



Intermediate School District 917
Secondary Schools

Student Handbook

2023-2024

**Dakota County Area Learning
School - Main**
1300 145th Street East, Rosemount,
MN 55068

**Dakota County Area Learning
School - North**
150 Marie Avenue East, West St.
Paul, MN 55118

**Dakota County Area Learning
School - CTE**
1300 145th Street East, Rosemount,
MN 55068

Table of Contents

Table of Contents	1
Administration Welcome	3
Intermediate School District 917 Core Values	3
General Information	4
Collaboration	4
Cell Phones	4
Visitors and Volunteers	4
Innovation	5
Technology Usage and Safety	5
Grading	6
Multi-Tiered System of Supports	6
Stewardship	7
Learning and Academic Work	7
Attendance	7
Personal Property and Privacy	9
Medications	10
Parking / Parking Lot	10
Student Records (Infinite Campus Portal)	10
Communication	11
Directory of Information	11
Notification of Violent Behavior by Students	11
Software Inventory and Student Data Elements	11
Integrity	12
Bullying Prohibition	12
Standards of Student Behavior	12
Student Rights and Responsibilities	12
Equity	13
Equal Opportunity	13
Fair Treatment	13
Free Speech and Expression	13
Hazing Prohibition	13
Non-Discrimination	13
Diversity	14
Gender Identity	14
Harassment & Violence	14
Student Dress and Appearance	14
Pledge of Allegiance/National Anthem	15
Empathy	15
Academic Liaison	15
Advisory	15
Personalization	15

Responses and Levels of Behavior Violations	15
Level I	16
Level II	18
Level III	20
Level IV	21
Glossary of Terms	22



Administration Welcome

Dear Students and Parent(s)/Guardian(s),

Welcome to **Dakota County Area Learning School**, supporting both our Alternative learning and our Career and Technical Education courses. My name is Chris Devine and I am the Principal of the Secondary Schools. I am excited that we are able to support students with their educational journey as we help them find new and exciting pathways! We offer alternative learning beyond the traditional classroom setting and Career and Technical Education opportunities to provide students an innovative culture with diverse pathways through equitable practices with highly trained staff. We want to ensure that your student will have the support necessary to successfully complete their pathway and reach their goals. In order for your student to achieve their educational goals it will be the responsibility of your student, your family, and our staff to work together to build a strong and safe environment.

By partnering together we can create a purposeful and personalized learning environment for all students.

Sincerely,

Chris Devine

Principal of Secondary Schools

DCALS - CTE

Intermediate School District 917 Core Values

Practices at Intermediate School District 917 are grounded in our nine core values in an effort to grow our capacity and ability to meet the needs of our students, caregivers, and staff. We developed and aligned our handbook with our Core Values at the center to lift students, provide a deep level of support, and help guide our district staff to meet the needs of all our students.

Collaboration (COL): Working together to achieve more collectively.

Innovation (INN): Ongoing improvement of programs and services.

Stewardship (STE): Managing financial and human resources carefully and responsibly.

Communication (COM): Multi-dimensional, transparent conversations focused on sharing information and creating a positive learning and working environment.

Integrity (INT): Aligning our actions with our values and beliefs.

Equity (EQU): Intentionally providing opportunities while removing barriers at all levels of the organization.

Diversity (DIV): Appreciating and valuing everyone's unique learning styles.

Empathy (EMP): Considering and respecting the perspectives and needs of member districts, students, families, and staff.

Personalization (PER): Building on the strengths and addressing the unique needs of individual students.

General Information**2023- 2024 Class Schedule (DCALS Main - North - CTE)**

DCALS	<i>Start</i>	<i>End</i>		CTE	<i>Start</i>	<i>End</i>
Block 1	8:10 AM	9:30		Shift 1	8:10 AM	9:50
Advisory	9:35	10:15				
Block 2	10:20	11:40		Shift 2	10:20	12:00
Lunch	11:40	12:20				
Block 3	12:20	1:40		Shift 3	12:45	2:25 PM
Block 4	1:45	3:05 PM				

Site Leadership

Chris Devine Principal of Secondary Schools christopher.devine@isd917.org 651-423-8259	Erin Mahnke Dean of Students erin.mahnke@isd917.org
Aimee Boon Academic Liaison aimee.boone@isd917.org	Matt Bruns Academic Liaison matthew.bruns@isd917.org

Collaboration***Working together to achieve more collectively.*****Cell Phones**

A student's cell phone should not disrupt instruction. Students must comply with staff requests for the cell phone to be put away or it may be taken away from the student and returned at the end of the class period or field trip.

Visitors and Volunteers

Parents, guardians, and community members are welcome to make visits to school, provided the visits are consistent with the health, education, and safety of students and employees and are conducted within the procedures and requirements established by the school district in Policy 903,

https://www.isd917.org/about/school_board/policies/900_other

All visitors (e.g., caregivers, guardians, volunteers, contractors) must check in and out at the school office or main entrance before proceeding throughout the building. An individual or group may be denied

permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees, or the school district.

Innovation

Ongoing improvement of programs and services

Technology Usage and Safety

Students must follow the Internet Acceptable Use Policy 524. The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

Student's Responsibility/Technology Code of Ethics: Acceptable use of the school district's computer system, which includes Internet access, electronic technologies, cloud-based tools, and electronic communications, in School District 917 is outlined in School Board Policy 524, which is signed by students and caregivers/guardians and available on the district website at www.isd917.org. This policy covers use of the school district system on or off district property and/or personal electronic technologies while on district property and/or the district system.

In School District 917, it is important to use information and technology in safe, legal, and responsible ways. We embrace these conditions as facets of being a digital citizen and strive to help students while accessing or using cloud-based tools including, but not limited to, blogs, wikis, podcasts, Google applications, and Odysseyware, develop a positive digital footprint.

1. Students must select online names that are appropriate and will consider the information and images that are posted online at an age-appropriate level.
2. Students must not log in to the network as another classmate.
3. Students using cloud-based tools must treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on cloud-based tools. Students are expected to treat others and their ideas online with respect.
4. Assignments on cloud-based tools are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism and acceptable use of technology.
5. Student blogs are to be a forum for student expression; however, they are first and foremost a tool for learning. The district may restrict speech for valid educational reasons as outlined in board policy.
6. Students must not use the Internet to harass, discriminate, bully, or threaten the safety of others. If students receive a comment on a blog or other cloud-based tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment.
7. Students accessing cloud-based tools from home or school, using the district technology system,

must not download or install any software without permission, and not click on ads or competitions.

