

Student & Parent Handbook

Fall 2023



**Kato Public Charter School
District #4066
Student/Parent Handbook
2023-2024**

WELCOME

Congratulations on becoming a part of one of the most exciting learning opportunities available to students. We are pleased to have you as part of KPCS. Your success at this school, like most others, will be due to your effort and participation.

AN OVERVIEW

KPCS was designed to meet the needs of students, both in the present and for the future. We are an ever-changing school developing in an ever-changing society. The intention of KPCS is to give students a strong, performance-based education closely related to real life experiences. We specialize in helping students reach their potential.

MISSION STATEMENT

To provide unique educational experiences that introduce students to real-world situations through experiential learning, community engagement, post-secondary educational opportunities, and learning agreements tailored to the individual needs of our students based on Minnesota graduation requirements.

VISION STATEMENT

To develop well-rounded, confident, and responsible individuals who aspire to achieve their full potential.

KODIAK CODE

Be Respectful
Be Responsible
Be Ready

SCHOOL COLORS

Purple
Teal
Gray
White

SCHOOL MASCOT

Kodiaks

CALENDAR

KPCS operates on a semester schedule. Visit our website to find the school calendar at www.katopcs.org.

DAILY SCHEDULE

Monday through Friday the school day will begin at 8:00 AM and ends at 3:05 PM.

COSTS OF SCHOOL ACTIVITIES

Projects that require extensive and/or expensive resources are the responsibility of the student. Depending on the activity, families and students may be asked to contribute all or a portion of the cost of field trips or other school-related activities. [Scholarships are available for those who qualify, please contact the Business Office for more information.](#)

ATTENDANCE

Students are expected to be at school each day that school is in session. The staff recognizes that attendance at school is a responsibility to be shared by the student, parent or guardian, and staff. Staff will work to notify the parent or guardian of any absences.

Minnesota law states that a student who is absent from school on three or more occasions on three days without a valid excuse (within a school year) will be considered **truant**. If this happens, parents/guardians will be notified by email. They will be given a chance to notify the school if there should be a reasonable excuse for the child's absence. If there is not a reasonable excuse, parents/guardians will be notified that it is their responsibility to make sure that their student is in school and that they could face prosecution due to their student's lack of attendance.

If a student under the age of 18 years is absent from attendance at school without lawful excuse for more than three days an email will be sent to parents. After seven school-day absences, the student shall be considered a **habitual truant** and will be subject to referral to appropriate services and procedures under Minn. Stat. Ch. 260A.

If a student is over the age of 18, he/she is still subject to the attendance guidelines of KPCS. *Students 18 and older will be expected to follow this policy or be subject to consequences outlined in school policy. The KPCS policy regarding attendance for students 18 and older is available upon request.

Excused absences include illness, serious illness in the immediate family, death in the immediate family, medical or dental appointments. Parents are encouraged to make dental and medical appointments outside of their school day for their students to avoid conflicts during the school hours. If student is absent for more than three days a Doctor's note is required before returning to school. court appearances, family vacations, religious holiday's. **Parents are expected to contact the school to report the absence the day the absence occurs.**

Unexcused absences includes being out of the building without permission, leaving early, or arriving after the class period begins, or any other absences not included in the excused section of this policy.

TARDIES

When students are not in their assigned area at the scheduled time, they are considered tardy. Students who are tardy without an excuse documented by a parent or staff member will be considered tardy unexcused.

VEHICLES

The use of vehicles may be allowed at KPCS. Students may drive or ride in vehicles before school, during lunchtime and after school. At other times during the school day, students may arrange with parents and advisors to use their vehicles if it is for a legitimate educational purpose.

Kato Public Charter School provides a parking lot for student driven vehicles. Students are required to register their vehicles in the office. Student driven vehicles are required to park in the school parking lot.

Unsafe and exhibition driving will not be tolerated in the parking lot or around the school. Students who squeal tires, use excessive speed, fail to yield or use other unsafe driving techniques will be subject to disciplinary action.

LEAVING CAMPUS

High school students are allowed to leave the campus during lunch time but must return before class begins or they will be counted tardy or absent. If the student does not return after lunch the parent or guardian must contact the school.

Middle school students are not allowed to leave campus at any time during school hours. Unless they are accompanied by the parent/guardian

SAINTS PETER & PAUL CHURCH

All students are prohibited to enter the church without parent of guardian supervision during school hours.

INCLEMENT WEATHER

In case of severe weather, listen for school closing information on TV, local radio stations, or parent portal and text/email through JMC.

