



# KALON PREP

## ACADEMY

### Expectations & Consequences

This document includes excerpts from the policy adopted by the KPA School Board on September 13, 2021  
\*The full document can be found on the [kalonprep.org](http://kalonprep.org) website.

*Every student and employee of Kalon Prep Academy is entitled to learn and work in a safe and respectful school environment. These expectations apply to students in school, on school property, in school vehicles and at school events.*

**Potential consequences include;** parent conferences, loss of privileges, restitution, court or law enforcement personnel, fines, chemical evaluation, ISS, OSS, expulsion or exclusion.

**In-School Suspension (ISS)** of students may take place from the remainder of one period, to as much as five days for one infraction of school rules.

**Out of School Suspension** of students may take place, out of school for up to ten days and even longer if expulsion or exclusion is imminent.

**Expulsion or Exclusion** may be used in severe disciplinary instances. Permanent removal from school up to one calendar year.

Consequences for violations of the KPA behavioral expectations are up to the discretion of KPA staff, administration and school board.

**ABUSIVE LANGUAGE AND BEHAVIORS** – The use of abusive language or displaying inappropriate behaviors (such as spitting or inappropriate gestures), arousing alarm, anger or resentment in others through the use of verbal language, written note, text, picture of gesture that is disrespectful, discriminatory, abusive, obscene or profane toward school staff, faculty, or with fellow students is prohibited.

**ACCESSORY TO A CRIME** - Any student found to have promoted or instigated a crime, or a student who has failed to report a crime that jeopardizes the safety of students or staff may receive school consequences. Expulsion will be considered in more serious situations.

**ALCOHOL, DRUGS, AND OTHER CHEMICALS Chemicals (Or Chemicals Believed to be a Drug)** - In compliance with state law, smoking, drinking, the use or possession of controlled substances including prescription medications, alcohol and tobacco, and/or the possession of drug paraphernalia is not allowed anywhere in the building, school grounds, or on school-sponsored trips. Testing for drugs/smoking/alcohol may include smelling of a student's breath and/or the use of a "breathalyzer" by either law enforcement officials or school personnel. In addition, school personnel may enlist the aid of law enforcement officials and "drug-sniffing" dogs to detect the presence and possible use of illegal drugs and/or paraphernalia, both within the school and on school grounds, including parking lots. Selling or distributing, or intending to sell or distribute alcohol, where sale or distribution is prohibited by Minnesota or federal law.

**ASSAULT, PHYSICAL** – Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person. Bullying of students will be identified as a part of this behavior.

**ASSAULT, VERBAL** – Verbal or written confrontation with another person which is threatening or intended to cause fear, harm or death. Bullying of students will be identified as a part of this behavior.

**ATTENDANCE**-Students who will be absent should be called in by a parent or guardian by 9 AM the day of the absence or prior to a student needing to leave school early for sickness or medical appointments. ROAR (Resources-Opportunity-Accountability-Release) Time is provided each Friday from 12-3 to give students access to their teachers for instruction and to make up any work missed. Students are expected to attend. Work must be completed prior to or during ROAR in order to receive credit. Exceptions will be made for students whose illness extends the entire week and/or beyond. Work is not an excused reason to miss ROAR.

**BATHROOM PRIVILEGES**- The Kalon Prep Academy staff desires a culture of trust. If a student indicates they need to use the bathroom, staff will give permission. A student should take a direct route to and from the bathroom and not roam. A student should not plan to meet other students in the bathroom, nor should students congregate in the bathroom. Students who do not abide by these expectations will lose their bathroom privileges during class time for the remainder of the quarter unless escorted by an adult. Students will ask permission to use the bathroom.

1. Students will not disrupt a lesson or interrupt a speaker to leave the classroom.
2. Students will sign out when leaving a class to use the bathroom.
3. Students will sign in when returning from the bathroom.
4. Maximum time out of the room is 3 minutes.
5. Only 1 student will be allowed to leave the room at a time.
6. Students will leave their cell phone in the classroom when leaving to use the bathroom. Refusal will result in a loss of bathroom privileges.
7. Parents will be notified of students who are leaving the classroom hourly/daily.

**BULLYING/INTIMIDATION** - The act of bullying by either an individual student or a group of students, is expressly prohibited on school property or at school-related functions. This applies not only to students who directly engage in the act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This includes but is not limited to: Teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, worker or other employee, either in person or in some form of notification, including the use of technology.

**CELL PHONE USE**- Cell phones can be a deterrent from attentive learning and should only be used during a class setting if the teacher requests the use in a lesson or gives specific permission to use it during class. Kalon Prep Academy has a no homework philosophy and expects each student to work "bell to bell" as a result. Staff will not confront students about cell phone use or confiscate cell phones. Students' daily participation score will be impacted if cell phones are used without permission. Cell phones cannot be used to photograph or film staff or students without their consent.

**CLASS DISRUPTIONS** - Students may be removed from class, either on a temporary or on a permanent basis, due to ongoing class misbehavior, disrespect, or willful insubordination. Several such removals may result in disciplinary measures and/or alternate placement.

**DAMAGE TO PROPERTY** - Damage to staff or student property, either on or off school grounds or as an offshoot of school activities (e.g. athletic events, Homecoming, Snow Week, Prom, Graduation) may result in disciplinary action and the involvement of law enforcement authorities. Minnesota statute states that parents of students involved in these kinds of activities are liable up to \$1,000 for any damage sustained.

**DISORDERLY CONDUCT/FIGHTING ON SCHOOL GROUNDS** - includes words or actions that will, or will tend to, alarm, anger, disturb others, or provoke an assault or breach of peace resulting in fighting, brawling, disrupting a class, engaging in offensive, obscene, abusive language or actions leading to the arousal, alarm, anger or resentment in others as well as promoting or instigating or failing to report a situation that jeopardizes the safety of students and/or staff constitutes disorderly conduct.

