criminal and civil laws
- Illegally uploading or downloading copyrighted material
- Using your child's picture in a false light
- Violating your child's privacy regarding health and other personal issues

Kid Street provides Internet access to students for educational purposes only. The use of the Internet is necessary for many school research projects. Misuse of the Internet violates school board policy and subjects your child to suspensions and other school disciplinary consequences. Additionally, your child may incur civil and criminal penalties under California and Federal law for misuse of the Internet. Some of the misuses are as follows:

- Using proxy sites to avoid the district filter
- Sending and distributing offensive material on district computers or school grounds
- Sending cyber-threats of death, bodily harm, damage to property to students or staff (i.e., cyberbullying)
- Creating offensive materials on home computers and distributing them on school grounds
- Using their own portable devices to distribute offensive material on school grounds
- Attempting to gain access to or using program administrative passwords or school staff passwords

General guidelines include but are not limited to the following:

1. The student should have no expectation of privacy at any time while using district resources, nor at home when it pertains to school business (such as when accessing Jupiter Grades or when writing about other students or district employees).
2. The district is authorized to monitor e-mail logs and Internet histories of students and does so.
3. Students should use the Internet/network for appropriate educational purposes and research.
4. Students should use the Internet/network only with the permission of designated school staff.
5. Students should be considerate of other users on the network. Cyber bullying is unlawful behavior.
6. Students must use appropriate language for school situations and must not use vulgar or profane language or images, including those with implied vulgarity and/or profanity.
7. Students should immediately report any security problems or breeches of these responsibilities to the supervising teacher.
8. Students must adhere to copyright laws and plagiarism rules when using the Internet.
9. Students must not share user IDs and passwords required to access e-mail and other programs.
10. Students must not give out personal information about themselves or where they live.
11. Students must not fill out forms on the Internet without parent/teacher permission.
12. Students may not have access to e-commerce or publicly provided Internet Service Providers or e-mail

services. Students will receive district-approved e-mail accounts upon teacher request and parent permission if the accounts are needed for educational projects.

13. Students must not send pictures of themselves through their district-approved e-mail account.
14. Students must not work on a machine on which a teacher/staff member is logged in.
15. Students must not use proxy avoidance sites (sites that allow the user to bypass the district Internet filter) or other sites indicated as blocked on the Addendum 01e – Internet Filter Policy Information for Students. Use of these sites violates this contract and could result in loss of Internet access and/or other disciplinary actions.
16. Students are required to access the Internet only through district-provided, filtered networks. Under no circumstances are students to use any device (e.g., air card, smart phone, Palm, or other Internet data device) to bypass this requirement.
17. Students must not intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, unauthorized redirection of school web pages, or violating copyright laws.
18. Students must not attach or transfer media from a personal storage device to district hardware without permission from an appropriate staff member (i.e., teachers must ensure that a virus scan is performed).
19. Under no circumstances are students to physically connect to any port or district-owned device while on school property through Ethernet cables, USB cables, Paralink cables, etc., or to connect by Ad Hoc mode to any other district-owned device.
20. Students must not work directly on teacher, school, or district department websites without express, written permission from the district Web Administrator and Director for Instructional Technology.
21. Students must not create or work directly on "live" school club/organization websites (e.g., robotics team websites) or any website that represents the district. Students should work on local copies of these websites, which can then be published on a district-approved Web server by an appropriate staff member.
22. Students must not construct websites using content or links that violate state or federal laws.
23. Students must not use the network in a fashion inconsistent with directions from teachers and other staff.

Upon signing this document you affirm that it is not reasonable that the Kid Street School can directly supervise your child every minute he or she is on the computer. Therefore, you agree that when your child is not directly supervised, he or she will obey all school computer use policies, civil and criminal laws. In the event your child notifies you they are receiving computer messages threatening death, bodily harm, or destruction to property, you agree to report this event immediately to both law enforcement and the school.

As parent/guardian of this student, I understand the risks associated with allowing my child to use the Internet. Furthermore, in signing this policy, I affirm that through this document the school district made a reasonable attempt to educate me on the known potential risks of using the Internet and the school's rules and goals of Internet use. Based on this adequate notice, I agree not to hold Kid Street responsible for materials acquired or contacts made on the network.

Based on reading this Acceptable Use Policy, I have determined that the benefits of my child having access to the Internet outweigh the risks. I also agree that I will properly supervise my child's computer activity at home and will advise Kid Street immediately if I discover that my child is violating this use agreement at home or at school. Additionally, I agree to notify the school immediately if I discover my child or my child's fellow students are committing civil and criminal violations of the law. Failure to report this behavior is negligent supervision and relieves the school of any liability that flows from this behavior if the school could not have reasonably foreseen this type of behavior on your child's home computer.

I understand that any conduct by my child named on the following page that is in conflict with these responsibilities is inappropriate and that such behavior may result in the termination of access and possible disciplinary action. I agree to compensate Kid Street for any expenses or costs it incurs as a result of my child's violation of the Internet policy or administrative procedure.

RELEVANT SCHOOL LAWS

- See Addendum 01e - Internet Filter Policy Information For Students (www.santarosa.k12.fl.us/pdc/docs/dtp/adden01e.pdf). Violating this contract could result in loss of Internet access and/or other disciplinary actions (as outlined in addendum 01e).
- See School Board Policy (www.santarosa.k12.fl.us/policy/policy8_60.pdf).

RELEVANT STATE STATUTES

- FL STATUTES: 784.048 (CyberStalking), 815.06 (Computer-related Crimes), 1001.41- .43 (School Board Authority).

RELEVANT FEDERAL LAWS AND RULINGS

- PUBLIC LAW 106-554 TITLE XVII--CHILDREN'S INTERNET PROTECTION (http://www.fcc.gov/cgb/consumerfacts/cipa.html)

*Kid Street Learning Center Charter School*

*2019-2020*

**ANNUAL NOTIFICATION OF**

**THE UNIFORM COMPLAINT PROCEDURESS (UCP)**

**For students, employees, parents or guardians of its students, and other interested parties**

Kid Street has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

Kid Street shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Special Education Programs, Safety Planning Requirements, and Requirements of Ed Code 35186.

Complaints must be filed in writing with the following compliance officer:

Name and/or Title of Compliance Officer: Kathleen Mallamo

Address: P.O. Box 6784 Santa Rosa, CA 95406

Telephone Number: (707) 525-9223 x101

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the LEA's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

Uniform Complaint Procedure Form

**For *Education Code* Section 35186 Complaints**

*Education Code* (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed

anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: ❑ Yes ❑ No

Name: (Optional) _____ Mailing Address: _____

Phone Number: (Optional) Day: _____ Evening: _____

**Issue of complaint (please check all that apply):**

**1. Textbooks and Instructional Materials**

- ❑ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- ❑ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- ❑ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ❑ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

**2. Facility Conditions**

- ❑ A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- ❑ A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- ❑ The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

**3. Teacher Vacancy or Misassignment**

- ❑ Teacher vacancy - A trimester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- ❑ Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- ❑ Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem:_____

Location of Problem (School Name, Address, and Room Number or Location):_____

_____

Grade Level and Teacher Name: _____

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation.

_____

Please file this complaint at the following location:
Kid Street Learning Center
Attention: Kathleen Mallamo
P.O. Box 6784
Santa Rosa, CA 9540