



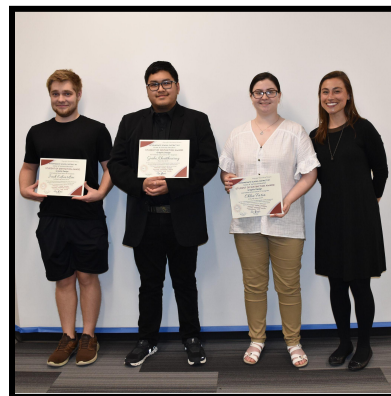
Intermediate School District 917

Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068

(651) 423-8229 * <http://www.isd917.org>

Intermediate School District 917 Staff Handbook/Culture Guide 2023-2024



The information in this handbook is a reference.

District policy, negotiated labor agreements, and federal, state, and local laws are summarized.

Please refer to legal documents for specifics.

All staff members are responsible for reading and following all ISD 917 policies and procedures, including this handbook and information linked in this document.

This summary of district procedures supersedes any earlier district handbooks.

Table of Contents

Table of Contents	2
Welcome from the Superintendent!	5
Welcome from the Board Chair!	6
Mission, Vision, Core Values, Motto, & Strategic Directions	7
ISD 917 At a Glance	8
Intermediate School Districts	9
Key Dates in ISD 917 History	10
Program Locations & School Times	11
ISD 917 Organizational Chart	13
ISD 917 2023-2024 Academic Calendar	15
2023 Legislation Updates	18
Staff Commitments	19
COLLABORATION	20
○ District Collaborations:	20
● Strategic Partners:	22
EMPATHY	22
● Memorandum of Agreement	23
● Nursing Mothers & Lactating Employees	23
INNOVATION	23
● Professional Development:	23
● Educator License Renewal:	24
● Outside/Additional Employment for Licensed Staff:	25
STEWARDSHIP	25
● Health & Safety	25
● Crisis Management:	25
● Bloodborne Pathogens	26
● COVID-19	26
● Work-Related Accident Reports and Workers' Compensation	27
● Working with Students	28
○ Student Handbooks:	28
○ Student Supervision:	28
○ Wellness:	28
○ Learning & Working Environment Free from Harassment and Violence:	28
○ Employee-Student Relationships:	28
○ Student Discipline:	29
○ Search of Student Lockers, Desks, Personal Possessions, & Person	29
○ Bullying Prohibition:	30

○ Staff Notification of Violent Behavior By Students:	30
○ Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds:	30
○ Mandated Reporting:	31
○ Student Injury/Accident:	31
● SafeSchools Training:	31
● AlertUs Mobile App:	33
● School Safety Drills and Emergency Evacuation of Buildings	33
● Indoor Air Quality	33
● Allergens and Chemical Sensitivity	33
● Smoking Restrictions	34
● Drug-Free Workplace/Schools	34
● Weapons	34
● Emergency Closings	35
● Transportation	35
● Parking	35
● Visitors:	36
● Human Resources, Payroll, & Benefits Information	36
● Contracts/Master Agreements	36
● Job Postings	36
● Background Checks	37
● Paychecks	37
● District Identification	37
● Employee Access Center: Pay Information System	38
● Absence Reporting & Leave Requests:	38
● Superintendent Extended Absence:	38
● Resignations	39
● Employee Benefits	39
○ Insurance Coverage:	39
○ Tax Sheltered Annuities and Deferred Compensation Plan:	39
○ Direct Deposit:	40
○ Employee Assistance Program:	40
● Purchasing & Reimbursement:	40
● Gifts:	42
COMMUNICATION	42
● Directory Information:	43
● Communications with Staff:	43
● Communications with Students & Families	43
● Confidentiality:	44
● Technology for Communication	45
● Acceptable Use of Technology, Equipment, & Materials	45
● Google Suite: Gmail (email), Google Calendar, Contacts, etc.	46

• Website:	46
• Infinite Campus	47
• SpEd Forms	47
• Social Media	48
• Phones & Voicemail	48
• Walkie Talkies:	49
○ Depending on your role, you may be asked to use a walkie talkie for communications during the school day.	49
• Cell Phones:	49
• Technology Support	49
• District Branding:	49
INTEGRITY	51
• Curriculum, Instruction, & Assessment	51
○ Excerpts from ISD 917 Policy 601 School District Curriculum and Instruction Goals:	51
• ISD 917 Staff Code of Ethics:	52
• Staff Expectations & Responsibilities: Click here for a summary of Staff Expectations and Responsibilities	53
• Employee Dress Code:	53
• Staff Attendance:	53
PERSONALIZATION	54
• Personalization is at the heart of everything we do at ISD 917. We see this in our district Vision and Motto, and we see it every day in our work.	54
• Individual Education Plans (IEPs)	54
• Section 504	54
• Person-First Language	55
• Alternative Learning	55
• Career & Technical Education	55
EQUITY	56
• Lenses of Equity	56
• Absent Narratives	56
• Public Education	56
• Hazing Prohibition:	57
• Disability Nondiscrimination:	57
• Gender Identity:	58
DIVERSITY	58
• Service Animals in Schools:	58
• Pledge of Allegiance:	59
• Staff & Student Recognition:	59
ISD 917 Glossary	62
Staff Expectations & Responsibilities	64

Welcome from the Superintendent!



Greetings! My name is Dr. Michael Favor, and I am proud to welcome new and returning staff to the 2023-2024 school year. At ISD 917, we focus on embedding our district [Core Values](#) in everything we do, including how we provide staff and others with information about our district. This 2023-2024 ISD 917 Staff Handbook/Culture Guide is designed to tell our story, transform our culture, and create a sense of shared purpose and belonging for each one of us at ISD 917.

At ISD 917, we belong to each other. In partnership with our nine member districts, students, families, staff, and strategic partners, we model an innovative culture with diverse pathways for students and staff. You will experience Story Circles, get to know our ISD 917 School Board, participate in and implement specialized training to meet the unique needs of our students, collaborate with diverse stakeholders, and come to see the world through new lenses.

At ISD 917, you will find your purpose, and this community will help you live into that purpose each and every day. Thank you for being a member of this amazing district.

Sincerely,
Dr. Michael Favor
Superintendent of ISD 917

Learn more about ISD 917 & the Role of the Superintendent at:

www.isd917.org

https://www.isd917.org/about/school_board/policies/300_administration

<https://www.facebook.com/intermediate917>

<https://www.instagram.com/intermediate917/>



Welcome from the Board Chair!



Welcome ISD 917 Staff,

We are excited to have you and support you throughout the 2023-24 school year. As your school board, we focus on governance while supporting the administration and our superintendent, Dr. Favor. We know that you will be an important part of our vision for ISD 917. Together, we strive to provide an innovative culture with diverse pathways serving students and families through equitable practices with highly trained staff.

Thank you in advance for your commitment and dedication to our core values. We trust that you will provide support for each other, our students and their families.

Purposeful. Personalized. Partners.

Cindy Nordstrom
Intermediate District 917 Board Chair

Learn more about the ISD 917 School Board at:

https://www.isd917.org/about/school_board

https://www.isd917.k12.mn.us/about/school_board/policies

https://www.isd917.org/about/school_board/policies/200_the_school_board

Mission, Vision, Core Values, Motto, & Strategic Directions

Mission (= Our Core Purpose)

In partnership with member districts, Intermediate School District 917 provides high quality, equitable, and specialized programming to meet the needs of all students.

Vision (= What We Intend to Create)

Intermediate School District 917 models an innovative culture with diverse pathways serving students and families through equitable practices with highly trained staff.

Core Values (= Drivers of Our Words and Actions)

- **Collaboration:** Working together to achieve more collectively.
- **Empathy:** Considering and respecting the perspective and needs of member districts, students, families and staff.
- **Innovation:** Ongoing improvement of programs and services.
- **Stewardship:** Managing financial and human resources carefully and responsibly.
- **Communication:** Multi-dimensional, transparent conversation focused on sharing information and creating a positive learning and working environment.
- **Integrity:** Aligning our actions with our values and beliefs.
- **Personalization:** Building on the strengths and addressing the unique needs of individual students.
- **Equity:** Intentionally providing opportunities while removing barriers at all levels of the organization.
- **Diversity:** Appreciating and valuing everyone's unique selves.

Strategic Directions (= Focus of Our Improvement Efforts)

- Increase student achievement and engagement
- Support and lead staff through continuous improvement
- Deepen engagement of stakeholders through quality, equitable communication practices
- Increase social-emotional learning and skills for students and staff
- Increase support for ALL through inclusive practices

District Motto

Purposeful. Personalized. Partners.

ISD 917 At a Glance

Member Districts:

SSD 6 - South Saint Paul Public Schools
 ISD 191 - Burnsville-Eagan-Savage School District
 ISD 192 - Farmington Area Public Schools
 ISD 194 - Lakeville Area Public Schools
 ISD 195 - Randolph Public Schools
 ISD 197 - West Saint Paul-Mendota Heights-Eagan Area Schools
 ISD 199 - Inver Grove Heights Community Schools
 ISD 200 - Hastings Public Schools
 ISD 271 - Bloomington Public Schools

ISD 917 School Board consists of a board member from each member district

Secondary Programs <i>10th-12th grades</i>		Special Education Programs <i>Birth to Age 21</i> <i>(depending on program)</i>
Career & Technical Education (CTE)	Dakota County Alternative Learning School (DCALS)	
Computer Technology Construction Trades Fundamental Chef Graphic Design Mechatronics Medical Careers Transportation	DCALS-Main DCALS-North	CASE: Customized Alternative Solutions for Education DASH: Developmental Disabilities, Academics, Socialization, & Health Services IDEA: Intra-Dakota Educational Alternative PACES: Program Alternative for Communication, Education, and Socialization SUN: Students with Unique Needs TEA: Therapeutic Education Alternative TEA-ECSE: Therapeutic Education Alternative-Early Childhood Special Education TESA: Transitional Education Service Alternative DHH: Deaf/Hard of Hearing Resource Care & Treatment Educational Services Itinerant Services
<u>Location:</u> Dakota County Technical College (DCTC) in Rosemount	<u>Locations:</u> DCALS-Main: Dakota County Technical College (DCTC) in Rosemount DCALS-North: West Saint Paul	<u>Locations:</u> Throughout south metro suburbs (see Program Locations & School Times)

Intermediate School Districts

Intermediate School Districts, including ISD 917, were established by the Minnesota Legislature in **1969** and are governed by [Minnesota Statute Chapter 136D](#), under Postsecondary Education. They are defined as, “cooperative program[s]...that offer integrated services for secondary, postsecondary, and adult students in the areas of vocational education, special education, and other authorized services.”

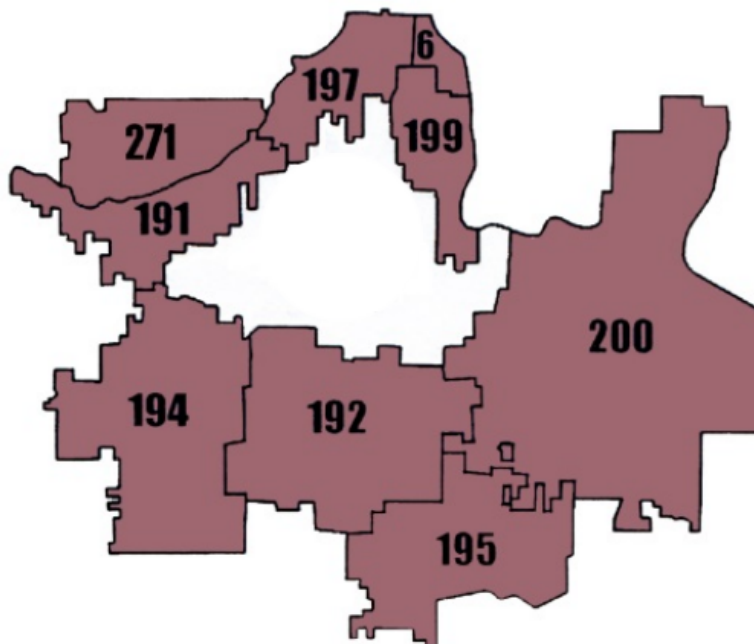
ISD 917 is also governed by Minnesota Statute, [chapters 120 through 129C](#) on PreK-12 education.

There are **four Intermediate School Districts** in Minnesota:

- [Intermediate School District 917](#) (southeast metro)
- [Intermediate School District 916](#) (northeast metro)
- [Intermediate School District 287](#) (west metro)
- [Intermediate School District 288](#) (southwest metro)

ISD 917 serves special education, career & technical education, and/or alternative learning needs of 9 member districts while sharing space and partnering with [Dakota County Technical College](#) (DCTC) where our district office and some academic programs are located. Other programs are located in 25 sites throughout the southeast metro area. Some spaces are owned by ISD 917, while others are leased from member districts.