ACADEMIC PROGRESS

Students who attend KPCS are expected to progress academically and must:

- Complete six total credits during the academic year

ACADEMIC INTERVENTION PROCEDURE

- **Achievement:** If a student is requesting to accelerate their learning, they may schedule a meeting with administrative parties to discuss early graduation, waving of credits.
- **Support:** KPCS students will be given individualized curriculum, support of teachers, small class sizes and community based learning opportunities to aid in adequate academic progress. Students who need additional support may be referred to the **Child Find** process or referred to additional parties to create an Individual Learning Agreement.
- **Probation:** KPCS offers unique learning opportunities. It is the responsibility of the students to take learning seriously and to apply themselves. Students who fall below this expectation will be notified along with parents/guardians and a meeting may be held to discuss the students academic progress. If learning does not improve following the meeting, the student along with the parent/guardian may be required to meet with our School Board. It may be the recommendation of the School Board to terminate a students enrollment at KPCS.

GRADUATION

A student is eligible to graduate at Kato Public Charter School upon the student completing the following requirements:

- Completion of Minnesota Graduation Standards a minimum of 24 credits
- Meet all state requirements for standardized testing

Students who do not complete these tasks will not graduate or earn a diploma from Kato Public Charter School.

OUT OF SCHOOL SUSPENSION

Out of School Suspension: means an action taken by the school administration prohibiting a student from attending school for a period of no more than fifteen (15) school days. If a suspension is longer than five (5) school days, the suspending administrator shall provide the Director with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less.

IN SCHOOL SUSPENSION

In School Suspension: means an action taken by the school administration prohibiting a student from social interaction with other students during the school day.

EXPULSION

Expulsion: means an action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond an amount of time equal to one school year or 12 months from the date a pupil is expelled. The authority to expel rests with the school board.

EXCLUSION

Exclusion: means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that will not extend beyond the school year. The authority to exclude rests with the school board.

PROGRESS REPORTS/PARENT & STUDENT CONFERENCES

In person Conferences are held once a year and/or at the parent/guardians request.

FIELD TRIPS

Field trips exceeding 20 miles will require signed permission forms and proper supervision. School-sponsored field trips will be available throughout the year. Participation may require the payment of a fee. Poor behavior and lack of academic progress may be taken into consideration when deciding if a student may participate in an out-of-school activity.

PASSES

Students are expected to have a pass each time they leave a classroom or when going from a location to another location on the school grounds unless accompanied by a staff member. Students arriving late will need to get a pass from the office. **Students will be expected to sign in and out at the office each time they leave and re-enter the building.**

PETS

Pets are not allowed in the building unless they are part of a project assessment and prior approval has been obtained. For more information about this policy, please contact the school.

STUDENT CONDUCT

Students are expected to behave in a way that promotes the Kodiak Code. This expectation applies to students on school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles or any other vehicles approved for school purposes, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students or staff.

Student discipline problems will be dealt with on a case-by-case basis. Student discipline procedures may include, but are not limited to: conferencing; removal from the activity, class or building; police contact; suspension; exclusion or expulsion. Notification of any violation of this policy and resulting disciplinary action shall be as provided by the Fair Pupil Dismissal Act and/or other applicable laws or policies.

DRUG OR ALCOHOL USE

If a staff member should have reasonable suspicion of use or possession of alcohol or other drugs, the student will be communicated with and the parents/guardians will be notified, requesting that the student be removed immediately. A suspension may be given and the recommendation that a drug assessment and/or drug test be administered. If staff members suspect possession of a controlled substance, law enforcement may be notified.

SMOKING/VAPING

It is illegal for ANY person to have tobacco or vaping device on school grounds. Those products will be confiscated if observed by staff. It is illegal for anyone under the age of 18 to smoke or vape and it will not be condoned by the school. KPCS and its school grounds are a state mandated smoke-free/vape zone. These rules also apply to any school sponsored event. In addition, it is a condition of the school's lease that staff will enforce the smoking/vaping rules to a two-block radius around building. Disciplinary measures will be taken against ANY student violating these conditions.

WEAPONS

No student or non-student, including adults and visitors shall possess, use, or distribute a weapon on school property or during any school-sponsored event. A weapon means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm to another person or which may be used to inflict self-injury. This policy is not meant to interfere with instruction or the use of appropriate equipment and tools by students.

The school takes a position of "No Tolerance" in regard to the possession, use or distribution of weapons by students. This policy will recognize the seriousness of the offense, consider a variety of approaches and consequences to hold the student accountable for their behavior, and take into account mitigating circumstances. The consequence for students possessing, using or distributing weapons may include:

- Immediate out-of-school suspension;
- Confiscation of the weapon;
- Immediate notification of police;
- Parent or guardian notification; and
- Recommendation to the Board for dismissal.

