

# **STMA**

# **Knights Academy**



**Student Handbook**

**2024-2025**

**60 Central Ave West, St. Michael, MN 55376**

**763-497-6575**

# **KNIGHTS ACADEMY**

Welcome to Knights Academy! Knights Academy is a great place to learn if you are ready and willing to take charge of your education and your future. We're glad you are taking this opportunity to start fresh and we promise to work together to make this a positive experience for you. This handbook contains our policies and procedures.

## ***Our Mission Statement***

Knights Academy exists to provide students an opportunity to earn a high school diploma in a supportive, safe, and motivating environment that encourages hands-on learning and active participation. We strive to prepare our students to be responsible citizens, objective thinkers, academic achievers, and life-long learners.

## ***Our Six for Success***

1. **ATTENDANCE**

Be here all day, everyday

2. **POSITIVE ATTITUDE**

Add positivity to the tone at school

3. **RESPECT**

Respect staff, students, and our school property

4. **EFFORT**

Be engaged and on task

5. **RESPONSIBILITY**

Be accountable for yourself and be willing to be held accountable

6. **GROWTH**

Set and reach goals for yourself and be willing to be challenged

## **KNIGHTS ACADEMY STAFF**

Mark Jansen.....Principal  
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Melissa Miller.....Dean of Students  
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Marjorie Conigliaro.....Teacher/Advisor  
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## **COUNSELING STAFF**

Northwest Family.....Group Facilitator/Therapist

## **CONTACT INFORMATION**

Address           60 Central Avenue West, St. Michael, MN 55376

Phone :           (763) 497-6575                           Fax:   (763) 497-6581

## **PARENT INVOLVEMENT**

We work as a team at Knights Academy. For students to find success here it is critical that the staff, students, and parents work together as a team. Please work with us by attending parent nights and conferences, sharing concerns, and calling if your student will be absent.

## CONFERENCES

Conference days this year will be on the following dates:

Thursday, October 3, 2024

Thursday, January 9, 2025

Thursday, April 10, 2025

Conference time is from 4:00-7:00 pm. Every parent is expected to attend these three conferences. We will contact you prior to each conference. It is so important for us to team together to help each student be successful here.

<b>2024-2025 Monday-Friday Schedule</b>	
8:30-8:40	<b>Breakfast</b>
8:40-9:45	Period 1
9:45-10:50	Period 2
10:50-11:50	Period 3
11:50-12:20	<b>Lunch</b>
12:20-12:55	Period 4
12:55-1:55	Period 5
1:55-2:55	Period 6

## CREDIT REQUIREMENTS

Students must earn 55 credits in order to graduate with an STMA diploma

English	8	Fine Arts	2
Social Studies	8	Physical Education	2
Math	6	Health	2
Science	6	Electives	21

\*Students must have 16 hours of Community Service (4 per year).

**Credit Earning Potential per term: 1-6<sup>th</sup> hour= 2.75, with Credit Recovery an extra .5 = 3.25**

## TERMS

Term 1: 9/5/24-10/11/24

Term 2: 10/14/24-11/26/24

Term 3: 12/2/24-1/24/25

Term 4: 1/27/25-3/6/25

Term 5: 3/17/25-4/25/25

Term 6: 4/28/25-6/5/25

## NON-SCHOOL DAYS

### Non-School Days:

- October 17-18 (MEA)
- November 5
- November 27-29
- December 1
- December 23-January 1
- January 20
- February 14-17
- March 7-14
- April 18
- May 26

## **ATTENDANCE**

If you miss a day, you miss a lot! Regular attendance is critical to your success at Knights Academy. We have committed ourselves to an active learning approach to instruction; therefore, it is critical that you are present each day for discussions, labs, field trips, etc.

### **ABSENCES**

An excused absence is considered something that is beyond a student's control. Illness is considered an excused absence only if a parent calls the Knights Academy office (763-497-6575) on the day of the absence to verify. Excessive absences due to illness may require a doctor's verification. Knights Academy reserves the right to determine whether absences are excused or unexcused. We encourage you to make appointments outside the school day, but in the event that you need to make an appointment during the school day, we ask that you bring a note from the doctor's office, dental office, etc.

### **TARDIES**

Please be on time to class.

### **SIGN IN PROCEDURE**

Students must sign in and indicate whether they want school lunch or breakfast. If they are late, students will need to sign in and get a pass to class.

### **ABSENCE LINE: 763-497-6575**

Students are expected to verify all absences with the principal, Mark Jansen. Parents must contact Knights Academy the day of the absence. An absence will be considered unexcused until it is verified by a parent. Please schedule appointments outside the school day.