ISD 917 Member Districts



Key Dates in ISD 917 History

- 1969 - Intermediate School District 917 established by the Minnesota Legislature
- 1970 - ISD 917 School Board established
- 1972 - Amendments added to U.S. Constitution strengthening educational rights for all students
- 1973 - Rosemount campus opened for shared use by DCTC and ISD 917
- 1970 - Harold Grudem hired as founding Superintendent of ISD 917 (1970-1982)
- 1972 - Special Education Director Curt Thorstenson began his tenure with ISD 917 (1972-1984)
- 1970 - Superintendent Donald McGuire began his tenure with ISD 917 (1982-1989)
- 1972 - Special Education Director Dan Sullivan began his tenure with ISD 917 (1984-2008)
- 1982 - DASH program established
- 1983 - IDEA & TESA programs established
- 1986 - PACES program established
- 1986 - DCALS program established as a night school before transitioning to day school
- 1989 - Superintendent Roger Norsted began his tenure with ISD 917 (1989-2000)
- 1993 - Sunset Act of 1993
- 1995 - Establishment of Minnesota State Colleges and Universities separated ISD 917 & DCTC
- 1995 - ISD 196 ended ISD 917 member district status
- 2000 - Superintendent Bill Larson began his tenure with ISD 917 (2000-2005)
- 2003 - IDEA program established
- 2007 - SUN program established
- 2008 - Superintendent Dr. John Christensen began his tenure with ISD 917 (2005-2018)
- 2008 - Special Education Director Melissa Schaller began her tenure with ISD 917
- 2008 - Alliance Education Center established
- 2009 - TEA program established
- 2011 - ISD 271 joined ISD 917 as a member district
- 2013 - Cedar School established
- 2016 - Superintendent Mark Zuzek began his tenure with ISD 917 (2018-2021)
- 2017 - CASE program established
- 2018 - Perkins Act V reauthorized
- 2018 - ECSE TEA program established
- 2019 - DCALS South opened
- 2020 - Michael Berndt confirmed as DCTC President after 2 years as Interim President
- 2021 - Superintendent Dr. Michael Favor began his tenure with ISD 917
- 2021 - President Biden visited DCTC
- 2022 - Governor Walz visited ISD 917
- 2022 - DCALS South site closed
- 2023 - DCTC & ISD 917 Joint Powers Agreement extended

Program Locations & School Times

Location	Address	Program	Phone #	School Hours	Emergency Closure Follows
Alliance Education Center (AEC)	14300 Biscayne Avenue West Rosemount, MN 55068	CASE	651-423-8100	8:00am - 2:25pm	ISD 917
		IDEA		7:45am - 2:10pm	
		SUN		7:45am - 2:10pm	
Bloomington Transition Center (BTC)	2575 W 88th Street, Door 10 Bloomington, MN 55431	DASH	952-681-6118	7:45am - 2:20pm	ISD 271
		SUN			
		TESA			
Boeckman Middle School	800 Denmark Avenue Farmington, MN 55024	PACES	651-460-1401	8:40am - 3:30pm	ISD 192
Cedar School	2140 Diffley Road Eagan, MN 55122	SUN	952-707-4000	7:45am - 2:10pm	ISD 917
Christina Huddleston Elementary	9569 175th Street West Lakeville, MN 55044	PACES	952-232-3100	8:50am - 3:20pm	ISD 194
Concord Education Center	9015 Broderick Boulevard Inver Grove Heights, MN 55076	SUN	612-902-9300	7:45am - 2:10pm	ISD 917
Dakota County Technical College (DCTC)	1300 145th Street East Rosemount, MN 55068	District Office	651-423-8229	Not Applicable	ISD 917
		CTE	651-423-8458	Shift #1: 7:45am - 10:00am Shift #2: 10:15am - 11:55am Shift #3: 12:30pm - 2:05pm	
		DCALS-Main	651-423-8447	8:10am - 3:05pm	
		TESA	651-423-8401	7:45am - 2:20pm	
DCALS-North	150 East Marie Avenue West St. Paul, MN 55118	DCALS-North	651-332-5570	8:10am - 3:05pm	ISD 917
Farmington High School	20655 Flagstaff Avenue Farmington, MN 55024	PACES	651-252-2501	8:10am - 2:55pm	ISD 192
Hastings High School	200 General Sieben Drive Hastings, MN 55033	DASH	651-480-7470	7:50am - 2:31pm	ISD 200

Inver Grove Heights Middle School	8167 Cahill Avenue Inver Grove Heights, MN 55076	DHH	651-306-7200	Inactive for 2022-2023	ISD 199
Juvenile Services Center	1600 Highway 55 West Hastings, MN 55033	New Chance Riverside	651-438-4980	7:45am - 3:00pm	ISD 917
Lakeville North High School	19600 Ipava Avenue West Lakeville, MN 55044	DASH PACES	952-232-3600	8:02am - 2:37pm	ISD 194
Lebanon Education Center	5800 149th Street Apple Valley, MN 55124	TEA	952-431-4062	7:45am - 2:10pm	ISD 917
Lincoln Center Elementary	357 9th Avenue North South St. Paul, MN 55075	DHH	651-457-9426	8:20am - 2:55pm	SSD 6
McGuire Middle School	21220 Holyoke Avenue West Lakeville, MN 55044	PACES	952-232-2201	8:09am - 2:45pm	ISD 194
Options	151 West Burnsville Parkway, Suite 100 Burnsville, MN 55337	Options	952-564-3000	8:30am - 3:30pm	ISD 917
Pine Bend Elementary	9875 Inver Grove Trail Inver Grove Heights, MN 55076	ECSE TEA (K)	651-306-7701	8:15am - 2:15pm	ISD 199
Pond Family Center	9600 Pond Avenue South Bloomington, MN 55420	ECSE TEA	612-870-7422	9:25am - 1:25pm	ISD 271
Riverview Elementary School	4100 208th Street West Farmington, MN 55024	ECSE TEA	651-460-1600	9:00am - 1:00pm	ISD 192
Simley High School	2920 80th Street East Inver Grove Heights, MN 55076	DHH	651-306-7000	8:30am - 3:20pm	ISD 199
Two Rivers High School	1897 Delaware Avenue Mendota Heights, MN 55118	DASH	651-403-7100	8:30am - 3:04pm	ISD 197

ISD 917 Organizational Chart

SSD 6 South Saint Paul Public Schools Superintendent Dr. Brian Zambreno ISD 917 Board Member Wendy Felton	ISD 191 Burnsville-Eagan-Savage School District Superintendent Dr. Theresa Battle ISD 917 Board Member Lesley Chester	ISD 192 Farmington Area Public Schools Superintendent Jason Berg ISD 917 Board Member Hannah Simmons	ISD 194 Lakeville Area Public Schools Superintendent Dr. Doug Van Zyl ISD 917 Board Member David Anderson	ISD 195 Randolph Public Schools Superintendent Mike Kelley ISD 917 Board Member Lisa Ehleringer	ISD 197 West Saint Paul-Mendota Heights-Eagan Area Schools Superintendent Dr. Peter Olson-Skog ISD 917 Board Member Byron Schwab	ISD 199 Inver Grove Heights Community Schools Superintendent Dave Bernhardson ISD 917 Board Member Cindy Nordstrom	ISD 200 Hastings Public Schools Superintendent Dr. Tamara Champa ISD 917 Board Member Lisa Hedin	ISD 271 Bloomington Public Schools Superintendent Dr. Eric Melbye ISD 917 Board Member Tom Bennett
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ISD 917 Superintendent
Dr. Michael Favor

Executive Director of Business Services <i>Nicolle Roush</i>	Executive Director of Student Services <i>Dr. Melissa Schaller</i>		Communications, Innovation, & Public Relations Coordinator <i>Dr. Marci Levy-Maguire</i> Executive Assistant to the Superintendent & School Board <i>Linda Berg</i> Technology Coordinator <i>Cory Langenfeld</i> Computer Network Specialist <i>Michael Bibro</i> <i>Craig Curtis</i>
Administrative Assistant <i>Amy Alexander</i> Purchaser/Buyer <i>Barb Schmitz</i> Payroll Specialist <i>Audrey Weiler</i> Accounts Payable <i>Vickie Bjerke</i> <i>Mary Kay Distad</i> Accountant <i>Teri Welch</i>	Director of Teaching & Learning <i>Dr. Brooke Peterson</i> Director of Social Emotional Learning <i>Kate Hulse</i> Administrative Assistant <i>Julie Illa</i>		
Human Resources Coordinator <i>Lauren Kelly</i> Benefits Specialist <i>Jake Edlund</i> Human Resources Assistant <i>Amalia PenaChavez</i> Talent Acquisition Specialist <i>Jessica Huss</i>	Assistant Director/ Principal (Alliance Education Center) <i>Shannon Brennan</i>	Secondary Programs Principal (CTE & DCALS) <i>Chris Devine</i>	
	Assistant Director/ Principal (Concord Education Center) <i>Amy Swaney</i> Assistant Director/ Principal (DCTC) <i>Don Budach</i> Assistant Director/ Principal (Lebanon Education Center & Cedar School) <i>Jennifer Hetland</i> Assistant Director (Lincoln Center) <i>Taylor Thomas</i>	Information Management <i>Lynda Hurt</i> <i>Kristin Kustrich</i>	

Secondary Programs Staff Directory

Principal
Chris Devine

Dean
Erin Mahnke

DCALS

CTE

DCALS-Main

DCALS-North

Counselor
Norm Smith

Counselor
Rachael Opseth

Counselor
Carmen Eaton

Academic Liaison
Aimee Boone
Matthew Bruns

Administrative Assistant
Betsy Eskierka

Administrative Assistant
Betsy Cook

Administrative Assistant
Julie Black

DCALS-Main Teachers

DCALS-North Teachers

CTE Teachers

English Language Arts
Tim Davis
John Mulville

English Language Arts
Alla Boulos

Computer Networking, Repair, & Gaming; Mechatronics; Video Game Animation & Design
Dale Engman

Math
Ty Sanford
Kim Wald
Huyen Cao

Math
Kim Wald

Construction Trades
Adam Ghormley

Physical Education
Stefanie Soukup

Science
Cindy Hougo
Emma Buchanan

Fundamental Chef
James (Chuck) Wilczyk

Science
Rob Keech

Social Studies
Don Williams

Graphics
Anna Busch

Social Studies
Erin Hale-Sanford
John Borup

Special Education
Megan Shavers

Heavy Duty Truck
Tom LeDoux

Special Education
Darrell Pipo
Jessica Peltier

English Language
Francesca Collignon

Medical Careers
Becky McNamara-Rachuy

Total Auto Care
Tony Vilelli

360 Communities
Chris Miller

TECHNICAL TUTORS
Danny Hoffman
Maureen Vetell
Dan Carlson

CLICK HERE TO SEE 2023-2024 ISD 917 DIRECTORY

ISD 917 2023-2024 Academic Calendar

See https://www.isd917.org/about/district_calendars for updates and additional calendar details

2023-2024 Intermediate School District 917 Academic Calendar																																																														
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Approved by ISD 917 School Board on 4/4/23

2023-2024 # of Days per Month					
	Special Education Students	Secondary Students	Special Education Licensed Staff	Secondary Licensed Staff	Non-Licensed Staff
August	0	0	4	4	2
September	18	18	19	19	18
October	19	19	20	20	20
November	18	18	19	19	18
December	16	16	16	16	16
January	20	20	21	21	20
February	19	19	20	20	20
March	16	16	16	16	16
April	21	21	22	22	21
May	22	22	22	22	22
June	4	4	4.5	4.5	4
July	0	0	0	0	0
TOTAL	173	173	183.5	183.5	177
	**Cedar students will have conferences on 11/7 and school on 11/10.		1st year = +2 2nd year = +1 All = +1.5 for evening events		Paraprofessionals in member district buildings follow member district PD calendars (see below)

Secondary Quarter & Semester Dates					
Quarter	1st Day	Last Day	Total # of School Days Per Quarter	Semester	Total # of School Days Per Semester
1	9/5/23	11/9/23	44	1	88
2	11/13/23	1/25/24	44		
3	1/29/24	4/4/24	42	2	85
4	4/8/24	6/6/24	43		
TOTAL			173		173

Paraprofessional and Interpreter Professional Development Days		
ISD 917 – 10/18/23	ISD 191 – 11/7/23	ISD 197 – 10/2/23
SSD 6 – 12/1/23	ISD 192 – 12/1/23	ISD 199 – 10/18/23
ISD 199 – Simley HS – 12/1/23	ISD 192 ECSE – 10/18/23	ISD 200 – 10/18/23
ISD 199 – ECSE TEA – 10/18/23	ISD 194 – 10/18/23	ISD 271 – 10/18/23