According to Minnesota law (121A.41 subdivision 5), a student who brings a firearm (as defined by federal law) to school will be expelled for at least one year. The KPCS School Board may modify this requirement on a case-by-case basis.

CELL PHONE USAGE

Land Lines—use of school telephones by students will require staff permission.

Parents are asked to refrain from calling or texting students on their cell phones during school hours. If contact must be made immediately, please contact the school and we will have the student call you from the office. The cell phone policy will be enforced regardless of who the student is contacting.

Electronic Devices - Use of electronic devices is prohibited during the school day and direct instruction time. Music without headphones, verbal phone calls, texting, games and videos are prohibited during the school day. Failure to follow school rules pertaining to electronic devices may result in confiscation of the electronic device.

Non-compliance with staff direction may result in suspension.

CLOTHING STANDARDS

Student dress must conform to the educational mission of the school. Any form of clothing which is considered to be contrary to good hygiene or which is distracting in appearance or detrimental to the purpose or conduct of the school, will not be permitted. Inappropriate clothing includes, but is not limited to, the following:

- Short shorts/skirts (cover less than half of the thigh), skimpy tank tops (no exposed bra straps or exposed cleavage), tops that expose the midriff, and other clothing not in keeping with community standards
- Any pants, slacks, or shorts that expose undergarments or the mid section of the body.
- Any clothing or positioning of clothing that is viewed as promoting gang membership or intimidating to others.
- Clothing which bears a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message which is racist, sexist, or otherwise may be interpreted as derogatory to a protected minority group or which suggests gang membership.

It is not the intention to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane.

Students will be asked to turn shirts inside out and/or cover up that which is inappropriate. Parents may be called to bring a change of clothing for students who do not comply with clothing standards or they may be sent home to change. In that case the student IS expected to return to school. If these options are not available, the student is required to change into school-provided clothing.

Non-compliance with the school dress code may result in disciplinary action. Please see the school's dress code policy for additional information.

SEARCHES

Pursuant to Minnesota statutes, school lockers, desks, and storage units are the property of the school. At no time does the school relinquish its exclusive control of lockers, desks and storage units provided for the convenience of students. Staff members, for any reason, may conduct inspections of the interior of these items at any time, without notice, without student consent, and without a search warrant. The personal possessions of students including, but not limited to, purses, backpacks, book bags, packages or clothing may be searched when staff members have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Vehicles may be searched if staff has reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as it is practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose items were searched, unless disclosure would impede an ongoing investigation by police or staff members.

A student found to have violated KPCS's Chemical Use policy shall be subject to discipline in accordance with the school's Student Discipline policy. Consequences may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities.

COMPUTER & INTERNET USE

Computers and other school technology are to be used solely for educational purposes during class time. Staff permission is **required** for other use. All electronic communications are not private but subject to review and monitoring by the staff. All personal passwords can be overridden and communication reviewed.

PERSONAL ITEMS & PERSONAL DESK

Students are responsible for all personal belongings that they choose to bring to the school. Students are discouraged from bringing items of great sentimental or monetary value to school. KPCS will not be responsible for any missing items.

LUNCH PROGRAM

KPCS operates under the federally assisted School Nutrition Programs (SNP) guidelines. All student meals are free. The Application for Educational Benefits will still need to be completed in order to determine if the student qualifies for free or reduced prices meals. Students have the option to bringing a lunch (refrigerators and microwaves are available), or leaving campus for lunch (except grades 6 -8). Students who elect to leave campus during lunch must be on time for the start of school after lunch or they may lose the privilege to leave campus. Middle school students must remain on campus during the lunch period.

SCHOOL SAFETY

- Two tornado drills will occur during the school year. Each advisor group will have a map and instructions on what to do in case of an emergency.
- All public schools are expected to conduct a minimum of 5 fire drills throughout the school year. The escape plan is posted near the door of your advisor group area.
- Kato Public Charter School has adopted a Crisis Policy, which is on file at the school. If a crisis should occur, the staff will contact parents as quickly as possible. If students are evacuated from the building, they will meet with advisors in the parking lot west of the school (back) or an alternate designated area and attendance will be taken. All students will be expected to stay with their advisor group for safety and security purposes.
- No one is authorized at any time to wedge open a door to allow individuals to enter the building for practices, school activities, meetings, etc.

VISITORS

KPCS welcomes all visitors. All visitors are **REQUIRED** to report to the office to sign in and receive a visitor's badge to be eligible to remain in the building. KPCS students must request authorization to have guests prior to the visit. We do not allow visits from former students during instruction time.