8. Students should be honest, fair, and courageous in gathering, interpreting, and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.
9. Students must treat information, sources, subjects, colleagues, and information consumers as people deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
10. Students are accountable to their readers, listeners, and viewers and to each other. Students should admit their mistakes and correct them promptly, while also exposing the unethical information and practices of others.
11. Students shall not record, photograph, or video other students or school employees on school property, on a school bus, or at school-sponsored activities without their knowledge and consent, except for activities considered to be in the public arena (e.g., sporting events, public meetings, academic competitions, or public performances). School social events, activities sponsored by student clubs, team-building retreats, and activities that take place during the school day are not considered to be in the public arena.
12. School board policies concerning acceptable use of electronic technology include the use of these cloud-based tools for school activities including ISD917 Policy 524.
13. Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action. Students who inadvertently access unacceptable materials or an unacceptable Internet site must immediately disclose it to their teacher or a school administrator.

Parent or Guardian Responsibility: Outside of school, caregivers bear responsibility for the same guidance of Internet and cloud-based tool use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the district technology system and of the Internet from home or a remote location.

Grading

Student grades are based on their achievement regarding writing, reading, collaboration, speaking and inquiry which are embedded in all of their scheduled content classes. Student grades will reflect their development and success to gain the skills necessary to thrive beyond the secondary system. The focus and goal of our grading system is to provide an equitable approach to each student's needs and abilities.

Multi-Tiered System of Supports

A Multi-Tiered System of Supports (MTSS) is an educational framework designed to provide comprehensive and differentiated support to students in order to meet their academic, behavioral, and social/emotional needs.

The MTSS Framework consists of multiple tiers or levels of support, each offering increasingly intensive interventions based on the student's level of need. These tiers are typically referred to as Tier I, Tier II, and Tier III, with Tier I being the universal or core instruction provided to all students.

1. *Tier I: Universal Support*
 - All students receive high-quality, evidence-based instruction in the general education setting.
 - Instruction is differentiated and designed to meet the diverse learning needs of students.
 - Classroom management strategies and positive behavior supports are implemented to create a positive learning environment.

2. Tier II: Targeted Support

- Students who require additional support beyond the universal instruction receive targeted interventions.
- Interventions are more focused and intensive, targeting specific skill deficits or challenges.
- Progress is monitored closely, and data-driven decision-making guides the selection and adjustment of interventions.

3. Tier III: Intensive Support

- Students who continue to struggle despite receiving Tier I and Tier II support receive individualized, intensive interventions.
- These interventions are highly specialized and may involve more frequent and personalized instruction.
- Ongoing progress monitoring and collaboration with caregivers, teachers, and specialists help tailor interventions to meet specific student needs.

Stewardship

Managing financial and human resources carefully and responsibly.

Learning and Academic Work

Students have the right to attend school and gain an education as provided by law. Attendance at a particular school is a privilege, not a right. Students are responsible for daily attendance, for completing class assignments on time, and for bringing appropriate materials required for class use. Students are responsible for behaving in such a manner that supports learning for all and does not pose a potential or actual danger to themselves or others and that is not disruptive to the learning process for others.

Attendance

It is important that students attend school every day to gain the academic knowledge and social/emotional skills to progress through their required classes. Attendance will be completed within the first 10 minutes of each class and checked periodically throughout the entire class period. Students must be present for 60 minutes of the class to be marked present for that class period. Students will be marked tardy if they arrive in class after the first 10 minutes of class.

Student's Responsibility: It is the student's right to attend school. It is also the student's responsibility to attend all assigned classes and advisories every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or advisory. Finally, it is the student's responsibility to request any missed assignments due to absence. If a student becomes ill during school, they must go to the office and the office or student will contact the parent or guardian.

Parent or Guardian's Responsibility: It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the students to solve any attendance problems that may arise.

Teacher's Responsibility: It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and advisories. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also

the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility: It is the administrator's responsibility to require students to attend all assigned classes and advisories. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

Attendance Reporting: To call in an absence, call your child's main office number. Please leave the date, student's name, and reason for the absence. Your child's transportation company should also be informed of the absence. This is helpful communication for the home district. Regular attendance is important to school success.

Excused Absences

- A valid excuse for an absence may include religious holiday, family emergency, illness, doctor's visit, mental health/therapy appointment, probation appointment, or court.
- Requests to excuse a student from school for an extended period should be made in advance and in writing. These requests require the approval of the program administrator. The school board permits the school to excuse students for the following reasons:
 - Illness;
 - Serious illness or death in the family;
 - Appointment with a doctor, dentist, or mental health professional when an appointment cannot be made outside the school day;
 - Religious observance; or
 - Special occasions authorized by the assistant director, director, or school superintendent.

Before a student leaves the school building, they must report to the office and have a parent/guardian sign the student out.

After a student has accumulated 10 excused absences a formal letter may be sent to caregivers or guardians requesting documentation from professionals (doctor, therapist, dentist, etc.) to excuse the absence.

If documentation is not provided the student's absence will be recorded as unexcused. Continued unexcused absences will follow the same reporting guidelines as referenced under educational neglect and truancy. Parents and guardians must notify the office if their student will be late or tardy.

Unexcused Absences

- Invalid excuses for an absence may include staying home to babysit, being tired, cold weather, missed bus, work, school refusal, being needed at home, or oversleeping.
- Travel or vacations are not considered an excused absence. Please check with the program administrator before planning travel or vacations to determine if this would impact your child's attendance record.

Tardies

- Tardies will be collected if a student is 10 minutes late after the start of class.
- 3 unexcused tardies may equal 1 unexcused full day, dependent on county truancy guidelines.

*School Notification of Absences or Tardies**Truancy/15 day drop*

Day 3	<ol style="list-style-type: none"> 1. Parent/guardian is contacted by the counselor or academic liaison 2. Letter mailed home to parent/guardian to inform of absences. 3. Member districts notified (CTE Only) 4. Communication is logged in Campus 	Counselor Academic Liaison
Day 5	<ol style="list-style-type: none"> 1. Parent/guardian is contacted by the counselor/academic liaison and offered a meeting. 2. MTSS process activated 3. Member districts notified (CTE only) 4. Communication is logged in Campus 	Counselor Dean Academic Liaison
Day 7	<ol style="list-style-type: none"> 1. Education neglect or truancy is filed with Dakota County 2. MTSS meetings are held to problem-solve truancy. 3. Member district notified (CTE only) 4. Communication is logged in Campus 	Counselor Academic Liaison Dean Principal
Day 10	<ol style="list-style-type: none"> 1. Attendance Letter sent to parent/guardian 2. Parent/guardian is contacted by the counselor/academic liaison and offered a meeting. 3. Member district is contacted by Principal 4. Communication is logged in Campus 	Counselor Academic Liaison Principal
Day 12	<ol style="list-style-type: none"> 1. MTSS Process Updated - parent/guardian contacted 2. Member district updated 3. Communication is logged in Campus 	Counselor Academic Liaison Principal
Day 15	<ol style="list-style-type: none"> 1. Student dropped from enrollment. 2. Letter is sent home to parent/guardian. 3. Communication is logged in Campus 4. Student may re-enroll, but will be placed at the bottom of the waiting list if applicable 	Social Worker Counselor Academic Liaison Administrative Assistant