## **CONTINUAL LEARNING PLAN**

Each student is required by the State to have a CLP signed by the student and parent(s). This plan will focus on goals and objectives necessary to reach graduation. The CLP will be completed upon entrance to Knights Academy and will be updated in advisory throughout the year.

## **COMPUTER/ INTERNET USAGE**

Students receive a copy of the computer and internet usage agreement upon entrance to the program. Inappropriate Internet use will result in loss of computer privileges. Knights Academy computers are available to students for school work only.

## **STUDENT GUIDELINES**

**In order to maintain an environment that is safe and inviting for everyone, we do not allow the following actions:**

1. Physical aggression – physical contact that has not reached the fighting stage (tripping, pushing, etc.)
2. Physical assault – fighting, punching, hitting, kicking, etc.
3. Verbal assault - verbal exchanges including swearing, and/or yelling directed at another person.
4. Bullying or Cyberbullying – intimidating, threatening, abusive, or harming conduct that is offensive and materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
5. Threats of violence
6. Harassment – participating in, or conspiring with others to engage in harassing acts which threaten, embarrass, or degrade others. Racial, sexist, or otherwise discriminatory language will not be tolerated.
7. Theft
8. Vandalism
9. Gang representation or activity
10. Insubordination – refusal to follow reasonable requests of staff

11. Consistent disruptive behavior
12. Leaving the building during the school day without permission from a staff member
13. Plagiarism or any form of cheating.\*

**\*CHEATING & PLAGIARISM**

Students who have been determined to have plagiarized or cheated on either their daily work or tests may be given a zero for the work involved. Classroom teachers directly involved with the violation will notify the parent/guardian of the violation as soon as possible. Teachers will also report the situation to an administrator.

**Plagiarism** is the intentional or unintentional use of another person's words or ideas without giving proper credit to that person. When students complete writing assignments, it is important that they be aware of plagiarism issues. Plagiarism includes all of the following:

- Turning in a paper that the student didn't actually write (often downloaded from the internet)
- Using smaller bits of information from the internet (cutting and pasting) without giving credit
- Copying another student's paper
- Writing a paper that uses other outside sources without giving credit to those sources

If the student is deemed guilty of plagiarism, the student may not receive credit for the assignment. Depending on the scope of the assignment, this may put the student in danger of failing the course. It is the student's responsibility to be aware of plagiarism issues.

- a. STMA has a practice of using the website [www.turnitin.com](http://www.turnitin.com) or other similar websites to check for student originality. Students may be expected to submit their work to one of these sites for credit.

14. Use of cell phones during class without permission of the teacher. Teachers may let you use the internet for class research purposes, but permission must be obtained.

**In order to maintain an environment that is conducive to learning and free from distraction, we do not allow the following items:**

1. Inappropriate attire – this includes sunglasses, sagging pants, blankets, bathrobes, low cut shirts, and coats or any clothing that displays obscenities, racism, profanity, or illegal substances.
2. Weapons – 10 day suspension with the possibility of expulsion.

## **CELL PHONE POLICY**

### **APPROPRIATE USE OF CELL PHONES INCLUDES:**

- Cell phones must be put in appropriate cell phone holders at the beginning of class and can only be used before school, during breaks and lunch.
- When instructed to do so by a teacher for a class activity.
- Listening to music during work time as long as it remains out of sight. Music must not be audible to anyone in the room but yourself. It is NEVER appropriate to listen to music during class discussions or when a teacher is addressing the class.

Note: At no time are students to record pictures or videos of students or adults without consent. If an electronic device is being used in a way that may be potentially breaking a school policy, administration may look at the pictures, messages or other content (see District Policy 502).

### **CLASSROOM EXPECTATIONS/POLICIES:**

- Cell phones must be put in the appropriate cell phone holder at the beginning of class and can only be used when directed by the teacher, before school, during breaks and lunch.
- Therefore, during class, you may not text, answer a call, be on social media, be on the internet, or cause a disruption with your phone.

### **PROCEDURES IN THE EVENT OF BREAKING CELL PHONE POLICIES:**

- STEP 1: Classroom teacher will ask you to bring it up, place it on their desk or in a designated area for you to pick up at the end of class. If you refuse to do so, you will advance to step 2.
- STEP 2: The school administrator will take your phone for the remainder of the school day. You may pick up at the end of the school day. If you refuse to do so it will be treated as insubordination. You will advance to step 3.
- STEP 3: You will be sent home and will lose the privilege of having your phone at school for the remainder of the term or a three-week minimum.