2023 Legislation Updates

During the 2023 session of the Minnesota Legislature, a number of bills were passed that impact school districts, including Intermediate Districts. ISD 917 district and site leaders and the school board are working collaboratively with internal and external stakeholders to ensure appropriate implementation of these legislative updates. Below is a summary of some of the key changes for the 2023-2024 school year and beyond:

- Increased funding for MN schools by nearly \$2.3 billion
- Increases the per-pupil (general) formula by 4% in 2024 and 2% in 2025 --> moving to \$7,138 per student (from \$6,683)
- Future years to be indexed to inflation - between 2% and 3%
- MN will pay for 44% of district special education cross-subsidy in 2024, then 50% in subsequent years
- MN will pay for English Learner cross subsidy by 2027
- New state [Department of Children, Youth, & Families](#) will oversee early learning programs
- Additional funding and slots for preK programs
- [Nursing mothers and lactating employees](#)
- Expanded [unemployment](#) insurance eligibility to hourly workers during summer months
- Lowered age of retirement with full pension from 66 to 65
- Adds Civics and Personal Finance as course requirements for graduation
- Adds Holocaust and genocide studies ([120B.252](#)) to be taught by the 2026-2027 school year
- High schools must offer Ethnic Studies ([120B.251](#)) as of 2026-2027 (Middle and Elementary Schools by 2027-2028)
- READ Act includes \$75 million to reimagine literacy instruction
- Bans active shooter drills & adds required hour of evidence-based violence prevention training
- Universal free breakfast & lunch
- Free menstrual products ([121A.212](#)) and opiate antagonists (i.e. - Naloxone) ([121A.224](#)) for students
- Alternative Learning Centers transportation reimbursement
- Expanded extended time revenue
- Required academic standards
- Alignment of local CTE standards with [MDE CTE frameworks](#)
- Updated guidance on [gifted and talented](#) students programs and services
- Prohibition of/limits on dismissals in K-3
- Required alternative education services for student suspended for more than 5 days
- School board establishment of nonexclusionary disciplinary policies and practices
- At least 8 hours of annual paraprofessional orientation or professional development
- Paid time for paraprofessionals to review student IEPs
- Indigenous Peoples' Day and Juneteeth
- e-learning days - school board/teacher negotiations and teacher pay
- Annual evaluation of and linked professional development to support principals' culturally responsive leadership
- Extended admission for public school students with disabilities until their 22nd birthday

Staff Commitments

As a public school district in Minnesota, we expect each staff member to follow all federal, state, and district legislation, policies, outlined procedures, et cetera regarding education in the United States, Minnesota, and ISD 917.

Relevant legislation includes, but is not limited to:

- Federal Legislation:
 - [Every Student Succeeds Act \(ESSA\)](#)
 - [Individuals with Disabilities Education Act \(IDEA\)](#)
 - [Section 504 of the Rehabilitation Act of 1973](#)
 - [Perkins Career and Technical Education Act](#)
 - [Civil Rights Act of 1964](#)
 - [Family Educational Rights and Privacy Act \(FERPA\)](#)
- Minnesota State Legislation:
 - [Minnesota Statute Chapters 120 through 129C](#) (PreK-12 Education)
 - [Minnesota Statute Chapter 136D](#) (Higher Education)
 - [Code of Ethics for Minnesota Teachers](#)
 - [Code of Ethics for School Administrators](#)
 - [Student Data Privacy Act](#)
 - [Women's Economic Security Act](#)

Guidance and direction for staff come from multiple sources, including, but not limited to:

- United States Department of Education
- Minnesota Legislature
- Minnesota Department of Education
- ISD 917 School Board & Administration

Intermediate School Districts operate on a fee-for-service basis. Revenue to fund student services is generated by tuition billing. The schools belong to the public they serve for the purpose of providing educational opportunities to all. All assets, resources, and funds are managed on behalf of the public's interest.

ISD 917 School Board Policies are located at https://www.isd917.org/about/school_board/policies.

**All staff members are responsible for reading and following
ALL ISD 917 policies and procedures,**

including this handbook and information linked in this document.

COLLABORATION

Working together to achieve more collectively.

- The unique nature of our district puts collaboration at the heart of our work. Our staff commit to being team players, bringing a positive attitude to work each day, learning the responsibilities of your team members, and attempting to resolve problems closest to the source of the issue. Effective collaboration requires each staff member to know and implement district policies and practices for staff, students, and families.
- District Collaborations:
 - **Joint Powers Agreement with Dakota County Technical College (DCTC):**
 - The Joint Powers Agreement between ISD 917 and DCTC the roles and responsibilities of each organization so ISD 917 can continue program planning, development, and offerings without interruption or adverse impact upon changes to state, federal, or Minnesota State Colleges & Universities (MNSCU) funding or policy decisions or changes.
 - **Joint Powers Agreement with Dakota County:**
 - The Joint Powers Agreement with Dakota County authorizes ISD 917 to work in cooperation with the county to develop and implement a coordinated effort to evaluation exploration activities to support increased graduation rates, connect successful education and vocational training to career opportunities to support an independent living wage, and provide youth with a continuum of educational and career supports to increase employability and decrease poverty.
 - **Member District Collaboratives of Superintendents, Special Education Directors, & Business Managers:**
 - Each group meets regularly throughout the school year to collaborate across member districts.
 - **Leadership Team:**
 - Our purpose is to implement the district vision of modeling an innovative culture with diverse pathways serving students and families through equitable practices with highly trained staff. District leaders and staff work together over time to serve students, families, and staff by implementing the ISD 917 Strategic Plan and School Board policies and developing and/or revising district systems, structures, policies, and practices to ensure positive working and learning environments throughout the district.
 - **Educational Administrative Team (EAT):**
 - District and site leaders who work together over time to support ISD 917 to achieve our strategic directions, district vision, and core values.
 - **Healthy Learning Team:**

- District and site leaders, including School Nurses, who work together to review recent COVID-19 data and guidance from multiple sources and update procedures for the school district.
- **CTE Advisory Committees:**
 - Minnesota requires local Perkins V funds recipients (districts who use funding for Career & Technical Education (CTE) and Work-Based Learning (WBL) programs) to create and use local “advisory committees” with employer members, as well as representation of parents/caregivers, educators, community members and students.
 - Advisory committees are essential to ensuring program relevance and quality, providing students and school districts with new opportunities and resources, and connecting students and educators with the larger regional, state and national employment communities.
- **Dakota County Perkins Consortium:**
 - One of 26 Perkins consortia in Minnesota formed to to promote collaborative planning and implementation of Career and Technical Education programs through the Perkins federal grant.
 - Coordinated by a Consortium Coordinator from among the staff at ISD 917
 - Consortium members include: ISD 917, Dakota County Technical College (DCTC), Bluesky Online Charter School, Farmington Area Public Schools (ISD 192), Hastings Public Schools (ISD 200), Inver Grove Heights Schools (ISD 199), Northfield Public Schools (ISD 659), Randolph Public Schools (ISD 195), South St. Paul Public Schools, (SSD 6), West St. Paul-Mendota Heights-Eagan Area Schools (ISD 197)
- **Core Values Committee:**
 - The Core Values Committee was established in spring 2023 to guide systemic implementation of ISD 917 Core Values to support a culture that is inclusive of all students, staff, and partners.
 - The committee is facilitated by Chris Devine and Kate Hulse.
 - The founding committee members signed on for a 2-year commitment and were chosen by the committee facilitators after a thorough application process.
 - Jen Petersen - Mental Health Provider Coordinator (Riverview - TEA)
 - Leigh Mark - Classroom Assistant (Cedar School - SUN)
 - Mike Zickrick - Special Education Teacher (Main - TESA)
 - Robin Knight - Classroom Assistant (Cedar School - SUN)
 - Anna Busch - CTE/DCALS Teacher (DCALS-Main/CTE - Main)
 - Audrey Weiler - Payroll Specialist (Main)
 - Rachel Novy - Special Education Teacher (Alliance - IDEA)

- **Strategic Partners:**

- In addition to our nine member districts, ISD 917 partners with numerous strategic partners to build on our strengths and meet the diverse needs of our students, families, and staff.

Strategic Partners	
<u>Partner:</u>	<u>Learn More At:</u>
Dakota County	https://www.co.dakota.mn.us/
Dakota County Technical College (DCTC)	https://www.dctc.edu/
Intermediate School District 287	https://www.district287.org/
Intermediate School District 288	http://swmetro.k12.mn.us/
Intermediate School District 916	https://www.916schools.org/
Metropolitan State University (Metro State)	https://www.metrostate.edu/
Minnesota Humanities Center (MHC)	https://www.mnhum.org/
TeamWorks International	https://www.teamworksintl.net/
360 Communities	https://360communities.org/
University of St. Thomas	https://www.stthomas.edu/

EMPATHY

Considering and respecting the perspective and needs of member districts, students, families and staff.

- **Memorandum of Agreement**
 - First established in 1970, the Memorandum of Agreement between the nine member districts of ISD 917 outlines the following (excerpts):
 - Purpose: To jointly and cooperatively deliver educational services through ISD 917 for the benefit of the member districts and students
 - Member Representatives: Each member shall have one representative on the Board who shall be appointed by the school board of such member and shall serve for three years.
 - Board Powers: To function as an entity separate and apart from any of the members in furtherance of their joint interests and intentions; to [support ISD 917] to serve as the best resource of specialized services to ensure that each member district can meet the unique learning needs of its students
- **Nursing Mothers & Lactating Employees**
 - For those who wish to express breast milk at work, as needed, up to twelve (12) months following the birth of their child, your supervisor should . . .
 - Provide a space that is in close proximity to your work area.
 - Provide a space that is private and secure (i.e. can be locked from others entering).
 - Provide a space that is clean.
 - Provide a space that has an electrical outlet.
 - If you have any questions or concerns regarding your need to express breast milk at work, please reach out to: Benefits@isd917.org

INNOVATION

Ongoing improvement of programs and services.

- **Professional Development:**
 - Professional development is a cornerstone of innovation, and we encourage our staff members' continuous professional growth. Please review our district [academic calendar](#) and your [contract](#) for specific information on district-supported professional development for your position.
 - Workshop Week & Professional Development Days:
 - Professional development activities during workshop week and dedicated professional development days are designed to strengthen relationships among ISD 917 staff while providing individuals and teams with the

information, learning, training, resources, etc. needed to effectively meet our job responsibilities, increase collective efficacy, and support positive working and learning environments.

- Professional Learning Communities (PLCs):
 - Collaborative teams of ISD 917 educators learn and work collectively to develop and work toward achieving student-centered SMARTER goals, assess collective effectiveness based on evidence of student learning, and use results to inform and improve professional practices so all students learn at high levels.
 - SMARTER:
 - S = Strategic & specific
 - M = Measurable
 - A = Attainable
 - R = Rigorous & relevant
 - T = Time-bound
 - E = Equitable
- Mentoring & Cognitive Coaching for Probationary Employees:
 - ISD 917 employees working under the [Teacher Contract, Program Assistant Contract, or Interpreter Contract](#) will be paired with a continuing contract employee who will serve as a mentor and a continuing contract employee who has been trained as a cognitive coach.
- **Educator License Renewal:**
 - The Continuing Education Committee follows Professional Educator Licensure and Standards Board (PELSB) rules to evaluate continuing education activities and recommend renewal of five-year licenses and the teaching verification needed for initial continuing licensure.
 - Each teacher who is renewing a five year license is required to complete 125 clock hours with specific training in the areas of: positive behavioral interventions; modification, accommodation, or adaptation of curriculum, instruction, or materials for students with special needs; reading preparation; mental illnesses; suicide prevention; cultural competency; and supporting multilingual learners.
 - Learn more at <https://sites.google.com/isd917.org/ceu/home>.
 - Teachers may submit license renewal applications any time after January 1 of the year in which the license expires. Teachers may not teach without a current license or approved PELSB permission/variance. It is the responsibility of every teacher to maintain a current license at all times.
 - **NEW IN 2023-2024** (per [2023 MN legislative updates](#)):
 - Effective 8/1/23, teachers seeking a Tier 4 license...
 - Will no longer be required to complete three years of teaching specifically in Minnesota.