In such instances, law enforcement officials will be contacted, and disorderly conduct and/or assault charges could be filed. Reoccurrence of fighting can result in increased suspension time or expulsion.

**DRESS** – Your dress reflects personal choice and we look to support your choice within the guidelines outlined below.

The following types of clothing or jewelry are examples that are not considered school appropriate and should not be worn during the school day.

- Any jewelry, accessory or clothing that could be used as a weapon.
- Clothing that advertises cigarettes, beer, liquor, drugs or contains inappropriate language or pictures.
- Shoes must be worn at all times.

Students in violation of this policy will be asked to adjust their attire. This may include a phone call to a parent to bring appropriate clothing. If there is repetitive violation of dress code, further action will be taken. Failure to adhere to staff directives and/or repeated offenders may be subject to disciplinary action.

### **HARASSMENT (Including but not limited to Sexual, Racial & Religious**

**Harassment)**-Harassment is defined as any physical or verbal conduct, including the use of electronic devices, which has the purpose of creating, or substantially or unreasonably interferes with an individual's work or academic performance, and creates an intimidating, hostile or offensive working or academic environment. Our policy prohibits all forms of harassment including, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression or disability. This includes any harassment at the hand of an individual student or a group of students and includes but is not limited to electronic communications and/or social media. Harassment includes but is not limited to the following:

- Verbal and/or physical intimidation
- Name calling, jokes, or rumors
- Offensive stickers, notes, writing in textbooks, or cartoons
- Hurtful words about weight, complexion, height, or ability status
- Unwelcome touching of a person or clothing

Any person who believes he or she has been the victim of harassment or violence or any person with knowledge or belief of conduct which may constitute harassment or violence should report the alleged acts immediately to the executive director, 320-460-8881.

**INSUBORDINATION** – Willful refusal to follow a direction or order given by a staff member.

Insubordination could lead to disciplinary action. This includes leaving a classroom without permission or refusal to return to class when asked.

**INTERFERENCE, DISRUPTION OR OBSTRUCTION** - Any action taken to attempt to prevent a staff member or student from exercising his or her lawfully assigned duties. Will also include any student promoting and progressing a rumor that violates a student's emotional or physical safety. Students will also be in violation if they accompany another student who has the intent of violating a student's or staff member's safety.

**OPEN LUNCH-** Open Lunch is a privilege not a right that is afforded to juniors and seniors. Students are expected to arrive to 4th hour class on time. Repeated tardiness after lunch (5x in a quarter) will result in a loss of open lunch privileges for the remainder of the quarter. Failure to abide by this consequence will be considered insubordination and further disciplinary action will be taken.

**SOCIAL MEDIA GUIDELINES-**Students shall not use social media sites to publish disparaging or harassing remarks about KPA community members, athletic or academic contest rivals, etc. Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

**TARDINESS-** Students who are more than 15 minutes late to class will be marked absent. Time and instruction missed will need to be made up during ROAR.

**TERRORISTIC THREATS** – Students who make threatening statements or terroristic threats will be subject to suspension or possible expulsion procedures.

**THEFT AND POSSESSION OF STOLEN PROPERTY** - Any student found to be guilty of theft or the possession of stolen property, either of school or personal property, may be turned over to law enforcement authorities and charges pressed.

**THREATS (Verbal or Physical)** - Threats of violence toward students or staff will not be tolerated. All reported threats will be subject to investigation by school personnel.

**TOBACCO-FREE ENVIRONMENT POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION** (Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minn. Stat. § 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.) A violation of this policy occurs when any student, teacher, administrator, other school personnel uses or possesses tobacco, tobacco-related devices, or carries or uses activated electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls.

1. We understand how addictive vaping is.
2. We want you to be as healthy as possible.
3. Vaping is illegal.
4. If you are caught, you will be required to complete a 4 hour course during KPT.
5. If you are caught a second time, you will be required to serve ISS & a tobacco ticket will be issued.
6. If you would like help quitting, you are invited to join Quit Club on Wednesday mornings.

**WEAPONS, EXPLOSIVES, POSSESSION OF AMMUNITION AND DANGEROUS OBJECTS** - No student shall knowingly possess, handle or transmit any object that can reasonably be considered a weapon, real or replica, projectiles designed to be a weapon or projectiles designed to be used in a weapon or an item designed to cause pain or injury on school grounds or on buses at any time. This rule applies to firearms, any explosives, any knife or dangerous object of no reasonable use to the pupil at school. This policy also pertains to any person associated with the individual at the time they are observed with a weapon, explosive or dangerous object. Violation of this policy will result in suspension and possible expulsion.

*Choose success!*

We will come alongside you to get you where you want to go.

We will work hard but not harder than you are willing to work.

We look forward to celebrating the daily, weekly, monthly, yearly, and lifetime victories with you.

You don't have to be a genius to be successful. You just need a framework and a dream.

***Become the best version of you!***

## **Testing Formats**

ASVAB

MCA

NWEA

### **Policy 502 - SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON**

**Adopted: 2021**

**Revised:**

#### **I. GENERAL STATEMENT OF POLICY**

##### **A. Lockers and Personal Possessions Within a Locker**

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

##### **B. Desks**

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

##### **C. Personal Possessions and Student's Person**

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

##### **D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.**

#### **II. DEFINITIONS**

##### **A. "Contraband" means any unauthorized item possession of which is prohibited by**

school district policy and/or law. It includes but is not limited to weapons and “lookalikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.

- B. “Personal possessions” includes but is not limited to purses, backpacks, book bags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

### III. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger. Law enforcement will be notified and present.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

### IV. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

### V. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

### VI. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.