

**Kids in Motion Academy, Inc.**  
**STUDENT HANDBOOK**  
**2023 – 2024**

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## **Welcome to Kids in Motion Academy**

At Kids in Motion Academy, students will learn through engaging and innovative curriculum as well as be inspired socially, emotionally, physically, and spiritually. Kids in Motion Academy does not discriminate on the basis of race, color, religion, national and/or ethnic origin in any admissions policies or programs.

### **Mission Statement**

Educate and develop the whole child in character, faith, physical fitness, and confidence in a peaceful, non-disruptive learning environment to become a life-long learner.

### **Philosophy of Education**

Our philosophy is to promote unequivocal excellence in a positive, uninterrupted, learning environment for each child. We strive to do so by:

- Fostering understanding that students are created in God's image by God.
- Respecting all students regardless of ethnicity, socioeconomics, and special needs.
- Providing a progressive structured environment that reduces student frustration and encourages participation.
- Communicating expectations to students through visual, auditory, and kinesthetic modalities.
- Providing a stimulating learning environment with aspects of rigor and choice to facilitate empowerment of the learner.
- Inspiring children's imagination through a creative, fun, and inviting learning environment where perpetual motion and play are integral elements.
- Ensuring a safe, peaceful, and developmental learning environment.
- Providing a safe and healthy environment to foster continual spiritual, mental, emotional, and physical development.
- Providing continued opportunity for challenge and success so that children expect success in their daily performance.
- Recognizing and rewarding children who make sound behavioral decisions.
- Encouraging "I can" words and positive thinking.



- Facilitating open communication, empathy, compassion, and building trust among students, staff, and families.



## Creating a Peaceful Learning Environment

A peaceful learning environment works at maximum capacity when children feel confident and are at peace in their surroundings. When children are conditioned for success rather than failure, they come to expect success in all areas of interactions and learning. All children are different, thus needing different styles of discipline. Below are the keys to maintaining a peaceful environment and facilitating success for our students:

1. **Consistency and routine in the schedule:** Consistent scheduling in curriculum, toiletry, and snacks is followed whenever possible. If an item in the schedule is not successful for a child in a certain area, we make an adjustment in that area and develop consistency with the adjustment. What works for one classroom and one teacher may not work in a different situation.
2. **Clear communication of expectations:** During the first month of school, our staff gives a consistent, clear message of classroom and school expectations and procedures. This is communicated in a fun way through drama, puppets, posters, and other means to reach all learning styles. Teaching and reinforcing expectations increases their likelihood to meet our expectations. Detailed planning, especially in areas such as transitions, can avoid the need for discipline.
3. **Rewarding students for good choices:** Each classroom utilizes a system to track discipline progress. Small treats, praise, privileges, or other rewards built into the system are very effective in motivating students toward desired behavior. Treats and other rewards may be used at the beginning of the year and replaced later on with praise, thumbs up, smiles, high fives, and privileges.
4. **Intervention and discipline:** Continuous clear communication of expectations and instant implementation of disciplinary consequences will reduce classroom stress and avoid consequences such as time-outs or suspensions. We aim to minimize the need for discipline by acting on behavior before it gets out of hand. Our staff is trained to “catch your student doing something good” and reward them accordingly.
5. **Reduction of stressors:** We train our staff to create an environment which will reduce frequency of “bad behavior”. Over-stimulation, inappropriate activities, and above or below skill level instruction can trigger stress. Stress is also created by a lack of activity or routine. Stress in children can trigger undesirable behavior such as aggressiveness or withdrawing.

Consistency in all areas above will help maintain success so that the undesirable behavior is minimized.



## **Kids in Motion Academy Behavior Plan**

Parent and Guardian partnership with Kids In Motion Academy is crucial to setting and maintaining a positive, encouraging, and engaging environment for your student, other students, and our staff at Kids in Motion Academy. We would like to introduce you to the behavior system that we will be using this year. Throughout the day, students will be encouraged to show exemplary student engagement.