- Will no longer be required to demonstrate that the teacher's most recent summative evaluation did not place the teacher or otherwise keep the teacher in an improvement plan.
- Will be exempt from taking content and pedagogy exams if the teacher:
 - Has completed a MN state-approved teacher preparation program,
 - Has completed an out-of-state teacher preparation program and has completed all licensure testing in that state (or no testing was required, or
 - The teacher is adding a licensure field to an existing Tier 4 license via portfolio
- Will no longer be required to demonstrate passing scores on basic skills exam in reading, writing, and math
- **Outside/Additional Employment for Licensed Staff:**
 - ISD 917 recognizes the right of employees to seek additional employment outside of their district position.
 - In the event a licensed staff person seeks employment outside of their position with ISD 917 that requires utilization of their professional license, the licensed staff person must inform their supervisor of this work. Working for another employer that requires an employee to utilize their license and results in an employee's total FTE between the two employers to total beyond a 1.0 full-time equivalent (FTE) or 1480 hours, requires pre-approval from the Minnesota Department of Education (MDE) for the purpose of reporting for funding in the Special Education Data Reporting Application (SEDRA) system.
 - Further, per MDE, employees who use their license in working for more than one employer must keep a detailed record of their schedule for submission to MDE to allow review to ensure that contractual obligations for the entities for whom the employee is providing services do not overlap. Failure to take all steps for outside employment may result in MDE refusing to provide funding to one or both of the districts for whom the staff member is working and may impact the employee's compensation and result in disciplinary action, which may include termination of employment.

STEWARDSHIP

Managing financial and human resources carefully and responsibly.

- **Health & Safety**
 - Your supervisor will review your site-based Emergency Procedures with you and the staff at your site. In emergency situations, all staff are expected to follow the

provided Emergency Procedures. Review the plan for your location and know your role and responsibilities in each situation.

- Your primary responsibility is the safety of your students and yourself. Therefore, you should always conduct yourself in a safety conscious manner and encourage fellow staff to do likewise.
- Your role may require you to be a member of a Crisis Response Team. If so, your supervisor will provide you with additional information about your additional roles and responsibilities.
- **Crisis Management:**
 - Excerpts from ISD 917 Crisis Management Policy 806
 - The school district has developed an Emergency Procedures Handbook for each of the sites which provides procedures for responding to a wide range of natural and man-made crisis situations. The handbooks include roles for school district administrators, staff, and community/county agencies in addressing emergencies.
 - The Emergency Handbooks are available for administrator and staff reference in each school/program office.
 - The school district will conduct reviews of this policy and the crisis management plan as required by state and federal law.
- **Bloodborne Pathogens**
 - Universal precautions will be observed in the District to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.
 - Employees who work in situations where it is reasonably anticipated that skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials may result from the performance of the employee's duties, must participate in an annual training session, report exposures, and, upon new hire, sign a district form informing us if you have received or are declining the Hepatitis B immunization.
 - Any employee who has an exposure incident, which is contact of blood or other potentially infectious material with the employee's eye, mouth, mucous membrane or non-intact skin (including a human bite), must [report the incident](#) to health office staff or to their administrator.
 - Additional information is available at https://www.isd917.org/about/health_wellness_and_safety_committee/Blood_bornePathogens.
 - Possible Exposure to Body Fluids/Bloodborne Pathogen:
 - Follow the guidelines for assessment of possible exposure and post exposure instructions found in the Bloodborne Pathogens Program

[Bloodborne Pathogens Control Plan](#) Some forms may need to be completed and returned to the ISD 917 School Nurse. Please read the directions carefully.

- **COVID-19**

- As COVID-19 continues to impact our lives, ISD 917 will continue to do its best to support our students, staff, and families through this global pandemic through policy, procedure, and practices.
- [ISD 917 COVID-19 Face Covering Policy 808](#) outlines the district's policies for face coverings for employees, students, and other persons (including visitors, guests, contractors, etc.) present on school property.
- Our [ISD 917 Healthy Learning Guide](#) provides the most up-to-date information for our district.
- The [COVID-19 page](#) on our website provides current Dakota County COVID-19 levels and masking guidance for ISD 917.
- For specific questions regarding the impacts of COVID-19 on your work or role, please contact your supervisor.

- **Work-Related Accident Reports and Workers' Compensation**

- Any employee sustaining an injury as part of fulfilling a job responsibility should *immediately* report the accident or injury to their supervisor. The employee must:
 - Call 911 in an emergency.
 - Call the Nurse Care Line (844-847-8708),
 - Complete the [Mandatory Incident Report for Staff](#) and [Information and Privacy Statement](#) forms
 - Forward the forms to Amy Alexander (Administrative Assistant for the Executive Director of Business Services) at amy.alexander@isd917.org within 24 hours of the incident. Employees who need medical treatment should seek treatment at a facility of their choice.
 - For any medical appointments, work with your workers' compensation representative.
 - The employee must return a workability report stating their restrictions or clearance to return to full duties filled out by their medical provider to their supervisor and Amy Alexander (Administrative Assistant for the Executive Director of Business Services) at amy.alexander@isd917.org before returning to work.
- For additional information, see <https://www.isd917.org/for-917-staff/worker-s-compensation-process-and-forms>

- Excerpts from [ISD 917 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions Policy 420](#)
 - Students with communicable diseases shall not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of a transmission of illness to students or employees of the school district. Employees with communicable diseases shall not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district.
- **Working with Students**
 - ISD 917 is here to serve students and their families, and we take pride in the professionalism of our staff. At all times, staff members must maintain personal and professional boundaries with students.
 - **Student Handbooks:**
 - All ISD 917 staff members should know and enforce the policies and procedures outlined in the ISD 917 Student Handbooks for their programs.
 - [Special Education Student & Family Handbook](#)
 - [Secondary Education Student & Family Handbook](#)
 - **Student Supervision:**
 - Teachers and their assistants are responsible for the education and supervision of students at all times. Appropriate hand-offs must be communicated clearly among staff.
 - **Wellness:**
 - Excerpts from the [ISD 917 533 Wellness Policy](#):
 - The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and education.
 - The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
 - **Learning & Working Environment Free from Harassment and Violence:**
 - Excerpts from [ISD 917 School Board Policy 413: Harassment and Violence](#)

- The school district seeks to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, and disability. It prohibits any form of harassment or violence against a student, teacher, administrator, or other school district personnel and will act to investigate all complaints and discipline or take appropriate action against anyone who violates this policy.
- **Employee-Student Relationships:**
 - Excerpts from [ISD 917 School Board Policy 423: Employee-Student Relationships](#)
 - The school district is committed to an educational environment in which all students are treated with respect and dignity. ISD 917 employee-student relationships are governed by Policy 423 at all times, whether on or off duty and on or off of school district locations. All students will be treated with respect, courtesy and consideration, and in a professional manner. All employees must be mindful of their authority and influence over students. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- **Student Discipline:**
 - [ISD 917 Student Discipline Policy 506](#) outlines a Code of Student Conduct and permissible actions for progressive discipline. Staff members are encouraged to speak with their supervisor prior to administering disciplinary measures.
 - Excerpts from [ISD 917 Student Discipline Policy 506](#)
 - All students are entitled to learn and develop in a setting which promotes respect of self, others, and property.
 - Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place.
 - The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience.
 - All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent.

- Professional Crisis Management (PCM) - Many of our Special Education staff members receive specialized training in [PCM](#) to support the safety of students and staff during crisis situations. Your supervisor will provide further details if this training is necessary for your position.
 - **Search of Student Lockers, Desks, Personal Possessions, & Person**
 - [ISD 917 Policy 502 Search of Student Lockers](#) outlines policies for ISD 917 school officials. Included in this policy are the following:
 - School lockers and desks are the property of the school district and can be inspected at any time by school officials for any reason, at any time, without notice, without student consent, and without a search warrant.
 - The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.
 - "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law.
 - School officials will always strive to maintain sensitivity and respect in administering this policy. Searches will be completed in a manner that minimizes student embarrassment and disruption of the school day.
 - **Bullying Prohibition:**
 - [ISD 917 Bullying Prohibition Policy 514](#) outlines the general statement of policy, definitions, reporting procedure, school district action, prohibition of retaliation or reprisal, training and education, and notice requirements regarding the prevention of bullying and actions to investigate, respond to, and remediate and discipline for those acts of bullying which have not been successfully prevented.
 - **Staff Notification of Violent Behavior By Students:**
 - [Intermediate School District Policy 529 Staff Notification of Violent Behavior by Students](#) provides information on: 1) the circumstances in which data should be provided to classroom teachers and other school staff members with legitimate educational interest about students with a history of violent behavior, and 2) procedures for staff notification.
 - **Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds:**
 - Excerpts from [ISD 917 School Board Policy 532 Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds](#):

- The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities. In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy.
 - If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds. If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.
 - If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.
 - The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.
- **Mandated Reporting:**
 - Excerpts from [ISD 917 Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 414](#)
 - Per MN Statute, all ISD 917 school personnel are mandated reporters of suspected child neglect or physical or sexual abuse. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or

sexual abuse when the school personnel knows or has reason to believe a child has been neglected or physically or sexually abused within the preceding three years.

- **Student Injury/Accident:**
 - Any employee with knowledge of an injury to any student is required to notify a school nurse or administrator as soon as possible. The student injury/accident report form is to be completed. If the injury was the result of student behavior, an additional form may be required.
 - Per ISD 917 Licensed School Nurse discretion, the student injury report form may need to be sent to the Business Office in order to be processed with the insurance company.
- **SafeSchools Training:**
 - [Chapter 122A](#) of the Minnesota statutes requires school district employees to conduct annual training activities. ISD 917 uses the [SafeSchools](#) system for online training. Learn more at <https://www.isd917.org/cms/One.aspx?portalId=1174347&pageId=5340019>.
 - ***Every staff member is required to complete SafeSchools courses during work hours before October 1st of each school year.*** If you choose to take a SafeSchools course outside of normal work hours, it will be on your own time and will not be eligible for timesheet payment. Mandatory courses may include:
 - Sexual Harassment
 - Bloodborne Pathogens
 - Workplace Bullying
 - Staff Handbook
 - Various health-related courses
 - In addition to the above courses, your supervisor may assign you additional courses that pertain to your job.
 - The teachers' Relicensure Committee has agreed that one clock hour of continuing education credit will be granted for the completion of each SafeSchools course. The District does not require you to print off your certificate, as we keep digital records of your course completion. If you plan to use these trainings for continuing education credits, you are responsible for printing the certificate from SafeSchools.
 - How to Access SafeSchools:
 - SafeSchools is a web-based program and can be accessed on any computer.
 - To access SafeSchools training, visit the District's website: <http://www.isd917.org>
 - Click on "For 917 Staff"

- Log into the website with your ISD 917 Gmail username and password
 - Select “Safeschools Online Training”
 - SafeSchools login is your e-mail address (no password is required)
 - Your required courses are listed for you in SafeSchools. Start with the introduction and work your way through all sections of a given course. The quiz is the final section, and everyone will need to show proficiency at 80% correct (except for Defensive Driving which requires 90% proficiency).
 - There is no time limit for taking the course. You can start and stop during the courses; however, you cannot just go to the quiz. You must review all the sections before taking the quiz. If your score is less than the minimum score, you have to retake the test until you pass. You may take the test over as many times as you wish. The course will be listed as a “course in progress” until you have successfully completed it. For questions on SafeSchools, contact Linda Berg at 651-423-8214 or email linda.berg@isd917.org.
- **AlertUs Mobile App:**
 - At the DCTC site, we use the AlertUs mobile app to send campus alerts directly to your phones and mobile devices. We ask every staff member working at this site to download this app to their mobile device.
 - Directions for set-up:
 - From the Apple App Store or Google Play, download the ALERTUS app.
 - Enter our campus organizational code: *dctcihcc*
 - Enter your *@isd917.org* email address
 - Verify your email address by confirming the email sent to you by AlertUs
 - Select DCTC to receive DCTC alerts
- **School Safety Drills and Emergency Evacuation of Buildings**
 - School Safety Drills: In accordance with [MN Statute 121A.07](#), all educational institutions are required to have a minimum of one tornado, five lockdown, and five fire drills at each school site each school year.
 - Each instructor will inform their students of the exit or exits that are to be used in emergency situations. It is the responsibility of the instructor to become familiar with the evacuation routes and assist their students in safe evacuation procedures. Please see your administrator for the evacuation chart and proper route to exit if there is an emergency and/or drill. Everyone must evacuate the building when the alarm sounds.
 - See your site-based Emergency Procedures for additional information.