Personal Property and Privacy

Students generally have a right of privacy in their persons and in their personal property on school district grounds and at school-sponsored or associated events. According to Minnesota law, students have the right to use school-owned property (e.g., lockers, desks, computers) for storing appropriate items of personal property. This is provided with the understanding that all school-owned property is within the exclusive control of the school district and may be searched by school authorities for any reason, at any time, without permission, consent, or requirement for a search warrant. When reasonable suspicion exists to believe a student possesses prohibited items or that a search will uncover evidence of a violation of a school rule or of the law, school officials may conduct a reasonable search of a student's person or property.

Students must not bring onto school district property or to school-sponsored or associated events any item or material that violates school district policy, school rules, or state or federal law, or that would cause, or tend to cause, a disruption or endanger the health or safety of students or other people. Items prohibited include, but are not limited to, stolen goods, weapons and look alike weapons, illegal substances and other illegal items.

The personal possessions of students within a school locker may be searched only when school authorities 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 authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. For more information related to searches, see School District 917 Policy 502, Search of Student Lockers, Desks, Personal Possessions, and Student's Person at [:https://www.isd917.org/about/school_board/policies/500_instruction](https://www.isd917.org/about/school_board/policies/500_instruction)

Medications

Intermediate School District 917 acknowledges that some students may require medication or specialized procedures during the school day. Medications that can be administered to the student before or after school will be the responsibility of the parent/guardian. Medications or procedures that are required during school hours will be administered by school nursing staff or a nurse designee who the nurse has trained and delegated the function of medication administration or delivery of specialized health care procedures.

All medications will be kept in the health office or designated area unless there is a written plan/agreement between the school, parent/guardian, physician, and student (when appropriate).

Parents are responsible for obtaining and providing the needed forms, medications, supplies, and equipment prior to their child receiving any medication or specialized health care procedures at school. All forms need to be updated annually and when there is any change in requested medication or procedure (i.e. dose, time, and type).

The District will obtain and possess Narcan (Naloxone) to be maintained and administered by trained school staff to a student or other individual if it is determined in good faith that person is experiencing an opioid overdose. For more information related to student medications, see School District 917 Policy 516.5, Overdose Medication at [:https://www.isd917.org/about/school_board/policies/500_instruction](https://www.isd917.org/about/school_board/policies/500_instruction)

Parking / Parking Lot

All students must register their car with information services located in the office at DCALS Main and North when they enroll. Parking violations may result in ticketing, immobilizing, or towing. Questions about parking citations must be directed to the Principal. *Parking a vehicle on ISD 917 DCALS North and Dakota County Technical College (DCTC) property implies consent to allow search of the vehicle for contraband or illegal items. NOTE: The speed limit in all parking lots is 10 MPH.*

Student Records (Infinite Campus Portal)

Students have the right to privacy regarding their school records. Any disclosure of information from student records will be consistent with legal requirements and policy established by the school district. Students, caregivers, and guardians have the right to review the student's grades, attendance, assessment data, and other academic records on Infinite Campus Portal at: <https://mncloud3.infinitecampus.org/campus/portal/intermediate.jsp>

Communication

***Multi-dimensional, transparent conversations
focused on sharing information and creating a
positive learning and working environment***

Directory of Information

Intermediate School District 917, pursuant to the U.S. General Education Provisions Act and Minnesota Government Data Practices Act, declares the following as “Directory Information” as provided in the Act, and that information relating to students may be made public if the information is in any of the following categories:

- Student’s name
- Date of birth
- Major field of study
- Participation in officially recognized activities
- Dates of attendance
- Grade level completed
- Degrees and awards received

Directory information does not include identifying data which references religion, race, color, social position, nationality, or disability. Any parent of any student or eligible student (18 or older) in the District may notify the District of their desire that some or none of the above information is to be released without their consent by contacting the administrator in the program in which said student attends and by completing a nondisclosure form, which can be obtained from the program administrator.

Notification of Violent Behavior by Students

According to our district policy, [529 MSBA Staff Notice of Violent Behavior](#), section IV, caregivers/guardians must be informed yearly that your child’s history of violent behavior, documented within the past 2 school years, will be shared with your child’s case manager or classroom teacher. It will also be shared with additional staff members who have a legitimate educational interest in your child’s instruction, teaching, student achievement and progress, discipline, health and welfare, and the ability to respond to a request for educational data. As the parent/guardian, you have the right to review your child’s behavioral data, including the data related to violent behavior. Please feel free to contact your student’s case manager or classroom teacher with this request.

Software Inventory and Student Data Elements

Intermediate School District 917 uses a variety of digital tools to support student learning. Technology vendors and software are utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world. We have an inventory of our curriculum, testing, and assessment tools posted and include an outline of the student data elements within each tool. This list is maintained and communicated annually to all families at the start of the school year. [Click here to view the Software Inventory!](#)

Integrity

Aligning our actions with our values and beliefs.

Bullying Prohibition

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. See School District 917 Policy 514 for information on bullying prohibition at:

https://www.isd917.org/about/school_board/policies/500_instruction

Standards of Student Behavior

The Student Rights & Responsibilities Handbook explains what staff and schools do to create an environment that supports student learning. It is also a tool to help students and their families understand the consequences for behavior that is not appropriate in school. The information in this handbook helps us all to create safe, respectful, and supportive learning environments. Schools also work to create positive, safe, and respectful learning environments by implementing proactive strategies and programs in which students are taught positive behavioral and social practices. Some programs include:

- Responsive Classroom
- Conscious Discipline
- Restorative Practices
- Conflict Resolution

The Intermediate 917 School Board creates and adopts policies to guide the actions of everyone in the district. The superintendent, with the administrative team, develops procedures to show how these policies will be implemented. Principals and program administrators may add further rules and procedures necessary for their students, staff, and school community. Teachers and other staff then work with students to set and follow the expectations for how they will work together in each classroom. Adult staff members are held to high standards of behavior and are subject to all applicable laws, school board policies, and human resources' rules and practices.

This handbook applies to incidents and situations that occur on any property owned or controlled by the district or occurring in connection with any activity sponsored by or associated with the district. This handbook may also apply to incidents involving Intermediate 917 students if an unapproved connection or association to the district or its staff is explicitly or implicitly stated or inferred (e.g., hazing).