Good behavior will be acknowledged by the following:

**Intrinsic Motivation- [Goal Setting]:** In August, students will set a behavior goal listing a behavior they want to work on. Each day, he or she will strive to reach their goal. Students will reflect over their behavior goals quarterly.

**Teamwork- [L-E-A-D-E-R-S-H-I-P]:** Throughout the year, every elementary class will work to spell the word, "Leadership." The class will earn each letter by working together to receive a compliment from a teacher, administrator, or volunteer at Kids in Motion Academy. Once the class has earned all 10 letters, they will receive a class reward.

**Individual- [Class System]:** Students who follow directions, set a good example for others, and are a positive influence on their peers will be encouraged by their classroom teacher through compliment cards, leadership positions, and/or character awards.

Behavior that requires redirection will be acknowledged by the following:

**Behavior Redirection -[Verbal Warning]:** Students will be verbally redirected, reminded of the rule, and cautioned to reset their behavior.

**Level 1- [Think About It]:** Students will fill out a "Think Sheet" to reflect over the situation.

**Level 2-[ Teacher's Choice]:** Students will fill out a second "Think Sheet" to reflect over the situation. The teacher will choose a consequence such as loss of a privilege, practicing the behavior, or walking laps during a portion of recess.

**Level 3- [Parent Contact]:** Students will fill out a third "Think Sheet" to reflect over the situation. A picture of this form will be sent home via Remind.

On the fourth occurrence of the same behavior, the student will report to the School Director's office and a behavior slip may be sent home further explaining the behavior. These forms must be signed and returned the next day.

\*Students who engage in physical misbehavior will immediately report to the School Director's office to make a phone call to parents explaining their behavior, the student will be suspended for the remainder of the day.



**The school director reserves the right to alter the behavior plan as needed on a case-by-case basis, depending on the severity of the situation.**

Students who exhibit aggressive behavior, causing harm to other students, teachers, or themselves will be sent home, and a meeting with the principal, classroom teacher, and parent (s) may be required in order for the child to return to the class. In most instances of misbehavior, a discipline form will be sent home for parents to create an action plan.

When a discipline form will be sent home:

- Any aggressive physical contact: pushing, shoving, hitting, biting
- Repeated disrespectful behavior toward teacher or student
- Repeatedly playing around in the bathroom/inappropriate bathroom behavior
- Same misbehavior three times
- After the 4th Behavior Write- Up form is sent home, the student may be suspended or expelled.

When the student will be sent home immediately:

- Any physical aggression toward staff
- Biting that breaks skin
- Any showing or touching of private areas
- Closed-fisted/purposeful punching

## **School Property**

Any student that intentionally damages or defaces school property or equipment will be responsible for the cost to repair and or replace the damage.

## **Child Abuse and Neglect + Human Trafficking**

Any person who has reason to believe a child has been abused or neglected is required to report the matter promptly to the DHS Child Abuse and Neglect Hotline at 1-800-522-3511 per Section 1-2-101 of Title 10A of the Oklahoma Statutes. Failure to report is a misdemeanor offense and upon conviction is punishable by law. Failure to report with prolonged knowledge, six months or more, of ongoing abuse or neglect is a felony offense. Every person having reason to believe that a person or child-placing agency is engaging in the crime of trafficking in children, reports the matter promptly to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control.



## School Pricing

### Tuition Information

Tuition payments are due the 1st business day of the month. No spot is guaranteed until payment has been received. Annual tuition is broken down into 10 equal monthly payments and is paid through the automatic draft of one checking account.

The payment schedule runs from August 1<sup>st</sup> – May 1<sup>st</sup>. Those who enter after August may incur a higher tuition rate. Sibling discounts are available (2<sup>nd</sup> child - 20%; 3<sup>rd</sup> child - 30%) Lunch is included for PreK and under

Tuition is always the same for each month, regardless of the days attending (holidays, illness, bad weather, pandemic, etc.). The instructional calendar is posted on the KIM website. No child will be accepted without prior enrollment at the front office. Enrollment is based upon availability.