- **Indoor Air Quality**
 - Indoor air quality includes but is not limited to temperature, ventilation and air pollutants in school buildings. The School District has an [Indoor Air Quality Management Plan](#) managed by Linda Berg, Executive Assistant to the Superintendent and School Board. The purpose of the plan is to proactively manage indoor air and provide a healthy and safe indoor environment for students, staff, and community. Staff who have concerns about indoor air quality should direct them to their administrator. They can also complete an [Indoor Air Quality Complaint Form](#) which is found on the website at https://www.isd917.org/about/health_wellness_and_safety_committee/plans_and_tools_for_health_wellness_and_safety_IAQ_Complaint_Form. The administrator, building custodian, IAQ Coordinator may be involved in an investigation of the concern.
- **Allergens and Chemical Sensitivity**
 - Fragrances/Scents: Exposure to fragrances and other scents can cause sensitive people to experience upper respiratory irritation, asthma, headaches, and other symptoms. ISD 917 requests that all school and work spaces remain free of scented products, including personal care products, strong smelling cleaning supplies, air fresheners, etc.
 - Latex: Due to student and staff allergies, it is recommended that latex not be brought into schools or work spaces. This includes non-mylar balloons.
 - Food: Due to potentially life-threatening allergies, it is highly recommended that no peanut or nut-containing products be present in common eating areas.
- **Smoking Restrictions**
 - Per [ISD 917 Tobacco Prohibition Policy 419 and ISD 917 Drug-Free Workplace/Drug-Free School Policy 418](#), smoking is not permitted in the Main Campus DCTC building, grounds, or any building or vehicle owned/leased by Intermediate School District 917. Please check with your administrator as to smoking restrictions for the building in which you work. Smoking cessation programs may be available through ISD 917 health insurance programs.
- **Drug-Free Workplace/Schools**
 - Per [ISD 917 Drug-Free Workplace/Drug-Free School Policy 418](#), the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription, as well as paraphernalia associated with controlled substances, is prohibited before, during, and after school hours at school or in any other school location.
 - [ISD 917 School Board Policy 417 Chemical Use and Abuse](#) outlines expectations for the school district to provide students and employees with an

instructional program to prevent chemical abuse and dependency. It also provides a protocol for reporting chemical use and abuse.

- **Weapons**

- Excerpts from [ISD 917 Policy 501 School Weapons](#):
 - No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.
 - No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
 - No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
 - “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school related functions are conducted, and anywhere students are under the jurisdiction of the school district.

- **Emergency Closings**

- Emergency closings will be communicated to staff, students, and families via direct email, phone, text, and/or website post.
- The unique nature of our district means that, on occasion, some sites will be closed and others will be open.
- Directions for staff are outlined in [Intermediate School District 917 Policy 820 Provisions for the Closing of Schools Due to Inclement Weather or Other Exigency](#)

- **Transportation**

- Many of you drive as part of your position with the district. For some, you drive your personal vehicle; for others, you drive a district vehicle.

- Student transportation in ISD 917 is governed by [ISD 917 Student Transportation Policy 709](#). All drivers must abide by federal, state, and local motor vehicle regulations, laws, and ordinances, as well as ISD 917 Policy 709.
- If an employee has two texting violations in the last three years, they will be ineligible to drive for work purposes. Texting and driving is deemed as dangerous by our insurance carrier as drinking and driving. Please be safe, and don't text and drive!
- **Parking**
 - Free parking is available at all ISD 917 sites for staff members.
 - Staff who work at multiple ISD 917 and/or member district sites should contact their supervisor for information on parking at those locations.
 - At DCTC:
 - For ISD 917 staff working in the ISD 917 Administrative Offices and educational programs located inside of Dakota County Technical College (DCTC), there are both free and paid options.
 - Free parking: Parking is available in the West lot of the DCTC building and the lot on the East side of the DCTC building that is closer to the building than the designated ISD 917 lot.
 - Paid parking: DCTC holds a lottery for designated stalls in the gated lot on the North side of the DCTC building at a yearly fee (2023-2024 lottery date and price are yet to be determined). For information on the DCTC gated lot lottery or to enter your name into the lottery, please contact Amy Alexander at Amy.Alexander@isd917.org or 651-423-8229.
 - If an ISD 917 staff member whose work site is not at DCTC and is attending a meeting of short duration (two hours or less), you may park in the visitor lot North side of the DCTC building, if space is available.
 - If you are visiting the DCTC site, please park in the East parking lot furthest from the DCTC building. It is designated for Intermediate School District 917 use.
- **Visitors:**
 - [ISD 917 Policy 903 Visitors to School District Buildings and Sites](#) outlines district policies regarding visitors, including students participating in post-secondary enrollment options (PSEO).
 - Excerpts from [ISD 917 Policy 903 Visitors to School District Buildings and Sites](#):
 - The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members 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.

- The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

- Human Resources, Payroll, & Benefits Information

- **Contracts/Master Agreements**

- Master Agreements for all collective bargaining units can be found on the website at [Union Contracts](#).

- **Job Postings**

- Job vacancies are posted on the District's website via the Frontline (formerly AppliTrack) applicant tracking system at <https://www.applitrack.com/isd917/onlineapp/default.aspx?all=1>.
- Internal candidates for a position should submit a letter of interest and an updated application via Frontline (formerly Applitrack). Some bargaining units have specific criteria to be considered. Employees should check their collective bargaining agreement for more information. Successful candidates must provide official transcripts and proof of licensure, if in a position for which a license is required.
- Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered to be finalists for a position. Finalist means an individual selected for an interview prior to selection. The following personnel data that is collected on current and former applicants is public: veteran's status, relevant test scores, job history, education and training, and work availability.

- **Background Checks**

- Per [ISD 917 Employment Background Checks Policy 404](#), the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district or such other background checks as provided by this policy. The school district may also elect to do background checks of volunteers, independent contractors and student employees in the school district.

- **Paychecks**

- Payroll checks are distributed through direct deposit to employees' bank accounts on the 15th and the last day of each month, or the day prior to a weekend or holiday, which includes the normal payroll date.
- Additions or changes to direct deposit must be submitted via [paper form](#) with supporting account verification documentation to Audrey Weiler, Payroll

Specialist, in the Business Office. Forms are available on the website at <https://www.isd917.org/cms/One.aspx?portalId=1174347&pageId=5359408>.

- To view and/or print your paystubs, follow the directions for the EAC on the upcoming page.
- Payroll checks must be picked up in-person at the ISD 917 Business Office on pay day. They will not be mailed.
- **District Identification**
 - All school district personnel are required to have and to wear a photo ID when working at or visiting a school site during student-contact hours. Employees who have lost or damaged their ID cards (\$10 replacement fee) or have had a name change should arrange for a replacement.
 - District Photo Identification cards are taken at Dakota County Technical College in the District Administrative Office. Please contact Lauren Kelly, HR Coordinator, at Lauren.Kelly@isd917.org for assistance.
 - Some ISD 917 sites may require additional badges. If so, your supervisor will let you know.
- **Employee Access Center: Pay Information System**
 - Intermediate School District 917 has adopted the [eFinancePlus Employee Access Center \(EAC\)](#) system to provide employees with all information regarding your pay stub, leave balances, personal information (address, phone number, etc.), tax withholdings, W-2s, and other information on a secure website. You can access, change, and print information from any computer, anytime, anywhere (though specific browsers may be needed).
 - To access your information on the EAC:
 - Click or enter <https://isd917-efp.sourcewell.org/employeeaccess>
 - Your User ID is your ISD 917 email address ([firstname.lastname@isd917.org](#))
 - Your initial User Password is the last four digits of your social security number (SSN)
 - You will be required to change your password upon logging in for the first time. New Passwords require eight alphanumeric characters with at least one special character.
 - You will also be asked to set up three security questions out of 10 predetermined questions.
 - If you have any questions, please contact:
 - Human Resources at HR@isd917.org or 651-423-8206.
 - Audrey Weiler, Payroll Specialist at Audrey.Weiler@isd917.org or 651-423-8245

- **Absence Reporting & Leave Requests:**
 - All absence reporting is completed through Frontline at <https://login.frontlineeducation.com/login?signin=f4447bd8d2d81dd025911a9cfe658fbb&productId=ABSMGMT&clientId=ABSMGMT#/login>
 - You will receive an email invitation from Frontline with Frontline login and password set-up information.
 - Please consult your employment contract for information regarding your available leave.
- **Superintendent Extended Absence:**
 - In the extended absence of the Superintendent due to illness or incapacitation, the Executive Director of Student Services (who must have a valid Minnesota Superintendent's license) will become the Acting Superintendent, in alignment with our ISD 917 Organizational Chart. At the succeeding Board meeting(s), the Board will review district needs to determine if any more permanent changes are necessary. The Board Chair will work in collaboration with Board members, the Superintendent and/or district leadership to determine future actions.
- **Resignations**
 - The more notice that a professional can provide the District about their departure plans, the better. Standard expectation for support/unlicensed positions is at least two weeks' written notice to your supervisor, however, some contracts require more notice or have specific timelines.
 - As per [Minnesota Statute 122A.40](#), subdivision 7, licensed staff working under the Teacher contract on a continuing contract with the District are required to submit their written resignation prior to April 1. If an agreement for the terms and conditions of employment for the succeeding school year has not been adopted prior to March 1, the teacher's right to resign extends to the 30th calendar day following School Board adoption of the collective bargaining agreement. If an agreement for the terms and conditions of employment for the succeeding school year has not been adopted prior to the end of the last agreement (June 30), the teacher's right to resign for the upcoming school year ends on July 15th.
 - Teachers who do not submit their resignations in a timely manner may not be released from their contracts.
- **Employee Benefits**
 - Insurance Coverage:
 - Employees who wish to enroll in benefits through the district must enroll online through the District's benefits enrollment platform, Apprize. Any employee who does not enroll in their new hire window

will default to not enrolling in coverage outside of district provided benefits.

- You are eligible for benefits on the first day of the month following your date of hire, unless your hire date is the first working day of the month. If hired on the first working day of the month, benefits go into effect on the first working day of the month when you sign up for coverage.
- Open enrollment for the next calendar year occurs in late October through early November.
- Tax Sheltered Annuities and Deferred Compensation Plan:
 - Per ISD 917 Tax Sheltered Annuities and Deferred Compensation Plan, any employee may participate in qualified tax deferred annuity and tax deferred compensation plans via a salary reduction agreement.
 - Forms and information are available on our website [here](#):
 - Employees may use a district approved 403b/457 Plan Provider. Employees may change their contributions at any time by submitting a new salary reduction [form](#). This change will take place as close to the requested change date as possible but may take approximately 30 days after submission of the form. Employees must comply with the IRS rules regarding the amount that may be deferred to a tax-sheltered annuity or tax-deferred compensation plans. Employees may be eligible under their contract for a matching contribution to a tax-deferred annuity or deferred compensation plan.
 - Individuals should consult applicable Master Agreements for specific benefits for their employee group.
- Direct Deposit:
 - In accordance with [MN Statute section 471.426](#), ISD 917 requires all district employees to sign up for direct deposit. All documentation for direct deposit must be submitted in paper-form with account verification for security reasons. The District does not accept direct deposit changes over email or phone. Please submit the change form for direct deposit at least three (3) weeks before the intended change. It is recommended that employees do not close your previous account prior to confirming that your pay will be deposited into the new account. The direct deposit enrollment form can be found on the ISD 917 [website](#).
- Employee Assistance Program:
 - All of us experience times when a personal problem or crisis affects the way we function at work and home. ISD 917 has partnered with a vendor to provide FREE, confidential assessment, short-term counseling, referral, and follow-up for you and your family.

- A licensed counselor will assist you in assessing your situation, finding options, making choices, or locating further help. The program provides help in many areas including relationship issues, alcohol and other drug problems, work concerns, loss and grief, financial and legal concerns, depression, anxiety, and many other life challenges.
 - See <https://www.isd917.org/cms/One.aspx?portalId=1174347&pageId=69293> for more information.
 - Unemployment Benefits:
 -
- Purchasing & Reimbursement:
 - **Purchasing:**
 - To protect the legal and financial interests of the District, all commitments to supplies for goods or services are made through written purchase orders and contracts issued by the Purchasing Department.
 - All procurements are to be made in compliance with applicable federal, state and local law, directives and executive orders. Compliance with the requirements of the [Uniform Municipal Contracting Law](#) is specifically the responsibility of the Purchasing Office.
 - ISD 917 is not responsible for purchases made by employees or individuals associated with the school district who do not have prior approval and fail to follow general purchasing guidelines.
 - Purchasing Guidelines:
 - When are quotes needed for purchasing?
 - Under \$999.00 no quotations are needed.
 - \$1,000 to \$24,999 two written quotes are required by the purchasing department
 - \$25,000 to \$174,999 three written quotes are required by the purchasing department.
 - Any purchase of \$175,000 or greater must follow formal Sealed Bid guidelines:
 - Advertising for Bid (two-weeks prior to opening date) must include time, place of bid, detailed description of item, or project, where to acquire bid forms, who to contact with questions and where to send the bid envelope
 - Bid bond requirement at time of bid opening. Afterward, payment and performance bonds, certificate of insurance and signed contract are required. Bids must be kept on file along with the bid tabulation and proof of school board approval.