HEALTH SERVICES

EMERGENCY INFORMATION--Parents/guardians of each student will be required to complete an emergency information form and return it to the school prior to the first week of school. Please return this form promptly as possible, since the information may be needed as early as the first week of school.

If a student becomes ill or injured at the school, first aid or other necessary care will be given immediately. (First aid is the "immediate and temporary care given in the case of an accident or sudden illness before the service of a physician can be secured.")

School personnel will not assume responsibility for any treatment beyond first aid, CPR and AED. In all other events, EMT's will be contacted for further care and parents/guardians will be notified.

MEDICATIONS -The administration of medication to students is carried out under written orders from a student's physician and written permission of the parents. The policies of the Minnesota Department of Health and the Minnesota Department of Education will be followed.

As much as possible, medication should be given outside of school hours, thus avoiding the need for bringing medications into the school building. Under normal circumstances, school personnel will not give medications (including aspirin and Tylenol) to a student. Whenever possible, parents are encouraged to make alternative arrangements so that it is unnecessary for school personnel to administer medications. A student that requires a prescription medication may be administered on school grounds if the procedure listed below is followed:

- **ORIGINAL BOTTLE**- Medication is sent in the original bottle with the name of the medication, how often it is taken, dosage, physician's name, and name and telephone number of the pharmacy on the label. Parents who know their students need to take medication at school can request a second bottle from their pharmacist to send to school.
- **WRITTEN REQUEST**- The medication **MUST** be accompanied by a written request from the parent that their student should take the medication in school. The necessary information must include the dosage to be given, time of day to give the medication, and any other directions necessary for giving the medication.
- **PARENTS AND PHYSICIAN'S MEDICATION AND AUTHORIZATION FORM**- This needs to be completed for the students on medication for extended periods of time or the entire school year. If a student is on a medication for a long period of time, please contact the school health aide or office personnel for one of these forms.

HEALTH CONDITIONS—Any student having health conditions, such as diabetes, asthma, seizures, frequent ear infections, or allergies (especially wasp/bee stings), vision and hearing difficulties will need to contact us by the first week of school. Parents/guardians are encouraged to contact the school to arrange for a conference. The school administrators will share information regarding the health condition of students with the necessary school staff.

ILLNESS/ACCIDENTS - If a student becomes ill in school, every attempt will be made to send the student home. Should a student have a minor injury, a staff member will administer first aid. If immediate action is needed our staff will call 911 first and parents will be called thereafter.

KPCS staff will try to contact parents at home or at work, as they should assume responsibility for the care of their child. If staff members are unable to contact the parent, they will attempt to reach the secondary contact listed on the student's enrollment form. If all attempts to contact someone fail, the student will remain in school and will be sent home at the end of the day. A student will be sent home with a temperature above 100 degrees. Please do not send your child to school if they have had a temperature above 100 degrees, vomits or has had diarrhea within the past 24 hours.

COMMUNICABLE DISEASES and INFECTIOUS CONDITIONS - To prevent the spread of contagious diseases, the school needs to be informed of all students with a communicable disease. These include the following: chicken pox, pinkeye (conjunctivitis), measles, mumps, rubella, impetigo, ringworm, head lice, scabies, strep throat, etc. If your child has any of the mentioned diseases or infectious conditions please contact the school.

IMMUNIZATIONS - School administrators keep records of immunization/vaccine records of all students. The Minnesota School Immunization Law requires that all students be properly vaccinated in order to enroll in school. Since immunization laws change frequently, the school administrator will contact you if additional information regarding immunizations is needed. Immunizations will need to be up to date PRIOR to school entrance for all students, including transfer students. Foreign exchange students and transfer students, will have 30 days to update their immunizations.

Seniors will receive a copy of their immunization record upon request and are encouraged to keep this in a safe place, since this information is needed for entry into a college or university.

DISCRIMINATION

It is the policy of KPCS to comply with applicable federal and state laws prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, national origin, creed, religion, gender, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection, therefore full-time or part-time under any education program or activity operated by the district for which it received federal financial assistance.

Any student of KPCS who feels they have been discriminated against in violation of the District's non-discrimination policy should file a grievance with a staff member.

HARASSMENT

It is the policy of the KPCS Board to maintain a learning and working environment that is free from harassment, violence and bullying, including but not limited to religious, racial, or sexual harassment. It shall be a violation for any student or staff member of KPCS to harass, bully, or inflict violence upon a student or staff member through conduct or communication as defined by KPCS Policies 536 516 and 506. Harassment constitutes any action that makes another person uncomfortable.