There is a \$30 returned check charge for any checks or auto draft payments returned by bank or stopped payment by the client. Returned and stopped check payments must be paid with credit card or money order within 24 hours of notification. Any family who has not made full tuition payment by the 10<sup>th</sup> day for the month will forfeit their spot in school.

### Other Fees (Non-Refundable)

The enrollment and technology fees are due at the time of enrollment and are non-refundable.

### Immunization Records/Birth Certificate

Birth certificate and immunization records or exemption form from the state must be submitted to the office upon the enrollment of a child. As immunizations are completed, please bring updated forms to the front office or email to [office@kidsinmotionacademy.com](mailto:office@kidsinmotionacademy.com).

### Withdrawal

Kids in Motion Academy **requires** a 30-day written notice of any intent to discontinue. Tuition is due for the full month of attendance without exceptions.

## School Policies

### 1 – Attendance and Schedule:

**01 School Hours and Days:** Regular school hours will be Monday through Friday. 8:00am-3:00 pm for elementary students and 8:30am – 3:00pm for preschool and PreK students. Afternoon specials include: STEAM, Music, Spanish, P.E., or Gymnastics daily.





**02 Absenteeism:** Attendance is very important at Kids in Motion Academy. We do not credit for individual days missed. A student who is out more than 3 days within a week due to illness, must have a doctor's note to return to class. Excessive absenteeism could lead to re-evaluation of class status, failure to promote, or dismissal. Students must attend at least 160 days to receive assessment. Remember: tuition is an annual amount divided into 10 equal monthly payments rather than a daily payment. Please let us know if your child will be absent.

#### Absence and tardy policy (Elementary ONLY)

- All absences need to be documented with a doctor's note if possible. These notes need to be turned in to the front office.
- At the end of the fall semester, all students who have 10 or more absences will be notified by the school director via email.
- Three undocumented tardies will count as one absence
- Students who have more than 20 undocumented absences will not be administered the End of the Year assessment

#### **03 Make Up/Late Work Policy:**

**Absences:** All work missed during a student's absence, may be made up for the potential of full credit. Each day a student is absent, they shall have two (2) school days to make up any work missed, unless granted additional time by the teacher. During the make-up time period, the work missed will not be calculated in the student's overall grade until the work is turned in, or the allotted make-up time has expired.

Any examination or assignment announced prior to an absence, while the student is present in class (or that is regularly scheduled) which is missed by the student due to an absence, shall be made up on the day the student returns to class. Should the student be absent at the time the test is announced, and if it is not regularly scheduled, either of which would prevent the student from being aware of the scheduled test, then the test shall be administered to him or her one (1) day following the student's return to class. If additional time is needed based on the circumstances surrounding the absence, coordinate that with the student's teacher.

**Weekly Homework:** Weekly homework is due every Monday. If a student is absent, homework is due the day they return. Ten (10) points will be deducted for every day it is late, for up to five (5) days.

**Unfinished Class Work:** Any work not finished in class due to the student not utilizing time wisely when sufficient time was given, will be sent home and due the following day. If it is not returned, there will be a deduction of ten (10) points each day it is late, for up to five (5) days.

**Distant Learning Work:** All work will be due when the student returns to class, or (1) week from pickup date of work, whichever comes first.



**04 Distance Learning Attendance Policy:** On Distance Learning Days, students will only be counted present for the day if they have completed the required material for that day. Students who do not complete the assignments in full will be counted absent for the day.

**05 Arrival Time:** School begins at 8:00am for elementary students and 8:30am for preschool and prekindergarten students. Elementary students should arrive between 8:00 am- 8:15 am. Families who have both elementary and preschool or prekindergarten students will be offered complimentary Kids Fit for the younger siblings strictly from 8:00 am-8:30 am. Preschool and Prekindergarten students should arrive between 8:30-8:45. The annex door will lock at 8:45 am, so students arriving at the annex building after 8:45 am will need to come to the main building for check in.