- Purchasing Process:
 - Ensure the purchase or contract for goods or services is within the approved budget.
 - Complete a [Purchase Requisition form](#).
 - Employee completes a purchase requisition form for goods or services needed and attaches all supporting documentation necessary to place the order or service required.
 - Employee forwards completed requisition to their supervisor for approval and any additional routing, then the requisition is forwarded to the Purchasing Department.
 - The purchase requisition is carefully reviewed by the Buyer, Barb Schmitz (barbara.schmitz@isd917.org) for the following:
 - All necessary signatures
 - Appropriate budget codes
 - Dollar amount (see Guidelines above);
 - If the vendor has already been set up, or needs to be set up, which would include the following: Business name, address, telephone and fax number, e-mail address and completed W-9 form
 - Requisition data entered electronically into the E-Finance system, creating a Purchase Order
 - Purchase order and encumbrance summary is processed by Purchasing Department
 - Purchase order is placed to vendor, via fax, e-mail, internet, postal service or confirmed by phone
 - Orders are shipped to DCTC warehouse unless other is indicated on purchase requisition
 - Once order has been received, packing slips are initialed by requisitioner and sent to Accounts Payable.
- **Expense Reimbursement:**
 - If you have work expenses (i.e., mileage) which are authorized by [ISD 917 Policy 412 Expense Reimbursement district policy](#) and approved by your supervisor, fill out the [2023 Mileage Reimbursement Form](#) and submit it to your supervisor.
 - You can find additional information and forms at <https://www.isd917.org/cms/One.aspx?portalId=1174347&pageId=69157813>
 - All employee reimbursements will be paid on the 3rd Thursday of each month. This will include expenses from Mileage Reports, Check Requests, etc.

- All receipts and proper documentation referencing the expense must be submitted by the Friday before the payout. The original receipts need to be submitted.
 - If there are staff members or students included in the expense, such as expenses for field trips, a list of attendees is needed.
 - Timeliness for submitting reimbursement requests for expenditures along with proper documentation is critical. Any expenditures turned in after 60 days from the occurrence date are reported as taxable income as required by the IRS.
- **Gifts:**
 - Excerpts from [Intermediate School District 917 Acceptance of Gifts Policy 706](#)
 - It is the policy of this school district for the school board to accept gifts only in compliance with state law. If the school board agrees to accept a gift, it shall be the property of the school district unless otherwise provided in the agreed upon terms.

COMMUNICATION

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

- **Directory Information:**
 - Staff member contact information is available on our [website](#) “Contact Us” Quick Link.
 - School Board member contact information is available at https://www.isd917.org/about/school_board/school_board_members.
 - Student and family contact information is available in Infinite Campus.
- **Website:**
 - Our website is updated regularly on an ongoing basis. Please forward questions, content, and/or concerns to marci.levy-maguire@isd917.org.
 - School Board directory information, policies, and meeting dates, agendas, and minutes can be found at https://www.isd917.org/about/school_board.
 - Academic program Information can be found at <https://www.isd917.org/programs>.
 - The [For 917 Staff](#) section at https://www.isd917.org/for_917_staff (which requires you to log in with your ISD 917 Google credentials) houses many forms and informational resources for staff.
 - COVID-19 information can be found at <https://www.isd917.org/covid-19>.
- **Communications with Staff:**
 - Superintendent Monthly Update:
 - 2nd Wednesday of each month (or day after monthly Board meeting): Staff will receive an emailed update from the Superintendent’s office, including Board

Notes that summarize discussions and decisions from the monthly Board meeting.

- Executive Director of Student Services:
 - 3rd Thursday of each Month: Each month, a district- wide Smore newsletter is sent to staff with updates from Special Education and Teaching and Learning.
- Human Resources:
 - Quarterly: Each quarter, a district-wide newsletter is sent to staff with updates on a variety of topics pertaining to Human Resources.
- **Communications with Students & Families**
 - Ongoing Communications:
 - Instructors will contact parents on a regular basis regarding their child's program. Parents are encouraged to reach out to teachers before or after the school day via phone if possible or using email. Students are generally only allowed to make phone calls in emergency situations. A student must receive permission from the classroom teacher before being permitted to use the phone. If a parent needs to talk with a child during the school day, office staff will assist parents in reaching or delivering a message to the student.
 - Conferences/Open Houses:
 - Conferences/Open Houses provide a time for staff to connect with students and their families regarding academic and social-emotional progress and performance as well as college &/or career readiness. Site leaders will provide additional information on details and logistics.
 - Secondary Programs Conference Dates:
 - Fall: 11/2/23 (evening)
 - Spring: 3/14/23 (evening)
 - Career & Technical Education (CTE) Open House Date:
 - 10/12/23
 - Special Education Conference Dates:
 - Fall: 11/9/23 (evening) & 11/10/23 (daytime)
 - Spring: 4/11/23 (evening) & 4/12/23 (daytime)
- **Confidentiality:**
 - Confidentiality is one of the most critical and important aspects of your job at ISD 917. This topic falls under [federal legislation](#), Minnesota state legislation, and ISD 917 policies. These include, but are not limited to, [Family Educational Rights and Privacy Act \(FERPA\)](#), [Chapter 13: Government Data Practices](#), and numerous [ISD 917 School Board Policies](#).
 - It is your legal and ethical responsibility to observe both the rights of students, families, and staff, with or without disabilities, in regard to data privacy.

- In addition to the guidelines and requirements outlined in the above, we require all ISD 917 staff members to follow the below guidelines. If you have any questions about the below or about confidentiality, please contact your supervisor.
- Excerpts from [ISD 917 Public and Private Personnel Data Policy 406](#)
 - All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district. All other data on individuals is private or confidential.
- Excerpts from [ISD 917 Protection and Privacy of Pupil Records Policy 515](#)
 - The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students pursuant to the requirements of [20 U.S.C. § 1232g, et seq., \(Family Educational Rights and Privacy Act \(FERPA\)\)](#) [34 C.F.R. Part 99](#) and consistent with the requirements of the [Minnesota Government Data Practices Act](#), [Minnesota Statutes, Chapter 13](#), and [Minnesota Rules Parts 1205.0100-1205.2000](#).
 - “Legitimate educational interest” includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person’s need to know in order to: Perform an administrative task required in the school or employee’s contract or position description approved by the school board; Perform a supervisory or instructional task directly related to the student’s education; Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid; or Perform a task directly related to responding to a request for data.
- Excerpts from [ISD 917 Policy 722 Public Data Requests](#)
 - The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data. All requests for public data must be made in writing directed to the ISD 917 Superintendent.
- Excerpts from [ISD 917 Protection and Privacy of Student Records Policy 515](#)
 - The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.
 - “Directory information” means information contained in an education record of a student which; would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name;

date of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name of the student's parent(s).

- Excerpts from [ISD 917 Subpoena of a School District Employee Policy 408](#)
 - The MN Government Data Practices Act (MGDPA) classifies all educational data, except directory information, as private data on individuals. It also states that private data on individuals may not be released, except pursuant to informed consent by the subject of the data or a parent/guardian of the subject of the data is a minor, or pursuant to a valid court order. A subpoena is not a court order under the MGDPA. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.

- **Technology for Communication**

- **Acceptable Use of Technology, Equipment, & Materials**

- As a staff member of ISD 917, you will use a variety of technology, equipment, and materials in your work.
- Student and employee acceptable use of district computer systems and the internet, including electronic communications, is outlined in [ISD 917 Internet Acceptable Use and Safety Policy 524](#).
 - Excerpts from [ISD 917 Internet Acceptable Use and Safety Policy 524](#)
 - The school district technology system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities.
 - No user has any right or expectation of privacy in anything that is created, sent, received, or stored on ISD 917-owned software or software.
 - See the above policy for specific unacceptable activities.

- **Google Suite: Gmail (email), Google Calendar, Contacts, etc.**

- Your ISD 917 Google and Gmail account will be set up by the Technology Department within one week of your start date and upon communication that all new hire employment paperwork has been received by the Human Resources department.
- To access your ISD 917 email:
 - Go to google.com → click Gmail on the top right

- Make sure you are signed out of any other Google accounts, then log in to Gmail your isd917.org account
 - Your username is: legalfirstname.lastname@isd917.org
 - Your password for the initial login is: Winter-17
 - Upon first login, you will be asked to change your password.
 - The same username and password will give you access to multiple Google apps.
 - To setup Gmail, Google Calendar, and Google Contacts on your cell phone:
 - Launch Settings from your Home screen
 - Click Mail, Contacts, Calendars
 - Click Add Account
 - Click Google
 - Enter your name, Gmail email address, password, and a descriptive name
 - Select which services you want to leave on for sync: Mail, Calendars, and Notes
 - Click Save
- **Website:**
 - The [ISD 917 website](http://www.isd917.org) is located at www.isd917.org.
 - In 2022, ISD 917 switched to a new website template, and we are continuing to update the site to communicate more effectively within and outside of our district.
 - The ISD 917 website is available to the public, except for the [For 917 Staff](#) section which requires staff to log in with their Google credentials to access staff-only resources. You can log in at any time, but you will be prompted to log in upon attempting to enter the For 917 Staff page.
 - To log in to the ISD 917 website:
 - Go to www.isd917.org
 - In the top, dark grey bar, click Login (next to the Search bar)
 - Log in with your ISD 917 Google credentials
 - To log in from the [For ISD 917 Staff](#) page:
 - Go to https://www.isd917.org/for_917_staff
 - Click “Login” in the body of the webpage
 - Log in with your ISD 917 Google credentials
 - Website Calendars:
 - All website calendars are available to the public and should include important dates for our students, staff, families, School Board, and/or member districts.
 - District Calendar: The district calendar is found at https://www.isd917.org/about/district_calendars. Please forward all

important dates and activities for the district calendar to marci.levy-maguire@isd917.org.

- Program Calendars: Each ISD 917 academic program has an aligned public web calendar designed for communication with students, families, and staff for that specific program. These calendars will be managed at each site by the Assistant Director or their delegate.
- The website is managed by Marci Levy-Maguire, our Communications, Innovation, & Public Relations Coordinator, and Cory Langenfeld, our Technology Coordinator. Please contact Marci at marci.levy-maguire@isd917.org for questions about website content. Please contact Cory at cory.langenfeld@isd917.org for questions about website technology.
- **Infinite Campus**
 - ISD 917 uses [Infinite Campus \(IC\)](#) as a Student Information System to collect, store, and share enrollment, directory, scheduling, etc. information for students. We also use IC for communications with students, families, and staff.
- **SpEd Forms**
 - ISD 917 uses [SpED Forms](#) for special education due process documents, etc.
- **Social Media**
 - ISD 917 currently maintains a Facebook account (<https://www.facebook.com/intermediate917>) and an Instagram account (<https://www.instagram.com/intermediate917/>) to publicize our programs, promote events, and celebrate our students, staff, and families.
 - The ISD 917 social media accounts are managed by Marci Levy-Maguire, our Communications, Innovation, & Public Relations Coordinator. Please invite her to capture activities in action at your sites and/or share photos, stories, updates, and ideas with her at marci.levy-maguire@isd917.org
 - Square, well-lit photos of people work best.
 - Our students' confidentiality is extremely important to us, so please confirm that any student about whom we will be sharing information or images has a signed Media Release in Infinite Campus.
 - If staff members do not want their images shared on social media or our website, please communicate that information to your supervisor and/or team and contact marci.levy-maguire@isd917.org directly.
 - Our social media accounts are open to the public, and we encourage an interactive environment where others can post their thoughts and provide valuable feedback on our school district.
 - If someone posts inappropriate content, we have the ability to delete posts or ban users (as a last resort). Responding to negative feedback in a positive way

can actually help our community see how proactive we are in taking steps to resolve issues.

- If you “like” the school’s Facebook page, other users will not have access to your personal account, though they will see your name and profile photo. If you choose to comment on a post, they will also be able to see that post.

- **Phones & Voicemail**

- Please communicate your work phone number and/or extension to families and/or relevant parties so they can contact you.
- Due to the district having 25 sites, many of which are housed in other school districts, each ISD 917 site has a unique phone system. Specific information about phone and voicemail logistics will be provided at your site.
- All ISD 917 phone extensions are attached to voicemail systems that can be accessed on the phone itself or forwarded to your computer.
- Voicemail should be checked daily, and phone calls returned within 24 hours of your return to work.
- Please be cautious of private or confidential student or staff information on voicemails to or from you. Promptly delete incoming voicemail messages.
- Teachers should communicate their work extension numbers to the parents of their students. All employees are expected to check voicemail messages daily and to return calls promptly (typically within 24 hours or upon return to work). Voicemail messages are also to be deleted promptly.
- Personal voicemail greetings are to be courteous, concise and professional. Voicemail users should include an indication of when messages will be picked up/returned and/or how to reach the employee personally. During summer break or other vacation periods, personal greetings should be changed to announce that voicemail is not being monitored and to direct callers to the main office.

- **Walkie Talkies:**

- Depending on your role, you may be asked to use a walkie talkie for communications during the school day.
- Walkie talkies allow staff to communicate effectively while minimizing disruption to the learning environment, and they are important tools in crisis situations.
- Walkie talkies may be handheld or require an earpiece or headset.
- Your supervisor or a site representative will provide specific guidelines for using walkie talkies at your site.
- It is of primary importance that walkie talkies are used appropriately to support safety, a positive learning and working environment, and student confidentiality.