A student will be warned to discontinue behaviors that cause another discomfort. If they should choose to continue, they may face suspension. **Flagrant harassment may result in immediate suspension.**

KPCS will act to investigate all complaints, formal or informal, verbal or written, of harassment and to discipline any student or staff member who harasses a student or staff member. Ideally, complaints should be addressed in written form to the Principal/Designee. A copy of all Policies are on file at the school.

BULLYING PROHIBITION – Policy 542

I. PURPOSE

Kato Public Charter School strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate. This policy protects students against bullying and retaliation by other students. This policy also protects any student who voluntarily participates in any district function or activity from prohibited conduct, whether the student is enrolled in the district or not. This policy can be found in the school district's student handbook, within the school district administrative offices, and electronically at www.katopcs.org. The policy is also provided to all school district employees, independent contractors, and volunteers who interact with students.

II. DEFINITIONS

- A. Bullying** is objectively offensive, intimidating, threatening, abusive or harmful conduct directed by a student toward one or more students: when either (1) there is a real or perceived imbalance of power between those involved and the conduct reoccurs or forms a pattern; or, (2) the conduct materially and substantially interferes with the student's educational opportunities, performance, or ability to participate in school functions, activities or programs. Bullying can be, but not always, based on an individual's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, status with regard to public assistance, age, or any additional characteristic defined in Minnesota Statutes, Chapter 363A (commonly referred to as the Minnesota Human Rights Act). Bullying in this policy includes "cyberbullying," as defined below.
- B. Cyberbullying** is bullying that occurs when an electronic device, including, but not limited to, a computer or cell phone, is used to transfer a sign, signal, writing, image, sound or data and includes a post to a social network, Internet website or forum.
1. Intimidating, threatening, abusive, or harming conduct may involve, but is not limited to, conduct that causes physical harm or reasonable fear of harm to a student or a student's property, violates a student's reasonable expectation of privacy under Minnesota common law, defames a student, or constitutes
 2. intentional infliction of emotional distress against a student or retaliation for, or knowingly making a false report.
 3. Prohibited conduct means bullying or cyberbullying as defined under this subdivision or retaliation for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
 4. Remedial response is appropriately prompt action taken to intervene, investigate, correct and prevent bullying from recurring, including protecting and supporting a student subjected to bullying and those who provided aid and support to the student.
 5. School means a public or public charter school.
 1. Student means a student enrolled in a public or charter school.

III. PROHIBITED CONDUCT

- A. Bullying is prohibited:**
1. On school property, school district-provided transportation, or at designated locations for students to wait for school district-provided transportation.
 2. During any school-sponsored or school-sanctioned program, activity, event or trip.
 3. Using school computers, electronic technology, networks, forums or mailing lists.
 4. Using electronic technology off the school premises that materially and substantially disrupts a student's learning or school environment.
- B. Apparent permission or consent by a student does not mean that bullying should be tolerated or allowed.**
- C. Retaliation is prohibited by any student or district employee against anyone who in good faith asserts, alleges, reports, or provides information pertaining to an alleged incident of prohibited conduct. The school district will take appropriate action against any student or district employee who engages in retaliation. Filing a false accusation of bullying is also prohibited.**

IV. INITIAL RESPONSE AND REPORTING

- A. **School Principal/Designee** is the person responsible for receiving reports of bullying at the school level. The director/designee will ensure this policy and its procedures are fairly and fully implemented and serve as the primary person to address policy and procedural matters. If the complaint involves the director/designee, the complaint shall be made to the school board.
- B. **Students:** Students who believe that they have been bullied or have witnessed bullying are strongly encouraged to bring their concerns to any School district employee.
- C. **School Employees:** Any employee who witnesses an incident or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred shall:
 - 1. Immediately intervene to protect the safety of the student subjected to the incident and other students involved, as appropriate to the context.
 - 1. Make reasonable efforts to address and resolve the incident, including reporting the incident to the director/designee, as deemed appropriate.
 - 2. Cooperate fully in any investigation and resolution of the bullying Incident.
- D. **Independent Contractors/Volunteers:** Any independent contractor or volunteer who witnesses bullying or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred is strongly encouraged to report the bullying incident to the director/designee or any school district employee and cooperate fully in any investigation and resolution of the bullying incident. Anonymous reports will be accepted by the Principal/Designee. However, no disciplinary action will be determined solely on the basis of an anonymous report.

V. INVESTIGATION

- A. **Information Pertaining to Bullying Incidents:** The use of, access to, and disclosure of information pertaining to reports and investigations of prohibited conduct are subject to state and federal data practices laws. The school will notify affected individuals, including students and parents, of their rights related to information provided to and obtained by the school district, in accordance with the school district's legal obligations. Information you provide to the school district is subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public on request.
- B. **Procedure:** Investigation of an alleged bullying incident shall be initiated as soon as possible, but in no instance after more than three school days of receipt of a report, and completed in a timely manner. Investigative records shall be maintained and regulated by the director/designee.