Student Rights and Responsibilities

Students who attend School District 917 DCALS and CTE have a responsibility to teachers, other staff, and fellow students to participate with purposeful progress towards their educational goal. Students have other rights guaranteed by the Constitution and by state and local laws. The rights and responsibilities in this handbook are not all-inclusive and do not cover every situation that may arise.

Equity

Intentionally providing opportunities while removing barriers at all levels of the organization.

Equal Opportunity

Students have the right of equal opportunity, as allowed by law, to participate in all school activities and school education programs for which they are eligible. Students are responsible for following the rules and procedures of the school-sponsored activity in which they participate or others participate. Students may not discourage the participation of other students.

Fair Treatment

Students have the right to due process as defined in the Minnesota Pupil Fair Dismissal Act when involved in a violation of district rules. Included is the opportunity to hear the nature of the violation and to give their account of the situation. Students have the right to be informed of all applicable classroom and school rules, expectations, and procedures. Students are responsible for knowing and following all applicable classroom and school rules, expectations, and procedures. Students have the right to be treated respectfully by district employees and other students. Students are responsible for responding to all directions or questions from staff and for following all laws, policies, rules, and expectations that apply to them. Students are responsible for treating all persons respectfully and respecting the space and freedom of those around them.

Free Speech and Expression

Students have the right to free speech so long as their speech does not violate the rights of others. Students are responsible for expressing opinions, publishing written materials, and distributing literature in such a manner that is not libelous, obscene, discriminatory, or sexually explicit; that does not contain references to alcohol, chemicals, tobacco, or other products that are illegal for use by minors; that does not interfere with the rights of others; that does not disrupt the atmosphere of learning in the school; and that follows school rules and procedures regarding time, place, and manner. Permission of the school principal or designee is required for distribution or posting of paper or electronic materials.

Hazing Prohibition

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. See School District 917 Policy 526 for complete information on hazing prohibition at https://www.isd917.org/about/school_board/policies/500_instruction

Non-Discrimination

The Intermediate 917 School Board complies with federal and state laws and regulations prohibiting discrimination and harassment. No person shall, on the grounds of race, color, creed, religion, national

origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in any terms or conditions of employment. The district's harassment and violence policy (Policy 413) is available online or from the Human Resources Department.

Diversity
Appreciating and valuing everyone's unique selves.

Gender Identity

Students have the right to be identified by their name, pronoun, and asserted gender in learning spaces, facilities, and extracurricular activities. Students and their guardians must communicate and complete proper documentation with the district to change school records to reflect their name, pronoun, and/or gender identity.

Harassment & Violence

The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, gender, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity or expression, or disability. See School District 917 Policy 413 for complete information on harassment and violence at

https://www.isd917.org/about/school_board/policies/400_personnel

Student Dress and Appearance

Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the student's health or safety, causes an interference with schoolwork, or creates classroom or school disorder. Students are responsible for wearing clothes that are appropriate for school. To maintain a safe learning environment, students' dress cannot:

- Be a health and/or safety hazard
- Be lewd, vulgar, or obscene
- Be sexually explicit
- Be discriminatory
- Display words, emblems, signs, objects, or images that communicate a message that is racist, sexist, or otherwise derogatory
- Display references to alcohol, chemicals, tobacco, or other products that are illegal for use by minors
- Cause harm to school facilities (e.g., shoes that damage floors)

It is not the district's intention to restrict protected speech. However, when, in the judgment of the administration, a student's appearance or dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Caregivers will be notified.

Pledge of Allegiance/National Anthem

The requirement of the Pledge of Allegiance is waived due to School Board Policy 531. More information can be found online at: https://www.isd917.org/about/school_board/policies/500_instruction

Empathy

Considering and respecting the perspectives and needs of member districts, students, caregivers, and staff.

Academic Liaison

The position of Academic Liaison exists as a support for all students participating in secondary programming through ISD 917. The Academic Liaison develops and maintains collaborations between students, caregivers, ISD 917 staff and member districts, colleges and community partners to prepare students for their pursuits after high school. Academic Liaisons support students to and through their secondary and postsecondary academic careers.

Advisory

Advisory is a daily, credit bearing course designed to help students meet their academic and personal goals. Students will participate in lessons related to social emotional learning, including self-awareness, social awareness, relationship skills, self-management, and responsible decision-making, and future readiness, goal setting, and grade calculation.

Personalization

Building on the strengths and addressing the unique needs of individual students.

Responses and Levels of Behavior Violations

This section of the summary divides problem behaviors into four levels of violations with examples of interventions and disciplinary responses. Interventions and restorative responses are opportunities for students to learn appropriate behavior with the goal of facilitating positive behavioral change. Interventions may involve school staff as well as support staff in the broader community. Disciplinary responses may also be used. Every reasonable effort should be made to repair harm and change problem behavior using interventions and the least severe disciplinary responses possible.

These guidelines describe the various administrative actions that may be taken for violations of the school district's rules, policies, procedures, and the law. Interventions and responses shall be enforced within the general guidelines outlined in the Violations Levels 1-4 and the Violations Matrix. A Level 1 violation is the least severe and a Level 4 violation is the most severe. For each violation on the charts that follow, the first (•) is the minimum disciplinary action. The presence of a dot (•) in a given cell in the matrix does not imply

or require that an administrator will use a “step by step” progression of increasing severity in dealing with a violation. However, there shall be a logical relationship between the severity and frequency of the offense and the age of the student and the administrative action.

Factors to be considered prior to assigning administrative actions:

- The student’s age, maturity, and understanding of the impact of their behavior
- The student’s ability and/or willingness to repair the harm caused by the behavior
- Previous interventions and consequences applied
- The circumstances and context, severity, and frequency of the behavior
- The student’s Individualized Education Plan (IEP) or 504 plan, if applicable
- Unless otherwise noted, these policies apply to student behavior occurring on any property owned or controlled by Intermediate 917 or occurring in connection with any activity sponsored by or associated with the district.

This consistency guide was established to support administration with incidents of behavior that can occur in a school setting. This guide is a reference and should be used as a general tool, with the understanding that every student is different and every situation is different. The overall goal is to provide a safe and welcoming environment for all students, and provide equitable outcomes for those that are involved in an incident.

Level I

Level I interventions are generally addressed by school staff members with a focus on re-teaching safe and respectful behaviors. Part of a day of dismissal or suspension may occur depending on the severity and frequency of the violation. Note: Please refer to the Glossary for additional terms or definitions.