- **Cell Phones:**
 - ISD 917 recognizes that cell phones are pervasive in current society and are used for a wide variety of purposes.
 - While at work, cell phones are **only** to be used on breaks.
 - You should not have your cell phone on you while working with students. Please keep it in a secure location where it will not get damaged (i.e. locker, etc.).
 - During professional development/training, please refrain from using your cell phone and put it on vibrate/silent. If there is an emergency, please step out of the room before answering and inform your supervisor or trainer.
- **Technology Support**
 - For technology assistance, submit an online Information Technology (IT) Help Request form through <https://isd917.zendesk.com/hc/en-us/requests/new>.
 - You can also contact Cory Langenfelf, Technology Coordinator, at cory.langenfelf@isd917.org or 651-423-8290.

- **District Branding:**
 - In 2022, ISD 917 updated our Mission, Vision, Core Values, and Strategic Directions as part of revising our Strategic Plan. We also added a new district motto, refreshed our [website](#), and updated our logo to reflect the positive light we shine on our students, staff, families, member districts, and community. In addition to the color scheme we have had in place for a number of years, we have added an additional color to brighten up the palate. We ask all staff to use the below information in official communications from ISD 917.

- Motto:
 - Purposeful. Personalized. Partners.

- Logo:
 - [ISD 917 Logo 2022.png \(transparent background\)](#)
 - [ISD 917 Logo 2022.png \(white background\)](#)
 - [ISD 917 Logo 2022.svg \(for electronic communications\)](#)



- Colors:

Red: #851e1e
Chalky Black: #231f20
Lavender/Periwinkle: #D8CEE6

- Website Font:
 - Bitter

INTEGRITY

Aligning our actions with our values and beliefs.

- ISD 917 expects all persons employed by ISD 917 to abide by federal, state and local legislation, ISD 917 School Board policies, and district and site guidance, including, but not limited to, the below ISD 917 Staff Code of Ethics.
- **Curriculum, Instruction, & Assessment**
 - Excerpts from [ISD 917 Policy 601 School District Curriculum and Instruction Goals](#):
 - ISD 917 aligns its curriculum and instruction with all federal and state requirements established by law “under which all learning in the school district should be directed and for which all school district learners should be held accountable” within the scope of the education setting or a student’s Individualized Education Program (IEP). To that end, the district is committed to providing an educational program that ensures all students will receive high quality, effective instruction, and be challenged to reach their maximum potential.
 - School District goals include the following:
 - All students will be required to demonstrate essential skills to effectively participate in lifelong learning.
 - Prepare students to thrive in a rapidly changing world.
 - Foster a love of learning.
 - Promote a recognition of each individual’s intrinsic value and capacity to contribute to society.
 - Ensure that the curriculum used is equitable, inclusive, and reflective of all students, especially students from historically marginalized groups.
 - Each ISD 917 Principal/Assistant Director shall adopt a comprehensive, continuous improvement plan to support and improve learning and teaching that is aligned with state and federal regulations...[and] shall include...Academics, Social-Emotional Learning, and Equity.
 - Teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence.
 - Excerpts from [ISD 917 Policy 603 Curriculum Development](#):
 - Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.
 - A district advisory committee shall provide assistance at the request of the Director of Teaching and Learning. The advisory committee membership shall include teacher, support staff, member district representation, and administration representation.
 - The Director of Teaching and Learning shall be responsible for:
 - Curriculum development

- Determining the most effective way of conducting research on the school district’s curriculum needs
 - Establishing a long range curriculum development plan
 - Determining timelines for periodic reviews of each curriculum area
 - Informing the school board of all state-mandated curriculum changes, as well as recommended discretionary changes
 - Periodically presenting recommended modifications for school board review and approval
 - Developing guidelines and directives to implement school board policy relating to curriculum development
- Excerpts from [ISD 917 Policy 616 School District System Accountability](#):
 - We recognize our role as an intermediate school district in assisting our member districts to achieve the World’s Best Workforce Strategic and Accountability Plans.
- **ISD 917 Staff Code of Ethics:**
 - Each ISD 917 staff member assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are outlined throughout this handbook and other documents and reflect the [Code of Ethics for Minnesota Teachers](#), the Minnesota [Code of Ethics for School Administrators](#), and district policies and procedures.
 - At ISD 917, ALL STAFF:
 - Shall provide professional education services in a nondiscriminatory manner.
 - Shall make reasonable effort to protect the student from conditions harmful to health and safety.
 - Shall take reasonable action to provide an atmosphere conducive to learning
 - In accordance with state and federal laws, shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
 - Shall not use professional relationships with students, parents, and colleagues to private advantage.
 - Shall not deliberately suppress or distort subject matter.
 - Shall not knowingly falsify or misrepresent records or facts relating to their own qualifications or to another staff member’s qualifications.
 - Shall not knowingly make false or malicious statements about students, students’ families, staff, or colleagues.
 - Shall not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.
 - Shall not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

- **Staff Expectations & Responsibilities:** Click here for a summary of [Staff Expectations and Responsibilities](#)
- **Employee Dress Code:**
 - ISD 917 employees act as role models for students. Employees should present a neat, clean appearance and wear closed-toed shoes for their own protection while working with students. Employees should not wear clothing with inappropriate sayings, offensive language, or language that endorses the use of alcohol, tobacco, or drug products.
 - All employees should maintain a professional appearance, which typically **excludes** the following:
 - Grungy sneakers
 - Tank tops
 - Ripped/worn jeans or cutoffs
 - Clothing that exposes the lower back, upper buttocks, midriff, and/or underwear
 - Spaghetti straps without shirts underneath
 - Low-cut or see-through clothing that exposes cleavage or exposes legs above the knee
 - Shorts, skirts, or skorts that expose the mid- and upper thigh
 - Flip-Flops and Sandals
 - Baseball caps, unless used as protective equipment
- **Staff Attendance:**
 - Good staff attendance is key to ensuring our students' success and essential to the operation of ISD 917, and student achievement is negatively impacted by absenteeism. We encourage all staff members to maintain good attendance, maintain good personal health, and attend to personal affairs during non-working hours whenever possible. It is an expectation that employees be at work on their scheduled workdays, be on time to work, and adhere to their scheduled breaks and/or lunch periods.
 - Employees are provided with time off for personal illness, bereavement, family illness, jury duty, personal business, FMLA, etc. per their designated employment contract. Employees must use leave only for the purpose for which it is intended. If an employee exhibits excessive absences or an unusual pattern of absences, their administrator will meet with them. Employees may be asked to provide medical documentation for absences. Disciplinary action may result due to excessive absences or utilizing leave for a purpose other than for which it was intended.

PERSONALIZATION

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

- Personalization is at the heart of everything we do at ISD 917. We see this in our district Vision and Motto, and we see it every day in our work.
- **Individual Education Plans (IEPs)**
 - Students receiving special education services must have an Individualized Education Program (IEP). The IEP helps students with disabilities with schoolwork and helps them make progress toward graduation according to their individualized goals. Students are eligible for IDEA Part B services if they meet specific state eligibility requirements under one or more of 13 disability categories as defined in Minnesota Rules.
 - Goals of special education per the Minnesota Department of Education (MDE):
 - Provide Free Appropriate Public Education (FAPE) in the least restrictive environment.
 - FAPE is defined as instruction and services that are:
 - Based on eligibility and need.
 - Written into an Individualized Education Program (IEP) or an Individualized Family Service Plan (IFSP).
 - Improve performance on statewide assessments.
 - Increase special education student graduation rates.
 - Coordinate services for students receiving support from more than one agency.
- **Section 504**
 - [Section 504 of the Rehabilitation Act of 1973](#) (34 C.F.R. Part 104) is a federal civil rights statute that assures individuals will not be discriminated against based on their disability. All school districts that receive federal funding are responsible for the implementation of this law.
 - [Section 504](#) protects a student with an impairment that substantially limits one or more major life activities, whether the student receives special education services or not.
 - Examples of physical or mental impairments that may be covered under Section 504 include: epilepsy, AIDS, allergies, vision impairment, broken limbs, cancer, diabetes, asthma, temporary condition due to accidents or illness, ADD/ADHD, learning disabilities, autism, depression, intellectual disability, traumatic brain injury, and post-traumatic stress disorder.
 - Examples of major life activities that can be affected by the student's disability include: learning, thinking, concentrating, reading, speaking, walking, breathing, sleeping, caring for oneself, as well as major bodily functions,

including brain function, immune system function, or digestive functions.

This is not an exhaustive list.

- For specific information on 10th graders with Disabilities who wish to take Career and Technical Education (CTE) courses through Postsecondary Enrollment Options (PSEO), see [Alternate PSEO Eligibility Options Policy](#).

- **Person-First Language**

- At ISD 917, we see the person, not the disability. In general, our district uses person-first terminology to demonstrate respect, acceptance, and inclusion. However, if an individual prefers to be addressed in a different way, we ask you to respect that preference and address them as they wish.

- **Alternative Learning**

- Our Dakota County Area Learning Centers (DCALS) programs are approved [alternative learning](#) sites through the Minnesota Department of Education. They are designed to provide viable educational options for students who are experiencing difficulty in the traditional system.
- State-Approved Alternative Programs are governed by these statutes:
 - Graduation Incentives Criteria used to identify at-risk students ([Minnesota Statutes, section 124D.68](#)).
 - Continual Learning Plan (CLP) developed annually for each student to outline the steps necessary for grade promotion and/or graduation ([Minnesota Statutes, section 124D.128, Subdivision 3](#)).
 - Information to students and families regarding alternative education options ([Minnesota Statutes, section 124D.68, Subdivision 6](#)).

- **Career & Technical Education**

- [Career and Technical Education](#) (CTE) programs are a sequence of courses that integrate core academic knowledge with technical and occupational knowledge and skills to provide students a pathway to postsecondary education and careers. CTE teaches transferable workplace skills in applied learning contexts to provide opportunities to explore high-demand career options, and gives students the technology and skills needed for success in adult life.
- Much of our work is driven by the [Strengthening Career and Technical Education for the 21st Century Act \(Perkins V\)](#) to improve career and technical education and create opportunities to enter high-skill, high-wage, or in-demand employment for all learners. This Act provides an increased focus on the academic achievement of CTE students, strengthens connections to experiential learning and work-based learning opportunities, and increases emphasis on student progress toward earning industry-recognized certificates and postsecondary credentials.

EQUITY

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

- **Lenses of Equity**

- At ISD 917, we look at equity through a wide variety of lenses, including:

Race	Gender	Socioeconomics	Disability	Academics	Culture
Equity	Identity	Advantages	Inclusion	Keep bar high	Educated
Disproportionality	Inclusive Language	Full continuum	We serve all	Representation	Inconsistent practices
Immigration Status	Policies	Access	Keep bar high	Curriculum	Language Barrier
Behavior	LGBTQ+	McKinney Vento	Access	Opportunity Gap	Communication
Expectations	Lack of understanding	District differences	Get what they need	Diversify	Awareness
Home vs. School	Inclusive Language	Community Support	Communication	Post-secondary options	Religious special dates
Language Barriers	Disproportionality	Family Role	Medical needs	Multi-age/Multi-grade	Medical views
	Gender roles		Families		
	Cultures		Deficit Thinking		
	Cultural Fluidity				

- **Absent Narratives**

- The Minnesota Humanities Center defines Absent Narratives as: “the lived experiences – the stories, art, music, and histories – of people and place. Absent narratives are not absent from the communities they are a part of, but are often left out, overwritten, absented, by a dominant story.”
- We encourage all staff to consider and find ways to engage Absent Narratives in our communications, planning, reflections, and decision-making.

- **Public Education**

- Per [MN Statute 123B.35](#), public school education shall be free and no pupil shall be denied an education because of economic inability to furnish educational books and supplies necessary to complete educational requirements necessary for graduation.
- Per [MN Statute 123B.36](#), school boards may require certain fees. Per [MN Statute 123B.37](#), ISD 917 is not authorized to charge certain fees nor withhold grades or diplomas for nonpayment of student fees.
- Excerpts from [ISD 917 Equal Educational Opportunity Policy 102](#)
 - It is the school district’s policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, or age. The school district also makes reasonable accommodations for students with disabilities.