**06 Tardy Policy:** Elementary students (K –1st grade) must arrive by 8:15 am to ensure they are able to complete their morning assignment. Students will be counted as tardy if they enter the building past 8:15 am. Excessive tardies with arrival after 8:15 am of elementary students may result in incomplete work being sent home and/or lower grades.

**07 Departure and Authorization for Child Pick Up:** Please pick up your child promptly at 3:00pm. Children will be released to parents, and anyone listed on the student pick-up form. Those picking up must have a security tag, or a picture of the security tag, which is distributed in August. A photo I.D. may also be required for a non-parent person picking the child up. All changes to the student pick-up form must be made by the parent/guardian (in person) at the front desk.

If the parent (or approved person) is picking up before normal dismissal time, please note that the person must come to the main office building and sign the child out. A member of Kids in Motion Staff will retrieve the child from class and bring him/her to the main office.

Thank you for helping us ensure the safety of all our students.

**08 Field Trips:** Parents are responsible for their own children when bringing them off-site for a school field trip. Kids in Motion does not transport children. Kids in Motion is not responsible for students while they are off-site. KIM is not responsible for students who are located on-site but not enrolled for that day/time. Field trips are listed on the instructional calendar, located on the Kids in Motion website, and reminders are communicated electronically.

**09 Late Pick Up Fee:** Any children left after 3:00 p.m. will be given a 5-minute grace period. After this time, he or she will be taken to Kids Fit and the parent/guardian will be charged \$35. Children should be picked up in Kids Fit by 6:00 p.m. Late pick up from Kids Fit will be charged \$10 for every 5 minutes late after 6:00pm. Thank you for your cooperation.



**10 Parent School Visitation:** Kids in Motion Academy is open for parents to come see the Friday morning devotions, award ceremonies, enjoy lunch with their students, volunteer for classroom parties, or volunteer in classrooms.

## **2 – School Safety:**

**01 Parking Procedure:** For the safety of our students, please do not block the drive when dropping and picking up your child. Please park in the designated parking spots that are assigned for the school.

**02 School Records and Accidental Injury:** The compliance file with DHS records for the licensed portion of Kids in Motion is kept in the main lobby. For your child's safety, please keep your student records up-to-date on all telephone numbers including emergency numbers. In case of an injury, every effort will be made to contact a parent. We will keep all telephone numbers and emergency numbers for this purpose on file. If we are unable to contact a parent or person on the emergency list, an ambulance will be called if necessary. Until the parent arrives, the staff at Kids in Motion Academy will make decisions concerning the well-being of the child. **Please help us keep all emergency information current.**

**03 Inclement Weather and School Emergencies:** In case of any sort of inclement weather, including but not limited to ice, snow, blizzard, flood, fire, tornado, wildfire, loss of utilities, human threats, threatening behaviors, terrorist attacks, or any situation of risk to the school, Kids in Motion will close as determined by administration. We will use the phone number and/or email address you provided for automated text messages and/or email to contact at least one person for each family in cases of emergencies or announcements.

Parents should also check the Kids in Motion Facebook page for posted announcements. Teachers may also use Remind 101 to update parents in cases of emergencies. If threatening weather or a significant event occurs during the school day, school administration officials may opt, for the safety of the students, to close school early. Please keep your phone nearby, check for closing information, and pick up your child within two hours of notification.

If we need to evacuate and/or relocate students due to fire, tornado, bomb threat, or any other risk, we will have students walk out of the buildings and gather the students at the north end of the main building's parking lot. If it is safer for students in the annex to exit to the west, they will walk to the nearby Stone Mill BBQ business. If a student is abducted or lost, the police will immediately be contacted, and the parents will be called. Details of the situation will be documented. If a child is 2 years old or younger, disabled, chronically ill, or unable to walk during an evacuation, staff will carry the child or use wheeled devices as necessary to complete evacuation protocol. Kids in Motion reserves the right to change emergency protocol at any time based on the needs of the students and the individual



situation as determined by administration. Parents will be reunited with students by communicating the location of the gathering point, based on the details of the emergency, via text or email or phone call.