<p><i>Examples of Intervention Responses</i> Level I incidents generally do not result in removal from school but may result in removal depending on the intensity and/or frequency of the behavior.</p>	
<p>Interventions aim to correct and teach alternative behavior so students can learn and demonstrate safe and respectful behavior. School staff members can use a variety of classroom management strategies that may include:</p> <ul style="list-style-type: none"> • Re-teach expected behavior/skill • Verbal or nonverbal redirection • Modeling • Written reflection / apology • Seat Change • Teacher / Student Conference • Daily Progress Sheets • In class time-out • Restitution (fix it plan/contract) • Short-term re-set from class • Loss of privilege(s) 	<p>Appropriate staff interventions may involve the parent/guardian and other members of the school community. Interventions may include:</p> <ul style="list-style-type: none"> • Student conference • Parent/Guardian notification • Parent / Guardian / Teacher conference • Parent / Guardian accompanying student to school or class • Removing, adjusting, or covering up clothing that violates student dress requirements • Conflict resolution • Referral • Contract • Dismissal or suspension for one day of school <p>*Continuous or severe occurrences may be treated as a violation at a higher level.</p>

Level I Violations					
Please refer to the Glossary for additional terms or definitions	Levels				Police Notification
	1	2	3	4	
Absence, Tardiness	*	*			

Arriving late to school or to class					
Absence, Unexcused Unauthorized absence from school	*	*			
Cheating or Plagiarizing Academic dishonesty including, but not limited to, copying the work of others on school assignments or tests and using the ideas or writing of another person including work accessed digitally, altering records, or presenting work generated using Artificial Intelligence as one's own work.	*	*	*		
Damage to Property of Others Willful damage to the property of staff members or others	*	*	*	*	*
Damage to School Property Willfully cutting, defacing, or otherwise damaging in any way, property belonging to or used by the district	*	*	*	*	*
Defiance of Authority Willful refusal to follow directions given by a staff member	*	*	*		
Disruptive Behavior Situations and/or actions that staff members believe interfere with, or have the potential to interfere with, effective learning and/or operations of the school, safety of self and others to or from school, or diverts the bus driver's attention	*	*	*		
Gambling Playing of a game of chance for stakes	*	*			
Interference/Obstruction Any action taken to attempt to prevent a staff member from exercising his/her lawfully assigned duties, including an administrative investigation	*	*			
Language, Inappropriate Swearing, obscenities, or using words in a disrespectful way	*				
Leaving School Grounds Leaving school grounds during school hours without proper clearance	*	*			
Off Limits/Unauthorized Area Accessing areas of the building without permission where students are not permitted or during times of the day they are not permitted	*	*			
Parking Violation Parking in an unauthorized area on school property	*				
Physical Contact Intentional or unintentional physical contact between a student and another individual or individuals that is not age-appropriate and may or may not involve harm (ex., non-age appropriate pushing/shoving, hitting, knocking other individuals over, play fighting). This is distinct from actual fighting.	*	*	*		
Record and Identification Falsification Falsifying or altering signature or data, refusing to give proper identification, or giving false identification to staff	*	*	*		
Student Dress Manner of dress or personal grooming that does not fit within the policies or guidelines of the school or district	*	*			
Teasing and Name Calling A single occurrence of teasing or name-calling with or without the intent to injure, degrade, or	*				

intimidate other individuals					
Technology Misuse / Violation This includes being off-task, treating technology carelessly, and airdropping materials without permission	*	*	*		
Theft Unauthorized taking or possession of the property of another	*	*			*
Unauthorized Use of School Property The unauthorized or illegal use of school property for non-school sponsored activities	*	*			*

Level II

Level II interventions will result in dismissal from school for part of a day, entire, day, or multiple days. Based on the severity, it may also result in notification of the police. Note: Please refer to the Glossary for additional terms or definitions.

Examples of Intervention Responses

The duration of the dismissal (or removal) is limited as much as is practicable while adequately addressing the behavior. Interventions may include:

- Student conference
- Parent/guardian notification
- Parent/guardian/teacher conference
- In-school community service
- Contract between teacher, student, and parent/guardian
- Referral
- Dismissal or suspension of 1-3 days of school

*A severe or repeated occurrence may be treated as a violation at a higher level.

**Repeated instances of a Level II violation may be treated as a violation at a higher level only when appropriate interventions have been attempted over a reasonable amount of time and documented in the student's record

Level II Violations

Please refer to the Glossary for additional terms or definitions	Levels				Police Notification
	1	2	3	4	
Bullying Unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time.		*	*	*	
Bullying Using Technology (Cyberbullying) Bullying that takes place online or through technology and may take place in a variety of ways, including but not limited to, verbal bullying, or social bullying		*	*	*	
Disorderly Conduct See full definition in the Glossary		*	*		
Extortion Obtaining money, property, or services another person against their will through coercion, intimidation, or threat of physical harm.		*	*		
Fighting See full definition in the Glossary		*	*	*	*
Fires and False Fire Alarms		*	*		

Tampering or interfering with any fire alarm system or failure to exercise caution, resulting in a fire				
Gang Activity See full definition in the Glossary.	*	*	*	
Harassment <i>Harassment includes physical or verbal conduct or communication, directed at an individual that is:</i> 1) based on an individual's race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with respect to public assistance, sexual or affectional orientation, gender identity and expression, familial status, or disability; and 2a) had the purpose or effect of creating an environment that is intimidating, hostile, or offensive with respect to that individual; or 2b) otherwise adversely affects the individual's employment, educational opportunities, or access to a benefit from the school district.	*	*	*	
Language, Abusive Student delivers verbal messages that include offensive or threatening language	*	*	*	
Marijuana and Marijuana-related Devices, Use/Possession (Under 2 Ounces) Using marijuana, marijuana-related devices, or electronic products that allow for the consumption of marijuana. Possessing any type of marijuana or marijuana-related devices, electronic products that allow for the consumption of marijuana. Marijuana is any product containing, made, or derived from marijuana that is intended for human consumption.	*	*		
On School Property without Permission Being on school property without permission, including while suspended or expelled; including breaking and entering	*	*		*
Physical Aggression to Staff An intentional act by a student resulting in unwelcome physical contact with staff	*	*		
Pyrotechnics See full definition in the Glossary	*	*	*	*
Reckless or Careless Driving Driving on school property in such a manner as to endanger persons or property	*			
Repeated Misuse of District Technology Resources Purposeful use of district technology resources in a way that violates district policy	*	*	*	
Sexual Behavior Engaging in consensual sexual behavior including, but not limited to, sexual intercourse or sexual penetration, or other sexual contact. Also includes but is not limited to indecent exposure or masturbation	*	*	*	
Theft, Minor Unauthorized taking/possession of the property of another, including but not limited to school supplies, food, etc	*	*		
Theft, Major Unauthorized taking/ possession of the property of another including but not limited to jackets, expensive electronics, etc. (typically, a pattern of behavior has been established)	*	*		*
Tobacco and Tobacco-related Devices, Use/Possession Using tobacco, tobacco-related devices, or electronic cigarettes. Possessing any type of tobacco or tobacco-related device, or electronic cigarette. Tobacco is any product containing, made, or derived from tobacco that is intended for human consumption.	*	*		

Level III

Level III violations will result in the suspension of a student and possible notification of the police. Note: Please refer to the Glossary for additional terms or definitions.