The investigation should determine whether the reported incident constitutes a case of bullying. The determination should take into consideration the totality of the facts and circumstances surrounding the incident, including, but not limited to:

- 1. The developmental ages and maturity levels of the parties involved.
- 2. The level of harm, surrounding circumstances, and nature of the behavior.
- 3. Past incidences or past or continuing patterns of behavior.
- 4. The relationship between the parties involved.
- 5. The context in which the alleged incidents occurred.

In all cases, the alleged actor will be entitled to raise a defense and any other recourse in the district discipline policy.

VI. REMEDIAL RESPONSE

The Principal/Designee shall design and implement remedial measures to correct and prevent further prohibited conduct, protect and provide support for the target of the bullying, and take corrective action for documented systemic problems related to bullying.

Many student conflicts can be resolved immediately and do not require reporting or creation of an incident report. School districts must respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the student, and the student's history of prohibited conduct and performance.

Legal Reference:

Minnesota Department of Education Model Student Bullying Prohibition Policy – November 2014

HAZING

Hazing is prohibited at KPCS. “Hazing” means committing an act against a student, or coercing a student to commit an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. KPCS will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or any other employee who retaliates against any person who makes a report of alleged hazing or testifies, assists, or participates in an investigation or hearing related to such hazing.

SITE MANAGEMENT COMMITTEES

KPCS has established site management committees that will address the various functions needed to operate a public school. They include:

- Personnel Committee (staff, parent, and personnel concerns)
- Curriculum Committee (student testing, curriculum, explanatories, graduation ceremony, student eligibility for graduation, transcript/school records review)
- Special Education
- Building (repair & maintenance of building)
- Technology (LAN, WAN, e-mail, computers, software)
- Finance (accounts receivable, accounts payable, some payroll functions)
- Marketing and Public Relations (enrollment, community involvement)
- Child Study Team

STUDENT FUNDRAISING

The Finance Committee must approve all requests for fundraising by students, parents or staff. If the fundraising affects KPCS in any way, it must receive prior approval.

TESTING

Students will be asked take a variety of tests throughout the school year within the classroom environment. In the fall and spring, students are expected to take a standardized test (NWEA). Students in each grade level will also be required to complete the appropriate tests under the guidelines set by the State of Minnesota. Other tests may be taken at the request of the state, or the school’s authorizer.

COMPREHENSIVE ASSESSMENTS

State tests (MCA’s) are mandatory and based on Minnesota State legislation. It is very important that all students attend and do their best to accurately reflect their educational achievement.

DISABILITIES: SECTION 504 OF REHABILITATION ACT OF 1973

Students may be disabled under Section 504 even though the students do not require special education services. It is the intention of Kato Public Charter School 4066 to ensure that all students who are disabled within the definition of Section 504 are identified, evaluated, and provided appropriate educational services. For more information about 504 Plans and how you may qualify, see the Child Study Team.

CONCERNS/COMPLAINTS

The school takes seriously all concerns or complaints by students, parents, staff or other persons. Students, parents, staff or other persons, may report concerns to the Principal/Designee or to the appropriate site team. While written reports are preferred, a complaint may be made orally. All complaints will be investigated and a report, either verbal or written, will be given to all appropriate parties. The school is unable to respond to voicemail messages in which the caller does not identify him/herself.

PLEDGE OF ALLEGIANCE

The KPCS school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Student and school personnel must respect another person's right to make that choice.

	Cell Phone Policy	Policy #	507
		Original Policy Date:	2/25/2016
		Last Reviewed/Update Date:	6/16/2022
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1. The purpose of this policy is to address student cell phone use during school hours.

2. General Statement of Policy

A. Possession of cell phones by students at school is a privilege that may be forfeited through willful disregard for school policy. As an academic institution, Kato Public Charter School recognizes that part of our mission is to prepare our students for life after graduation. This mission includes promoting responsible citizenship, providing opportunities for students to make appropriate choices, and advocating self-restraint. It is with this mission in mind that we establish the following cell phone use policy.

This policy statement serves as an initial warning, detailing the prohibitions, disciplines, and expectations associated with the cell phone use policy at Kato Public Charter School.

B. Kato Public Charter School requires that students who choose to bring cell phones to school adhere to the following policy:

1. 6th-8th grade - Cell phones must be turned off/silent and placed in the office phone locker during school hours. Phones may be picked up from the office after school.
2. 9th-12th grade - Cell phones and headphones must remain turned off/silent and secured out of sight during school hours with the exception of lunch.
3. Cell phones may not be used in the hallways during passing time between class periods.
4. Cell phones may not be used in the restrooms.
5. Cell phones may not be used during the academic school day.