**04 Medical Issues:** The health and safety of your child is of top concern to us. If your child becomes ill, injured, or exposed to poisonous material at school, you will be notified to make arrangements to pick up your child within 45 minutes of the notification.

Your child will not be allowed to return to school until they have been free from all symptoms listed below for **24 hours without the use of medication.**

**Medical release form stating student is medically authorized to return to school without restriction is required for any contagious conditions as well as following any medical or dental procedure** because we are an active learning environment.

Please **keep your child home** if your child is ill or if any of the following apply (this list is not meant to be exhaustive):

1. Cold or Flu Symptoms
2. Heavy/Green Nasal Discharge
3. Frequent/Constant Cough
4. Crusted Eyes
5. Contagious Skin Conditions
6. Diarrhea or Vomiting
7. Ear Infection
8. Fever of 100.4 (within the last 24 hours)
9. Pink Eye
10. Head Lice or Ring Worm

**Head Lice** - Suspected cases of head lice are to be reported to the office. Head lice are contagious and will not disappear without treatment. No student will be admitted to class who has nits or lice regardless of the number of treatments or measures which have been taken.

**Pink Eye** - Parents of students exhibiting pink eye will be asked to take their child to a doctor for diagnosis and to keep them home for at least 24 hours. Upon return, the parent must produce a doctor's note. If your child has been exposed to any communicable disease(s), including the coronavirus, please inform the front office. We will notify parents if students could have been exposed to a communicable disease, illness, or infestation via email without using any child's name.

If you need our staff to dispense medication, please follow the following procedure:

- Fill out the Kids in Motion Academy medication form in the office.
- Provide doctor note or prescription.
- All medications must be in their original container.
- Any medication requiring the use of a syringe, needle, or lancet, must be approved by school administration for storage and potential use on-site.
- Used syringes, needles, and lancets will be stored in the container provided by the parent and returned to the parent.



**05 Lunch:** Lunch will be provided for all students (PreK and under). Students may choose to bring a lunch. Kindergarten and above may purchase lunch for \$4 in the office. For parents who wish to bring their students lunch as well as when packing lunch, please refrain from purchasing or packing soda for your student's lunch. Here at Kids in Motion Academy we strive to encourage healthy eating habits.

**06 Snack Time:** The school provides snacks for toddlers and older. It is the responsibility of the parent to notify the school in writing if your child has any food allergies. Snacks include but are not limited to fruit, crackers, pretzels, cheese, and juice or water.

**07 Bathroom:** Boys must use the boys' restroom, and girls must use the girls' restroom at all times. Students enrolling in the Preschool Monkeys class, PreK Owls classes, or older must be completely potty trained with no assistance ever needed in the bathroom.

**08 Birthdays:** Kids in Motion Academy loves to celebrate your child's birthday. If you would like to send a snack for your child's special day, please check with your child's teacher. Healthy snacks are welcome. You may also send **store bought** cookies or mini cupcakes with a small amount of icing. Heavy icing with color tends to discolor clothing and cause excessive cleaning time which cuts into the school day. Excessive icing will be removed from the snack by school personnel.

Those children wishing to send out birthday party invitations should do so on a personal basis via phone, mail, social media, etc. Please do not send invitations to be passed out in class, unless you invite the entire class.

**09 Photo/Video Release:** All parents are required to sign a release (SSB Kids! Registration Form) giving permission to take photos or videos during the school year for social media and to promote Kids in Motion Academy and/or SSB Kids.

**10 Personal Belongings:** All students are asked to bring a labeled bag packed with a complete change of clothing each day. Please label each item that comes to school. Students in PreK or below need to bring a nap mat each day with the student's name clearly labeled. Any toys or other personal belongings should not be brought to school. If any clothing items or a nap mat are found, the item will be placed in Lost and Found, located near the front door of both buildings. Kids in Motion is not responsible for any personal belongings brought on-site.