Examples of Intervention Responses

The duration of the dismissal (or removal) is limited as much as is practicable while adequately addressing the behavior. Interventions may include:

- Parent/guardian notification
- Parent/guardian/teacher conference
- Alternative Learning Placement
- Contract between teacher, student, and parent/guardian
- Referral
- Dismissal or suspension of 1-3 days of school

*Incidents at this level may be referred for expulsion depending on the circumstance.

Level III Violations

Please refer to the Glossary for additional terms or definitions	Levels				Police Notification
	1	2	3	4	
Alcohol, Possession/Use/Under the Influence See full definition in the Glossary			*	*	*
Arson See full definition in the Glossary			*	*	*
Assault Intentionally inflicting bodily harm upon a person (including staff) without the person's consent			*	*	*
Illegal Drugs See full definition in the Glossary			*	*	*
Hazing See full definition in the Glossary			*	*	
Incapacitation Device, Possession, Without Use or Intent to Use See full definition in Glossary			*	*	
Possession, Other Weapon or Object, Not a Firearm and Not Meeting Minnesota Statute Dangerous Weapon Definition, Without Use of Intent to Use as a Weapon Device not manufactured as a dangerous weapon that is capable of producing bodily harm, substantial bodily harm, or fear of bodily harm. Examples include knives with blades under 2.5 inches, box cutters, razor blades, etc. Use or intent must not be present.			*	*	*
Robbery/Extortion Obtaining property from another by force or a threat of force			*	*	*
Threats, Terroristic Threatening directly or indirectly to commit any crime of violence with intent to terrorize another or to cause evacuation of a building, place of assembly, or vehicle			*	*	*

Level IV

Level IV violations require the principal to notify the police and make a referral for an expulsion to the superintendent or designee. Note: Please refer to the Glossary for additional terms or definitions.

Examples of Intervention Responses

The duration of the dismissal (or removal) is limited as much as is practicable while adequately addressing the behavior. Interventions may include:

- Parent/guardian notification
- Parent/guardian/teacher conference
- Alternative Learning Placement
- Referral
- Expulsion of exclusion (an act of the school board)

Level IV Violations

Please refer to the Glossary for additional terms or definitions	Levels				Police Notification
	1	2	3	4	
Assault, Aggravated The intentional infliction of substantial bodily harm, or great bodily harm upon another, or committing an act with a firearm, dangerous weapon, or other weapon with intent to cause fear in another of immediate bodily harm or death				*	*
Criminal Act Committing an act on school property or in the course of a school-sponsored or school-associated activity that would be a crime if committed by an adult				*	*
Criminal Sexual Conduct Sexual conduct amounting to a violation includes criminal “sexual contact” of any other sexual act that would be a criminal act if committed by an adult				*	*
Explosive Device Bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage				*	*
Firearm Gun or rifle that fires ammunition by force of explosion or combustion. Does not include BB guns, air guns, or lookalike guns.				*	*
Incapacitation Device, Possession, with Use or Intent to Use A device designed to temporarily immobilize or incapacitate people such as taser, stun guns, or tear gas derivative				*	*
Possession/Use of a Dangerous Weapon Other Than a Firearm A device designed or modified as a weapon that is capable of producing death or great bodily harm. Examples include knife with a blade of 2.5 inches or longer, replica firearms, BB gun, or brass knuckles				*	*
Sexual Violence A physical act of aggression or force or the threat of aggression or force that involves touching another person’s intimate parts or forcing a person to touch any person’s intimate parts				*	*

Glossary of Terms

Absence

- **Chronic Truancy:** Continued unauthorized absences. Student will be referred to social worker for consideration to file a court petition or referred to the Truancy Intervention Program. Ordinarily, chronic truancy does not warrant dismissal.
- **Tardiness:** Arriving late to school or to class
- **Unexcused:** Unauthorized absence from school or class

Alcohol: Possession, use, or being under the influence of any alcoholic product while on school grounds or at school-sponsored activities. Student may be referred for a chemical use assessment.

Alternative Educational Setting: An action taken by school and district administration to remove the student from the general population and to attend school from home using online resources provided by the school including software, technology, and instructional support. This is a tiered system with the first violation being 15 school days, second moving to 30 school days, and if a third violation occurs it will be at the discretion of the school administrator.

Arson: The intentional destruction of or damage to property by means of fire or explosives. Zero tolerance applies if a combustible or flammable liquid was used.

- **With Accelerant:** any combustible or flammable liquid
- **Without Accelerant:** no combustible or flammable liquid

Assault: Intentional infliction of bodily harm, substantial bodily harm, or great bodily harm upon a person without the person's consent

- **Physical:** Touching or striking of another individual intended to inflict bodily harm to an individual. Do not include minor physical contact
- **Sexual:** Intentional touching of a sexual nature, such as rape, fondling, and molestation. Students of all genders can be victims of sexual assault.

Bodily Harm: Physical pain or injury, illness, or any impairment of physical condition

Bullying/ Harassment: Bullying means any verbal or electronic expression, physical act, or gesture, or pattern thereof, that has the purpose or effect of causing distress to one or more students and which substantially interferes with educational benefits, opportunities, or performance of the student(s) Bullying includes, but is not limited to, conduct against a student that a reasonable person under the circumstances knows or should know has the effect of:

- Harming a student
- Damaging a student's property
- Placing a student in fear of harm to his or her person or property
- Violating a student's reasonable expectation of privacy
- Defaming a student
- Intentionally inflicting emotional distress against a student
- Creating a hostile educational environment for a student
- Subjecting a student to intimidation, ridicule, embarrassment, or social isolation

Harassment includes physical or verbal conduct, or communication directed at an individual that is:

1. Based on an individual's race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with respect to public assistance, familial status, sexual or affectional orientation, gender identity and expression, or disability
2. And has the purpose or effect of creating an environment that is intimidating, hostile, or offensive with respect to that individual; or otherwise adversely affects the individual's employment, educational opportunities, or access to a benefit from the school district

Bullying Using Technology (Cyberbullying): This type of bullying takes place online or through technology (cyberbullying) and may take place in a variety of ways, including but not limited to verbal bullying or social bullying

Bus Suspension: Temporary or long-term prohibition for a student to ride a school bus to school or other events involving riding a school bus.