- The school district prohibits harassment and discrimination of any based on any of the protected classifications listed above.
 - The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities.
 - This policy applies to all areas of education including academics, coursework, co- curricular and extracurricular activities, or other rights or privileges of enrollment.
 - It is the responsibility of every school district employee to comply with this policy conscientiously.
- **Hazing Prohibition:**
 - Excerpts from ISD 917 Hazing Prohibition Policy 526
 - The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited. 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.
- **Disability Nondiscrimination:**
 - Excerpts from [ISD 917 Student Disability Nondiscrimination Policy 521](#)
 - [tion Policy 521](#)
 - [tion Policy 521](#)
 - The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need services, accommodations, or programs in order that such learners may receive a free appropriate public education (FAPE). A learner who is protected under Section 504 is one who: has a physical or mental impairment that substantially limits one or more of such person’s major life activities; or has a record of such an impairment; or is regarded as having such an impairment.

Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

- Excerpts from [ISD 917 Student Sex Nondiscrimination Policy 522](#)
 - Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex. Every school district employee shall be responsible for complying with this policy.
 - Title IX Coordinator: Don Budach (don.budach@isd917.org)

- **Gender Identity:**

- Students and staff 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.

DIVERSITY

Appreciating and valuing everyone's unique selves.

- **Service Animals in Schools:**

- Excerpts from [ISD 917 Policy 535 Service Animals in Schools](#):
 - Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.
 - In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go.
 - When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
 - Is the service animal required because of a disability?
 - What work or tasks is the service animal trained to perform?
 - The service animal must be under the control of its handler at all times.
 - The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.

- **Pledge of Allegiance:**
 - ISD 917 has waived the requirement to recite the Pledge of Allegiance during class at any time. See [ISD 917 Policy 531 The Pledge of Allegiance](#).
- **Staff & Student Recognition:**
 - Staff Recognition: ISD 917 staff recognition is governed by [ISD 917 Staff Recognition Program Policy 467](#) which authorizes the administration to develop a program for the recognition of staff members and their contributions to the success of ISD 917 in providing a high quality of education, including:
 - A spring recognition event
 - Recognition awards for years of service
 - Quarterly recognition of individual staff for exemplary service
 - Annual recognition for outstanding service
 - Student Recognition:
 - DCALS:
 - Student of the Quarter: DCALS teachers nominate students each quarter. The selection criteria are at the discretion of the teachers and may represent outstanding effort, accomplishment, and/or attendance. The Student of the Quarter is presented a certificate at a special scheduled recognition ceremony following the end of the quarter they are selected and has a photo displayed in the DCALS photo display case.
 - Career & Technical Education (CTE):
 - Student of Distinction: Program instructors select up to three Students of Distinction each semester. The selection criteria are at the discretion of the instructor and may represent outstanding effort, accomplishment and/or attendance. The Student of Distinction is presented a certificate at a special student recognition event with parents/guardians in attendance and has their photo displayed in a photo display case.

Technology Systems for ISD 917 Staff

System Name & Link	Purpose	Used By	Staff Contact
Google	Email Calendar Drive Forms (surveys) Sheets (spreadsheets) Etc.	All Staff	Cory Langenfeld
eFinancePlus Employee Access Center	Update personal info Salary info Benefits info Payroll info Leave banks & requests Tax info	All Staff	Amalia PenaChavez Audrey Weiler Amy Alexander
Infinite Campus	Student information system Mass communications with students & families		Cory Langenfeld Kristin Kustrich Betsy Ezkierka
Website	School Board documents Program information and directories Forms	All Staff	Marci Levy-Maguire Cory Langenfeld
Frontline	Absence reporting	All Staff	Amy Alexander
SPED Forms	IEPs	Special Education staff	Dr. Brooke Peterson Justin Hoelscher
PowerSchool Perform	Staff Evaluations	All Staff	Dr. Brooke Peterson
ISD 917 License Renewal Site	Continuing Education Unit (CEU) submission & approval for relicensure	Licensed Staff	Jon Mulville

<p>ISD 917 Instructional Resource Center</p>	<p>Curriculum, instruction, and assessment resources for multiple content areas</p> <p>Professional Learning Community (PLC) resources & handbook</p> <p>Instructional Technology resources and training</p>	<p>Licensed Staff Unlicensed Staff Administrators Technology Team</p>	<p>Dr. Brooke Peterson Amanda Peters Eve Thomas Brook Kayleen Taffe</p>
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ISD 917 Glossary

BCBA: Board Certified Behavior Analyst

Care & Treatment Educational Services: Private day-treatment program for students assigned by the court or referred by another agency or their family.

CASE: Customized Alternative Solutions for Education

Classroom Assistant: A Special Education Assistant assigned to a specific classroom.

CTE: Career & Technical Education

DASH: Developmental Disabilities, Academics, Socialization, & Health Services

DCALS: Dakota County Area Learning Schools

DCTC: Dakota County Technical College

DHH: Deaf/Hard of Hearing Resource

Early/Middle College: A postsecondary enrollment option (PSEO) program specifically designed to allow the student to earn dual high school and college credit with a well-defined pathway leading to a postsecondary degree or credential; designed to serve and support students in the academic middle - especially low-income, English Language Learners, first generation college students, and/or students of color.

Federal Setting III: Students receive special education and related services outside the regular classroom, but in a building with their peers, for more than 60% of the school day.

Federal Setting IV: Public separate facility for children receiving special education and related services for greater than 50% of the school day in public separate facilities.

IDEA: Intra-Dakota Educational Alternative

Independent Study: A competency-based student option for alternative learning students who meet the Graduation Incentives Criteria; a viable options for students who are self-directed and work independently

Itinerant Services: Special education and/or related services provided by staff who travel to member district schools and work with students in their own schools.

Mod: Approximately 3-week modules for DCALS students.

OT: Occupational Therapy

PACES: Program Alternative for Communication, Education, and Socialization

Perkins: A principal source for federal funding to states for the improvement of secondary and postsecondary career and technical education (CTE) programs across the nation

PLC: Professional Learning Community

Program Assistant: Under the director of licensed staff, a Program Assistant supports the daily functions of the assigned program and work site.

Purchase Requisition Form: A program's request that the purchasing department purchase or contract for goods or services that are within the approved budget.

Shift: A CTE class period; 3 shifts per day

SUN: Students with Unique Needs

TEA: Therapeutic Education Alternative

TEA-ECSE: Therapeutic Education Alternative-Early Childhood Special Education

TESA: Transitional Education Service Alternative

Technical Tutor: Provides program and student support in CTE programs

Staff Expectations & Responsibilities

Professional Responsibilities

Teachers and administrators are professionals. The expectations that follow are inherent to the position of a school district professional. The following is not intended to be all-inclusive but rather suggestive of a professional's responsibilities. Professionals:

- Serve as role models to students by being punctual and maintaining regular attendance
- Follow district policies and procedures
- Dress appropriately
- Communicate frequently with parents through established reporting instruments, conferences, open houses, and as necessary, through notes and personal phone calls
- Supervise students who are using the internet
- Check email and voicemail on a daily basis
- Respond to email and voicemail on a timely basis (generally within 24 hours of receipt or upon return to work)
- Limit personal use of computers, phone, and e-mail to non-student contact time, such as preparation and break periods
- Do not conduct personal business, attend school, or conduct other employment on working hours
- Serve on building and district committees as appropriate
- Attend team meetings and IEP meetings as appropriate

The Sixteen (16) Expectations for Staff

1. Professional and Ethical Standards

1.1. **Be a team player.** Bring a positive attitude to work every day. Communicate effectively and respectfully with students and the members of your team. Get to know the responsibilities of all your team members. Attempt to resolve problems closest to the source of the issue. Maintain open communication and be open to questions and discussion with other staff.

1.2. **Serve as a role model in your dress, speech, and actions.** Dress and act appropriately for your role and personal safety. Cell phones should not be used for personal use during student-contact time. Always use respectful language. Avoid jokes, disrespectful remarks, or attempts at humor that could be considered rude, inappropriate, disruptive or unprofessional. Do not use offensive language or call a student a derogatory name. Do not talk about students or staff in a disrespectful or discourteous way.

1.3. **Teachers and their assistants are responsible for the education and supervision of students at all times.** Appropriate hand-offs must be communicated clearly.

- 1.4. **Be extremely careful regarding a student's personal space.** Refrain from hugging students. Handshakes or other touching may not be welcome or appropriate. Do not restrain a student unless you have completed Professional Crisis Management (PCM) training. Do not strike a student, disrobe a student, conduct a search without appropriate training or without a second person of the same sex as the student in attendance. Never conduct a strip search. When in doubt, do not act until you have spoken with your supervisor.
- 1.5. **Set high expectations for behavior.** Know and enforce the requirements of the District's Student Handbook. This handbook serves as a guide for student conduct and is to be signed by all students and parents or guardians.
- 1.6. **Maintain confidentiality at all times.** Employees, students, and their families have a right to confidentiality and data privacy. You are accountable for what you say and for information you release. Do not speak about a student in front of another student or talk about a student to staff or others in or outside school except on a need-to-know basis. Do not use student names outside of the school setting. Respect other staff members' confidentiality. No identifying information about students or other staff should be posted on personal social media.
- 1.7. **You are a mandatory reporter of suspected maltreatment of minors and vulnerable adults.** The Intermediate School District 917 policy (414) on maltreatment is available on the district website.
- 1.8. **Only have contact with your students during times in which they are enrolled in Intermediate School District 917 programs.** You are not to have dealings with them outside of the school day. Such communications could be confusing to students and reduce your effectiveness with them. It is also inappropriate. Report any student initiated personal contacts, whether by telephone or e-mail or in person, to your program facilitator as soon as possible. If you are responsible for providing respite care to any Intermediate School District 917 student, report it to your supervisor as well.
- 1.9. **Maintain your personal and professional boundaries at all times.** Personal information about your life outside of school is not appropriate and may not be appreciated by students or staff. You are part of the school program and your job is to provide education, support and guidance to students. Establishing "friendships" with students may create unrealistic expectations and interfere with sustaining appropriate boundaries.
- 1.10. **Maintain a respectful and safe workplace.** Inappropriate comments about race, color, religion, age, sex, sexual orientation, marital status, national origin, or other tasteless or improper remarks will not be tolerated. The District also has a zero tolerance Harassment and Violence Policy that is on the district website. An important aspect of this policy is to report to your supervisor if you receive an unwelcome comment or feel threatened in any way. To the extent possible, we want you to feel safe and secure at all times.
- 1.11. **Be dependable.** You are responsible for maintaining good attendance. You are expected to report to work on time, adhere to the time periods established by the District

for any breaks, and remain at the assigned workstation throughout the scheduled work period or until properly relieved. Arriving to work on time will also allow sufficient time for planning and information sharing purposes. Report any absences or leaves timely on Frontline, our time and attendance reporting system. Remember also that leaves are not an entitlement but rather a benefit to be used as necessary. Accumulated leave can help you transcend the period between an injury and disability payments or can be converted to additional health benefits at retirement. Further information on the District's attendance expectations can be found in the Dependability Procedure available on the Intermediate School District 917 website.

2. General Work Rules

2.1. **In emergency situations, all staff are expected to follow Emergency Procedures.**

Review the plan for your location and know your role and responsibilities in each situation. First and foremost, you are responsible for your student's and your own personal safety. Therefore, you should always conduct yourself in a safety conscious manner and encourage fellow staff to do likewise.

2.2. **Only use Intermediate School District 917 vehicles when it becomes necessary to transport students as part of your job assignment. All staff who operate ISD 917 vehicles or drive their own personal vehicle for work-related purposes must undergo training provided by the district.**

All drivers must abide by federal, state, and local motor vehicle regulations, laws, and ordinances. All drivers and occupants of vehicles must wear seat belts. Students are not to be driven in staff's personal vehicles. Staff are to follow the 'Employee Driver Safety' district procedure, which includes the completion of the SafeSchools' Defensive Driving course each year, twice annual motor vehicle reports, and, for those driving personal vehicles, proof of automobile insurance.

2.3. **Use Intermediate School District 917 technologies appropriately.** This includes Internet access, and District owned software and hardware. No user has any right or expectation of privacy in anything that is created, sent, received or stored by computer including e-mail, fax or voicemail. Do not use Intermediate School District 917 technologies for: illegal activities, wagering, betting, or gambling; harassment and illegal discrimination; fundraising for any purpose unless District sanctioned; commercial activities, e.g., personal for-profit business activities; access, storage or transmission of offensive, racist, sexist, obscene, or pornographic information; promoting political or religious activities; downloading software including games, weather monitoring (e.g. Weatherbug), wallpaper (e.g. Webshots), and screen savers from the Internet unless District-sanctioned, or for any other purpose prohibited by District policy. The acceptable use of technology is further defined on the District website.

2.4. **Smoking is not allowed on District property.** Therefore, no person may smoke or use tobacco products in any building or vehicle or on grounds owned or leased by the school

district. Smoking cessation programs are available through the District health insurance plan.

2.5. You are responsible for reading and following all District policies and procedures.

If you are unclear about any of these **Sixteen Expectations**, contact your administrator/supervisor as soon as possible for an explanation.