**11 Custodial and Noncustodial Parental Rights:** A parent who is awarded legal custody of a child by court action shall file a copy of the current court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the noncustodial parent, an appropriate written instruction should be filed with the school.



Absent a court decree to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; to participate in parent teacher conferences; and sign the child in or out. Court Decrees/Orders Any court orders involving a student, or a school family must be filed with the school before enforcement can be implemented. Kids in Motion Academy administration will not put its staff in any danger regarding court orders/decrees.

### **3 – Comprehensive Bullying Policy:**

Kids in Motion (KIM) Academy recognizes that bullying causes serious educational and personal problems for both the student-victim and the initiator. Bullying also disrupts the peaceful environment, which KIM strives to uphold.

**01 What is Bullying:** There is not a specific, widely-adopted definition of bullying. Although definitions of bullying vary, most agree that bullying involves:

*Imbalance of Power:* People who bully use their power to control or harm others (intended victims or bystanders). Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristic.

*Intent to Cause Harm:* Action(s) done by accident are not bullying; the person bullying has a goal or intent to cause harm.

*Repetition:* Incidents of bullying happen to the same person over and over by the same person or group.

Bullying means any **pattern** of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication intentionally directed toward another student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational, social, or physical results for the targeted person or group. It is communicated in such a way as to cause disruption to the learning process of intended victim(s) or the educational mission of the school (i.e. to encourage learning and growth intellectually, spiritually, and socially).

Bullying impacts the learning process by disrupting and interfering with the intended victim(s) or bystander(s) ability to concentrate, retain instruction, and/or study. This results in the intended victim(s) or bystander(s) reluctance or resistance to attend school. All students deserve a safe learning environment where they are able to operate free from the effects of harassment, intimidation, bullying, and threatening behavior.

#### **02 Categories of Bullying:**

**Physical Bullying** includes intentional harm or threatened harm to the victim(s) body or property through verbal or written speech or gestures directed at the intended victim(s). Common acts include, but are not limited to, tripping, hitting, pushing, pinching, pulling



hair, kicking, biting, starting fights, inciting others to fight, stealing or destroying property, and other actions commonly deemed as violent.

**Emotional Bullying** includes the intentional infliction of harm to the victim(s) self-esteem, including but not limited to, making insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements. Such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

**Social Bullying** includes intentional harm to the victim(s) group acceptance including, but not limited to, harm resulting from intentionally gossiping or intentionally spreading negative rumors that result in the victim(s) being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation, the spreading of untrue rumors or gossip designed to humiliate or embarrass, the false or malicious spreading of an untrue statement or statements about intended victim(s) that exposes him/her to contempt or ridicule or deprives him/her of the confidence and respect of student peers.

**Sexual Bullying** includes intentional harm to the victim(s) resulting from, but not limited to, making unwelcome sexual comments about the intended victim(s); making vulgar, profane, or lewd comments or drawings or graffiti about the intended victim(s); directing acts of a sexual nature at school, including the fondling or touching of private parts of the intended victim's body.

### **03 Understanding, Preventing, and Reporting Suspected Student Bullying:**

All KIM Academy teaching and administrative staff, as well as volunteers, will be aware of and understand this Bullying Policy. KIM Academy teaching staff and volunteers will be provided with a copy of this Policy.

KIM Academy teaching and administrative staff will receive annual bullying training. Staff and volunteers are expected to immediately report incidents of bullying to administrative staff for investigation and appropriate response, as described in School Policy 3-04: Investigating and Responding to Alleged Incidents of Student Bullying.

All parents will be provided with a copy of this Policy with the KIM Academy Student Handbook. Parents/Guardians are expected to immediately report incidents of bullying to the KIM Academy administrative personnel for investigation and determination of appropriate response.

All students will be provided an age-appropriate summary of the Bullying Policy as well as ongoing instruction and reinforcement of proactive bullying prevention strategies. Students are expected to report incidents of bullying to KIM Academy teaching and/or administrative personnel for investigation and determination of appropriate response.