Bus Violations: Any incidents of unacceptable student conduct on or near any school bus or bus stop. Weapons and other serious violations should be reported using the event type associated with the student's actions, even if they took place on the bus.

Cheating or Plagiarism: Academic dishonesty including, but not limited to, copying the work of others on school assignments or tests, and using the ideas or writings of another person including work accessed digitally without appropriate credit

Chemical Health Evaluation: A student may be referred to voluntarily engage in an assessment, completed by a community agency, to determine their level of involvement with alcohol or other chemical use.

Conflict Resolution: A way for two or more parties to find a peaceful solution and negotiate a resolution to a disagreement

Contract: A written behavior agreement signed by the student, teacher or administrator, and/or parent/guardian

Damage to Property of Others: Willful damage to property of staff members and/or others

Damage to School Property: Willfully cutting, defacing, or otherwise damaging in any way any property, real or personal, belonging to or used by the school district. The parent/guardian shall be liable for all damage caused by the student.

Defiance of Authority: Willful refusal to follow directions given by a staff member

Detention: The requirement that a student remain in school or attend school outside of normal class time or school hours

Discrimination: No person shall, on the basis of race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with regard to public assistance, sexual or affectional orientation, familial status, gender identity and expression, or disability, be subjected to discrimination

Dismissal (or Removal from School): An action taken by school administration requiring a student to leave school for up to one full school day

Disorderly Conduct

Whenever a student:

1. Engages in brawling or fighting; or disturbs a lawful assembly or meeting; or engages in offensive, obscene, abusive, boisterous, or noisy conduct or in offensive, obscene, or abusive language tending reasonably to arouse alarm, anger, or resentment in others
2. And the student knows, or has reasonable grounds to know, that such conduct will, or will tend to, alarm, anger, or disturb others or provoke an assault or breach of the peace by others then the student has violated the rule against disorderly conduct.

Disruptive Behavior: Situations and/or actions that staff believe interfere with or have the potential to interfere with effective learning and/or operations of the school

Disruptive Behavior To and From School: Behavior that endangers or harasses students on their way to and from school, or at the bus stop, or diverts the bus driver's attention from driving

Exclusion: An action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the current calendar year

Explosive Device: Bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage

Expulsion: A legal act that may be taken by the school board to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled

Extortion: Obtaining money, property, or services another person again against their will through coercion, intimidation, or threat of physical harm

Falsification: Falsifying or altering signature or data, refusing to give proper identification, or giving false identification to staff

Fighting: Two or more persons mutually participate in the use of force or physical violence that may require intervention to end the altercation, physical restraint, or results in injury. Fighting does not include conduct rising to the level of physical assault, nor does it include roughhousing or play fighting.

Firearm: There will be zero tolerance for possession or use of a firearm by any student. Firearms are banned from all property owned or controlled by Intermediate 917. A firearm is a device designed to be used as a weapon, from which is expelled a projectile by the force of explosion or force of combustion.

Gambling: Playing a game of chance for money and/or other things of value

Gang Activity: Conduct that is gang-motivated or related to gang membership. A gang is an organized group characterized by turf concerns, special dress or colors, and engagement in delinquent or illegal activity. Examples include, but are not limited to:

- Displaying gang symbols
- Gang paraphernalia
- Participating in the recruitment/initiation of a student into a gang

Great Bodily Harm: Bodily injury that creates a high probability of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily harm

Hazing: Committing an act against a student, or coercing a student(s) into committing 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. Prohibited conduct includes, but is not limited to, any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body. The policy applies to student conduct occurring on or off school property and during and after school hours and does not include the definition of a “gang” or “gang activity.”

Illegal Drugs: This does not include alcohol or tobacco, but does include possession of 2 ounces or more of Cannabis

- Possession: Possession of an illegal drug on school grounds or during off-campus school activities (including while taking school transportation)
- Use: Use of an illegal drug on school grounds or during off-campus school activities (including while taking school transportation)
- Request/Solicitation: Seeking an illegal drug on school grounds or during off-campus school activities (including while taking school transportation)
- Sale/Distribution: Selling, distributing, or seeking to sell an illegal drug on school grounds or during off-campus school activities (including while taking school transportation)

Incapacitation Device: A device designed or intended by the manufacturer to be used to temporarily immobilize or incapacitate persons by means of electronic pulse or a current; any pain compliance device; or tear gas or tear gas derivative, or any substance intended to function similar to tear gas

In-School Community Service: An action taken by school administration where a student is required to do voluntary work in order to give back to the community

In-School Suspension: An action taken by school administration to prohibit a student from attending classes for a period of time (more than half of a school day) while remaining under the supervision of school staff during the school day.

In-School Monitoring: A student may stay in school and be allowed to attend classes, but must check in with designated staff at appropriate times. Staff may escort student in the hall or to the restroom when appropriate.

Intent, Intentionally, or Intentional: “With intent to” or “intentionally” or “intentional” means that the student/ actor either has a purpose to do the thing or cause the result specified, or believes that the act, if successful, will cause that result.

Intentional Damage of District Technology Resources: Willful damage to hardware, software, or other equipment

Intervention: An opportunity for students to learn appropriate behavior with the goal of facilitating positive behavioral change. An intervention may involve school staff as well as support staff in the broader community.

Intimate Parts: Includes the primary genital area, groin, inner thigh, buttocks, or breast (as well as the clothing covering the immediate area of the intimate parts)

Language, Abusive: Student delivers verbal messages that include offensive or threatening language

Language, Inappropriate: Swearing, obscenities, or using words in a disrespectful way

Leaving School Grounds, Unauthorized: Leaving school grounds during school hours without proper clearance

Loss of Privilege: An action taken by school administration to prevent a student from participating in an activity or the loss of privilege as a consequence of a violation

Medication Policy Violation: Students using or distributing prescription or non-prescription medication in an unauthorized manner.

Mediation: Students who are in conflict with one another may be asked to participate in a mediation session led by a mediator to resolve the issues causing the conflict.

Mentoring Program: With parent/guardian permission, a student may voluntarily meet with a trusted adult that is available to offer support and guidance. The mentor may be a school staff person or someone from the community. A number of schools have mentor programs.

Minnesota Pupil Fair Dismissal Act: The Pupil Fair Dismissal Act is a state law that protects all students, with or without disabilities, in suspension, expulsion, and exclusion proceedings.

Parent: Student's legal guardian as listed in Infinite Campus

Parent/Guardian Conference/Notification: Administrative discussion or communication with a parent or guardian to address student academic or behavioral issues

Parking Violation: Parking in an unauthorized area on school property

Physical Aggression (Substantial Bodily Harm): An intentional act by a student resulting in substantial bodily harm. It includes, but is not limited to, kicking and slapping. Students engage in serious physical contact where injury may occur.