C. Cell phone use during school hours may be allowed when a request has been made to, and when permission has been granted by, an instructor, or Admin for the following purposes:

1. For use as a graphing/scientific calculator if no school calculators are available.
2. For researching a topic if no classroom computers are available.
3. For calling or texting parents after permission has been granted.

D. If students choose to bring cell phones to school, it is their responsibility to ensure all requirements in this policy are followed. Students who violate this policy shall be deemed to have created a disruption within the overall educational/instructional environment and will be subject to disciplinary measures as outlined below.

1. **First daily offense:** The student will be asked to take their phone to the office. It will be returned no earlier than the end of the school day.
2. **Refusal to Comply:** The student's parent/guardian will be called and asked to come and get the cell phone and/or the student maybe be suspended (attendance marked unexcused) for the remainder of the day.
3. **Continued Insubordination:** The student's parent/guardian (for students under the age of 18), will be notified, the student will receive an unexcused out-of-school suspension, a disciplinary meeting will be held, and/or a behavioral contract will be issued for the student. If the student does not follow the behavior contract it may lead to exclusion or expulsion from the school.

NOTE: *Willful refusal by a student to adhere to the disciplinary measures outlined in Section D of this policy will be construed as insubordination regardless of whether it is the first or second offense.*

3. LIABILITY & RESPONSIBILITY

A. Under no circumstances will Kato Public Charter School be liable for damage, theft, loss, or unauthorized use of personal cell phones. Liability for damage, theft, loss or unauthorized use of the device (including but not limited to air time charges and /or replacement costs) will be the responsibility of the owner (student/parent/guardian).

B. While they may serve legitimate purposes, cell phone cameras can pose threats to personal freedoms and privacy and have been used to exploit personal information, exasperate issues that may already require sensitivity in handling, or even compromise the integrity of educational programs. As such, the use of cell phone cameras by students during the school day is prohibited except under the following circumstances:

1. An advisor/teacher may approve student requests to use cell phone cameras for the purposes of completing or documenting the progress of an academic assignment or project.
 2. An advisor/teacher may approve student requests to use cell phone cameras to document the happenings and/or artifacts displayed while on a field trip or during a special school event.
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4. **COMMUNICATION DURING SCHOOL HOURS/EMERGENCIES**

All classrooms at Kato Public Charter School are connected via telephone to the main office and business office. In the case of an emergency during school hours, or for circumstances that require the immediate attention of a particular student/staff member, calls made to the main office will be connected to the appropriate classroom. For all other phone calls, a message may be either given to the receptionist or recorded via voicemail to be delivered to the appropriate personnel.

Legal References

- (Legal and Cross References are constantly changing: these items shall remain under review)

Cross References

- NA



Acceptable Use Agreement

Learning Devices

We are pleased to offer digital learning through Chromebook devices at Kato Public Charter School for students grades 6-12. We recognize the use of devices provided by the school for digital learning as a privilege, not a right, and want the students and families to model good behavior in using our devices.

It is important to know that users shall not damage or disable the devices provided by the school, use for private information posting, or allow others to access the device. Users may also not violate copyright laws or licensing agreements when using the school devices.

Any use that is considered inappropriate in an educational setting or seen as disruption to the process of learning is not acceptable. Devices may not be used to be abusive to others, threatening, racist, inflammatory, disrespectful, profane, obscene, or used for illegal purposes.

Violation of the policy may result in:

- Notice to parents or guardians
- Removal of access to privileges to the device
- Payment for replacement or damage to the device (starting at \$250.00)
- Civil or criminal liability for damages
- Detention, suspension and/or expulsion

As a reminder, school officials have the ability to examine the devices and student information at any time, including school email accounts and student files saved on the devices.

Please acknowledge by signature that you have read the above summary and understand it is the student's responsibility to follow all school policies and procedures:

COMPUTER AND INTERNET USE POLICY

Kato Public Charter School strives to provide the best technology possible for the use by students. KPCS also values being socially responsible for the access its students have to the Internet. Providing high tech equipment and safe Internet usage requires a substantial monetary investment. In order to protect this investment, the following policies and procedures will apply to computer and Internet use at KPCS.