Students and parents/guardians will participate in and adhere to the educational program designed and developed by KIM Academy personnel, which sets out expectations for student behavior and emphasizes understanding of student bullying; its prevention, identification; and the school's response to and prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable and will lead to disciplinary action. Students shall also be informed of the possible consequences of bullying conduct toward their peers.

Bullying Prevention policy shall be posted at various locations within the school.

#### **04 Investigating and Responding to Alleged Incidents of Student Bullying:**

- 1. Responsibility for Policy Enforcement** - The principal is responsible for enforcing this policy at KIM Academy.
- 2. Investigation, Determination, and Preventive Action** - The principal shall investigate all reported incidents of bullying or suspected bullying and make a determination regarding whether the conduct actually occurred or is occurring and take prompt and effective action to address confirmed incidents and prevent their recurrence. This action may impose consequences. Such consequences and remedial action may also be imposed for a student found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. If the principal determines a student or group of students has intentionally bullied another, he/she/they may receive consequences detailed in KIM Academy's Assertive Discipline Plan described in the Student Handbook
- 3. Parent/Guardian Notification** - The Principal or the Principal's designee shall make timely notification to the parent or guardians of a victim of documented and verified bullying, and to the parents or guardians of the perpetrator of the documented and verified bullying in accordance with KIM Academy's Behavior Plan.

**05 Parent/Guardian Responsibilities:** Parents/Guardians will receive an annual written copy of KIM Academy's Bullying Policy. Parents/Guardians will be advised that to help prevent bullying at school, they should:

1. Encourage their children to report bullying to them, their school Principal, or other responsible adult when it occurs.
2. Take advantage of opportunities to talk to their children about bullying.
3. Inform the school Principal immediately if they think their child is being bullied or is bullying other students.
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms.
5. Cooperate fully with school personnel in identifying and resolving bullying incidents.
6. Participate in all activities designed to prevent bullying behavior; including activities designed to promote the peaceful learning environment described earlier in this handbook in the Creating a Peaceful Learning Environment section.





#### 4 - Dress Code:

**01 Daily Attire:** Kids in Motion Academy is a “hands-on”, multi-sensory education and sport center. At Kids in Motion Academy, our students are extremely engaged and active. Therefore, we ask that children wear clothing allowing full range of movement that can be put on easily. All students must wear Kids in Motion Academy shirts that can be purchased online at select times and in the main office. However, girls are allowed to wear skorts, skirts, shorts, pants, and leggings of any solid color. Boys are allowed to wear shorts or pants of any solid color. Jeans are not allowed. Preschool and prekindergarten students **must also have a complete change of clothing (including socks and underwear) sent in their backpack daily to anticipate dirtying of clothes and spills.**

If your student is in violation of the dress code, they will have a School Uniform Violation Slip in their folder indicating how they were out of dress code. The forms are to be a reminder of how you can best partner with our school and encourage your student to dress in KIM uniform attire daily. Each student will be given the opportunity of three reminders. After the third and final reminder, parents will be called to remedy the dress-code violation before the student can return to class. Parents who are contacted must remedy the situation within 45 minutes of being contacted.

**02 Accessories:** Accessories like hats, distract from our active schedule and will not be allowed during the school day. In order to avoid loss or harm, our students may only wear stud earrings and minimal jewelry to school.

**03 Footwear:** Students should come to school wearing **socks** and **tennis shoes**.

**04 Hair Color:** Any naturally occurring hair colors are allowed (black, brunette, auburn, or blonde) natural or dyed. Blue, pink, purple, green, orange, etc. is not allowed.

**05 Parent/Guardian Responsibilities:** Please respect the dress code. Children who come in without following the dress code may be asked to change or go home. Repeated occurrences will result in parents/guardians being required to immediately bring the appropriate clothing to school. Thank you for your support as we work together to instill excellence and safety for your child in every way.