## **CHEMICAL HEALTH POLICY**

Chemical use is a threat to the wellbeing of students—both their safety and health. Every student at Knights Academy has a right to learn. The misuse of chemicals may interfere with the learning environment as well as the welfare of the entire alternative program.

1. Students are expected to come to school free from the influences of drugs, alcohol, or other controlled substances. The use, possession, or transference of any controlled substance or paraphernalia associated with the use of controlled substances is a violation of school policy. Students may not have prescription or over the counter medications in their possession. This policy applies to the school building and school grounds (parking lots are on school grounds). Suspicion of being under the influence of chemicals will be written up and brought to the attention of the Program Director and Advisor. Reasonable suspicion may result in dismissal from school.
2. Students may not engage in discussion about drug use unless it is part of a discussion led by a teacher.

3. Students may not use tobacco or nicotine of any kind in the school building, on school grounds, or at school functions. This includes cigarettes, chewing tobacco, e-cigarettes, or any other product containing tobacco or nicotine.

## **SUPPORT TEAM**

The Knights Academy Support Team is a system designed to effectively deal with concerns regarding student behaviors. The staff would like to work with you, rather than against you, to solve problems. If a staff member notices you are not living up to your Six to Success contract or we are concerned with a particular behavior you may be referred to a Support Team Meeting with the staff. At this meeting we will share our concerns and you will have an opportunity to share yours. Together, we will come up with a solution to make your experience at Knights Academy more successful. There may, however, be instances in which we will determine that staying at Knights Academy is not an option and we will help you find a more suitable school.

## **ACADEMIC PROGRESS**

Maintaining academic progress is the responsibility of each Knights Academy student. A student is expected to earn a minimum of 2 credits each term. If a student fails to maintain academic progress at Knights Academy, earning fewer than 2 credits in a term, he/she may be placed on academic probation for the next term. Academic probation may result in dismissal from the program if a student fails to meet expected academic progress for two consecutive terms. Students must maintain a daily average grade of 60% or higher to receive credit for a class.

## **LATE WORK POLICY**

Please turn your assignments in on time. Upon teacher discretion, late work will be deducted 20%. Further deductions for significantly late work is at the teacher's discretion. Since we have a much lighter homework load than the high school, and we give you time in class to complete most assignments, our expectation is that you turn your work in on time.

## **LOCKERS**

Lockers are the property of ISD 885 and are on loan to the students. Students receive and sign a locker agreement form at registration. A student is expected to use the locker assigned to him/her.

## **DRIVING/PARKING**

Student drivers are expected to drive responsibly and safely and must have a parking permit in your vehicle (\$1). The Wright County Sheriff will be notified of persistent reckless driving habits and driving privileges may be revoked. We have preschool children and moms coming in and out of the building so it is critical that you drive safely and slowly.

Student parking is located in the lower parking lot at the Community Education building. Students must only park in the designated student parking areas. Students may not park in the visitor's parking spots (first 4 spots in each row). Any student vehicle parked anywhere other than the student lot during school hours may be towed at the owner's expense.

### **Patrols, Inspections and Searches**

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. If we suspect that a search of the interior of a student vehicle will uncover something illegal or against school policy, we may, without notice conduct a search, without a search warrant.

## **GUESTS**

Unless special permission is granted, guests are **not allowed during the school day** at Knights Academy.

## **ENTERING AND LEAVING THE BUILDING**

Students must enter and exit the building using door C.

## **MEDICATIONS**

If students are on a prescription medication, it needs to be in the original marked container and kept in the program office. Parents need to deliver the prescription medication to the Knights Academy office. We are not allowed to give aspirin or Tylenol to students without a parent's permission. Students are not allowed to have any over the counter medications in their possession.

## **CLOSING OF SCHOOL**

Please watch local news stations in the morning if the weather is questionable. If the St. Michael/Albertville Schools are closed, it will be posted on local stations.



## Statewide Assessments:

### Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

#### Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

#### Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

#### ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

### Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

### Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

### Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

## Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.



[education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing](https://education.mn.gov/Students-and-Families/Programs-and-Initiatives/Statewide-Testing)

Check with your local school or district to see if there are any other consequences for not participating.

### Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20\_\_ to 20\_\_ school year.)



By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

## Statewide Assessment: Parent/Guardian Decision Not to Participate

### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal: \_\_\_\_\_

Please indicate the statewide assessment(s) you are opting the student out of this school year:

MCA/MTAS Reading

MCA/MTAS Science

MCA/MTAS Mathematics

ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.