Physical Aggression to Staff: An intentional act by a student resulting in unwelcome physical contact with a staff person. It includes, but is not limited to, pushing, slapping and intimidation.

Police Notification: If an administrator believes that a student may have violated a law, the police may be called to file a report and/or to assist as necessary.

Possession/Use

- **Dangerous Weapon Other Than a Firearm** - There will be zero tolerance for possession or use of a dangerous weapon by any student. A “dangerous weapon other than a firearm” is defined as:
 1. Any device or instrument designed as a weapon and capable of producing death or great bodily harm
 2. Any device modified so that it may be used as a weapon and capable of producing death or great bodily harm
 3. Any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm
 4. Any fire that is used to produce death or great bodily harm
 5. Any knife with a blade equal to or greater than 2.5 inches in length
 6. Any replica firearm, BB gun, or pellet gun
 7. Brass knuckles
- **Other Weapon or Object**, not a firearm and not meeting Minnesota Statute dangerous weapon definition. Other Weapon includes any device or instrument – including any non-conventional weapon – that, in the manner it is used or intended to be used, is calculated or likely to produce bodily harm or substantial bodily harm, or fear of any degree of bodily harm. (Other weapons include knives with blades under 2.5 inches, fake knives, look alike weapons, box cutters, ammunition, etc.) Zero tolerance applies for possession of other weapons with use or intent to use.

Pyrotechnics: Refers to firecrackers, fireworks, smoke bombs, etc. that contain flash powder, gunpowder, blackpowder, or any other explosive compound constructed to produce detonation or deflagration.

Racial or Religious Harassment: Racial or religious harassment consists of physical or verbal conduct or communication relating to an individual’s race or religion when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, derogatory, or offensive employment, educational, or school district environment or
2. Has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education or
3. Otherwise adversely affects an individual’s employment, educational opportunities, or access to a benefit from the school district

Racial or Religious Violence: Racial or religious violence is a physical act of aggression or assault or the threat of aggression or assault upon another because of, or in a manner reasonably related to, race or religion. Such an act may also constitute a criminal law violation.

Reckless or Careless Driving: Driving on school property in such a manner as to endanger persons or property Record and Identification

Referral for Other or Outside Services: Chemical use assessment, social worker, mental health, etc.

Removal from Class: An action taken by a teacher, principal, or other school district employee to prohibit a student from attending class for a period of time (must be less than half of a day)

Repeated Misuse of District Technology Resources: Purposeful use of district technology resources in a way that violates district policy.

Restitution: Repairing harm or replacing items that were stolen or damaged or providing fair market value by way of compensation or service. It requires a student to pay for or fix damages or misappropriation of property and may be imposed separately or in addition to other sanctions.

Restorative Practice Strategies: Ways to invite students, families, community members, and staff into relationships to build empathy, caring, and communication skills. Restorative practices focus on building a sense of community and on the strengths and capacity of the participants. When restorative practices are successful, all feel safe in the school because deep and lasting relationships are built among stakeholders. Repairing harm circles, restorative chats, peer mediation, and family group conferencing are examples of restorative practice strategies.

Robbery/Extortion: If force or threat of force is not used, see Theft.

Sexual Behavior: Engaging in sexual behavior including, but not limited to, sexual intercourse or sexual penetration, sexual contact, indecent exposure, or masturbation.

Sexual Contact: Includes the consensual and non-consensual touching of another person's intimate parts or forcing a person to touch any person's intimate parts, and committed with sexual or aggressive intent.

Sexual Harassment: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other physical or verbal conduct or communication of a sexual nature when:

1. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment, educational, or school district environment or
2. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education or a benefit from the school district or
3. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education or access to a benefit from the school district

Sexual Violence: Sexual violence is a physical act of aggression or force, or the threat of aggression or force, that involves the touching of another person's intimate parts (as well as the clothing covering the intimate parts), or forcing a person to touch any person's intimate parts.

Student Conference: Administrative discussion or communication with student to address student academic or behavioral issues

Substantial Bodily Harm: Bodily injury that involves a temporary but substantial disfigurement, or that causes a temporary but substantial loss or impairment of the function of any bodily member or organ, or that causes a fracture of any bodily member

Suspension: An action taken by the school administration to prohibit a student from attending school for a period of no more than 10 school days. An additional five days may be added if exclusion or expulsion is being considered, or if the student's presence will create an immediate and substantial danger.

Tardiness: See also Absence

Teasing and Name Calling: A single occurrence of teasing or name calling with or without the intent to injure, degrade, disgrace, or intimidate other individuals

Technology Misuse/Violation: Student engages in inappropriate use of a technology device including and not limited to iPad, mobile device, personal electronic device, camera, computer and/or other. Student removal of a memory card or battery from a camera, phone, or mobile device while it is in the process of being confiscated is considered grounds for disciplinary action by school administration.

Technology, Unauthorized or Inappropriate Use of District Technology Resources: Any act that violates the School Board's Technology Use and Safety Policy or constitutes an unacceptable or illegal use of the school district's computer facilities, systems, networks, or software. This includes sending or posting harmful text or images using the Internet, wireless phones, or other communications devices. This policy applies to student acts occurring on or off school property and during or after school hours using district technology resources. Student consequences include possible loss of technology access privileges, dismissal, police notification, and/or restitution.

Theft: Taking the property of another individual or the school without permission, with the intent of not returning the property to the owner. No force is involved in the taking of the property.

Threats: Any oral, written, or physical threat, sign, or act that conveys intent to cause harm or violence, even if made in jest. This includes threats related to race, religion, or sexual violence.

Threats, Terroristic: Threatening directly or indirectly to commit any crime of violence with intent to terrorize another or to cause evacuation of a building, place of assembly, vehicle, or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience

Tobacco and Other Tobacco-Related Devices, Possession/Use: Students are prohibited from having tobacco, lighters, matches, e-cigarettes, and other tobacco-related devices in their possession. Possession or use of any type of tobacco product by a student will be governed by Minnesota statutes and school board policy regarding Tobacco Free Environment.

Trespassing: Being physically present on school property or at a school activity after being directed to leave by a school administrator or other person lawfully responsible for the control of the premises. Being on school grounds during a dismissal or suspension period is considered trespassing.

Unauthorized Use of School Property: The unauthorized or illegal use of school property for nonschool-sponsored activities.

Violation: Doing something prohibited by policy, law, or code of behavior
Warning: An oral or written communication to stop a behavior that interferes with the learning environment or is unsafe

Withdrew: Student withdrew from school district in lieu of or in conjunction with other disciplinary resolutions.