- ❖ To protect the integrity of the hardware and software on the computers KPCS uses lockdown software. To protect the proper use of the Internet KPCS uses a filtering system to block inappropriate web sites. The students must not tamper with these systems. Students must not hack or attempt to change any settings placed on the Chromebooks.
- ❖ KPCS acknowledges the vast number of viruses, worms, and other infections on the Internet, e-mails, and downloading files. To help protect its systems restrictions are placed on student- owned computers used within the school.
- ❖ Students will not load any software on any of the Chromebooks.
- ❖ Students will not open any Chromebook cases, disconnect, change, or remove any parts from the Chromebook.
- ❖ Students will not mark on or attach anything to any of the schools Chromebooks.
- ❖ Students will not remove any identification from the equipment (brand logos, serial number plates, etc).

Failure of any student to follow the policy above may result in the immediate forfeiture of all computer privileges in the school for the remainder of the year.

Vandalism or theft of any computer equipment may result in the immediate forfeiture of all computer privileges in the school for the remainder of the year and the student may be prosecuted to the fullest extent of the law.



PARENT/TEACHER COMPACT TITLE I KATO PUBLIC CHARTER SCHOOL

SCHOOL – PARENT COMPACT

Kato Public Charter School and the parents of the students participating in activities, services, and programs funded by Title I agree that this compact outlines how they will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the current school year.

School Responsibilities

Kato Public Charter School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards.
2. Hold parent-teacher conferences annually during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows: Title I will generate progress reports for each Title I student at the end of each block. These reports will be given to parents/guardians during conferences with their child's advisor.
4. Provide parents with reasonable access to staff, opportunities to volunteer, participate in their child's class and to observe classroom activities as follows: Parents are always welcome at Kato Public Charter School and in the Title I area. Volunteer opportunities for parents will be communicated through the school's monthly newsletter and/or through notices sent home, via telephone calls or e-mail.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance
- Monitoring amount of television my child watches
- Monitoring amount of time my child spends on the computer
- Volunteering in my child's classroom
- Attend parent/teacher conferences
- Participating, as appropriate, in decisions relating to my children's education
- Promoting positive use of my child's extracurricular time
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school either received by my child or by mail and responding, as appropriate
- Serving, to the extent possible, on policy advisory groups

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specially, we will:

- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Respect

- Students are expected to treat all staff members respectfully.
- Students are expected to willingly cooperate with any staff member who asks for information or gives direction to the student.
- Swearing is not acceptable.
- Defiance is not acceptable.

Chromebooks

- Students are responsible for logging out of their Chromebooks after each use.
- Students and parents are required to read and sign the Internet and Computer Use policy before being allowed to use KPCS Chromebooks.

Attendance

- Students are expected to be in school each day that school is in session.
- Parents are expected to call the school when their student will not be in school.

Personal Property

- If something does not belong to you, don't touch it without first getting permission.
- Return items to their proper place after using them.

Moving Around the School

- Students must have signed passes when moving around the building during class time.
- Students without a pass will be asked to return to class.

Leaving the Building

- Students are not permitted to leave the building during school hours (without permission).
- Students who need to leave for reasons of illness or appointments must have a parent sign them out in the Business or Main Office.

School Parking Lot

- Students are expected to consider safety the top priority when entering or leaving the school property in a vehicle.
- Students may not work on any part of their vehicles in the school parking lot.
- Loud music from vehicles is prohibited in the school parking lot
- Student driven vehicles are required to park in the school parking lot (behind the school).

Smoking and Other Drugs

- Smoking and vaping are not allowed on school property.
- Because of KPCS's lease with the landlord, there is to be a smoke free zone for a two-block radius around the school property. Smoking in vehicles on school property is not permitted.
- It is illegal for students to use, possess, sell or distribute drugs, cigarettes and/or alcohol on school property.

Kato Public Charter School Student Code of Conduct

Students are expected to behave in a manner that promotes Kato Public Charter School's Kodiak Code of being Respectful, Responsible, and Ready. This expectation applies to all KPCS students on school property and grounds, school-sponsored events, activities or trips, school-related functions, school bus stops, school buses, contracted vehicles, or any other vehicles approved for school purposes and use. The expectations for behavior extend to all school doors, entrances, and exits, both into and out of school buildings, property and grounds. This code also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, or staff.

During school hours no KPCS students are allowed to visit or enter St. Peter & Paul church without supervision. After school hours and with parents KPCS students and their families are welcome to visit the church and/or attend services.

Student discipline problems will be dealt with on a case-by-case basis. Student discipline procedures may include but are not limited to: student and parent conferencing; student removal or exclusion from the activities, class, or the building; police contact; suspension; exclusion, or expulsion from school. Notification of any violation of the Student Discipline policy and the resulting disciplinary action shall be provided to parents along with the Fair Pupil Dismissal Act and or other applicable laws or policies.

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