



Intermediate School District 917

Parent/Guardian & Student Handbook Special Education Programs

2025-2026

1300 145th Street East • Rosemount, MN 55068



Dear Parents/Guardians and Students:

Welcome to Intermediate School District 917 special education programs. This website will provide you with important information for the 2025-2026 school year. We encourage you to save this website link for future reference. As a district, we are focused on grounding our work in our nine core values.

- *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

Intermediate School District 917 provides many special education services to students from our member districts. This handbook contains information regarding our programs along with names of individuals you may contact if you have questions. We also encourage you to maintain close contact with your resident school district special education staff who will continue to be an important part of the planning team.

We appreciate the opportunity to work with you.

Sincerely,

Melissa Schaller, PhD
Executive Director of Student Services

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DISTRICT OVERVIEW

PURPOSEFUL. PERSONALIZED. PARTNERS.

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.
- **Personalized:** 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.

Our Purpose for Special Education Services:

In partnership with our member districts, Intermediate School District 917 provides high-caliber staff and services to meet the unique strengths, gifts, and needs of the students we serve.

SPECIAL EDUCATION ADMINISTRATION

Dr. Melissa Schaller, Executive Director of Student Services

Dakota County Technical College
1300 145th Street East
Rosemount, Minnesota 55068
Phone: 651-423-8204 Fax: 651-423-8781
Email: melissa.schaller@isd917.org

Julie Illa, Administrative Assistant to the Executive Director of Student Services, Director of Social/Emotional Learning & Support, and the Director of Teaching and Learning

Dakota County Technical College
1300 145th Street East
Rosemount, Minnesota 55068
Phone: 651-423-8377 Fax: 651-423-8781
Email: julie.illa@isd917.org

Lynda Hurt, Information Management Assistant-Third Party Billing

Dakota County Technical College
1300 145th Street East
Rosemount, Minnesota 55068
Phone: 651-252-4395
Email: lynda.hurt@isd917.org

Kristin Kustrich, Information Management Assistant-MARSS

Dakota County Technical College
1300 145th Street East
Rosemount, Minnesota 55068
Phone: 651-423-8255 Fax: 651-423-8781
Email: kristin.kustrich@isd917.org

Kate Hulse, Director of Social/Emotional Learning and Support

Dakota County Technical College
1300 145th Street East
Rosemount, Minnesota 55068
Phone: 651-423-8xxx Fax: 651-423-8781
Email: kate.hulse@isd917.org

Dr. Brooke Peterson, Director of Teaching and Learning

Dakota County Technical College

1300 145th Street East

Rosemount, Minnesota 55068

Phone: 651-423-8202 Fax: 651-423-8781

Email: brooke.peterson@isd917.org

SPECIAL EDUCATION PROGRAMS AND SERVICES

ALLIANCE EDUCATION CENTER



Description of Programming

Alliance Education Center (AEC) is a Federal Setting IV school located in Rosemount, Minnesota. AEC houses three separate educational programs through Intermediate School District 917, including Customized Alternative Solutions to Education (CASE), Intra-Dakota Educational Alternative (IDEA), and Students with Unique Needs (SUN) programs. Programs at AEC provide services to students from Kindergarten to grade 12+ who require a low staff-to-student ratio in a separate school site. Instruction in the areas of academics, functional skills, transition, and social skills are offered. There are significant team services for behavior intervention and for students to gain adaptive skills.

Our Approach and Focus

The Students with Unique Needs (SUN) program is designed to meet the unique individual needs of our exceptional students. The SUN program offers a nurturing and comprehensive school program. Truly individualized instruction and programming are made possible through:

- High staff-to-student ratios
- Classrooms with break-out spaces and/or

14300 Biscayne Avenue West
Rosemount, MN 55068
Phone: 651-423-8100
Fax: 651-423-8120

School Hours

Student (IDEA&SUN) 7:45 am - 2:10 pm
Student (CASE) 8:00 am - 2:25 pm
Staff 7:30 am - 3:30 pm

[ISD 917 Calendar](#)

[Emergency Closing Information](#)

Site Leadership

Jackie Pauley
Assistant Director of Special Education/Principal
Phone: 651-423-8150
Email: jackie.pauley@isd917.org

Trevor Bailey
Assistant Principal/Special Education Coordinator
Phone: 651-423-8125
Email: trevor.bailey@isd917.org

Sharri McGibbon
Lead Teacher
Phone: 651-423-8124
Email: sharri.mcgibbon@isd917.org

Rachel Novy
Lead Teacher
Phone: 651-423-8126
Email: rachel.novy@isd917.org

Kay Velure

classrooms with individual student offices

- Evidence-based curriculum and instruction at the student's developmental level
- Specialized teams of support that include related service providers, mental health support, and a focus on social-emotional learning
- Access to sensory rooms and sensory supports
- Small, highly controlled school environment

The Intra-Dakota Educational Alternative (IDEA) program is designed to meet the unique individual needs of our exceptional students. The IDEA program offers a nurturing and comprehensive school program. Truly individualized instruction and programming are made possible through:

- High staff-to-student ratios
- Classrooms with break-out spaces
- Rigorous CORE curriculum to meet grade-level standards
- Evidence-based curriculum and instruction at the student's developmental level
- Specialized teams of support that include related service providers, mental health support, and a focus on social-emotional learning
- Access to sensory rooms and sensory supports
- Small, highly controlled school environment

The Customized Alternative Solutions for Education (CASE) program is designed to meet the unique individual needs of our exceptional

Administrative Assistant

Phone: 651-423-8151

Email: kay.velure@isd917.org

Tiffany Brenner

Administrative Assistant

Phone: 651-423-8100

Email: tiffany.brenner@isd917.org

students. The CASE program offers a nurturing and comprehensive school program. Truly individualized instruction and programming are made possible through:

- High staff-to-student ratios
- Individual student offices with large group learning spaces
- Evidence-based curriculum and instruction at the student's developmental level
- Specialized teams of support that include related service providers, mental health support, and a focus on social-emotional learning
- Access to sensory rooms and sensory supports
- Small, highly controlled school environment

Services and Benefits

All students in the SUN Program are provided related services based on needs outlined in their Individualized Education Plans (IEPs), including Speech-Language Therapy, Occupational Therapy, Physical Therapy, and Developmental Adaptive Physical Education. Transition-based programming is also provided to students of the appropriate age. Board Certified Behavior Analysts (BCBAs) and Registered Behavior Technicians (RBTs) are on-site to support the development and implementation of student-specific behavior plans. The SUN program also offers social work and mental health support as needed.

[School Meals](#)

[Health Services](#)

<u>Transportation</u>	
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CEDAR SCHOOL



Description of Programming

Cedar School is a Federal Setting IV school located in Eagan, Minnesota. Cedar School houses the Students with Unique Needs (SUN) program. The SUN program focuses on teaching age-appropriate pro-social behaviors and academics. The SUN program provides services to students with unique needs from Kindergarten to grade 12+ who require a low staff-to-student ratio in a separate school site. Instruction in the areas of academics, functional skills, transition, and social skills are offered. There are significant team services for behavior intervention and for students to gain adaptive skills.

Our Approach and Focus

The Students with Unique Needs (SUN) program is designed to meet the unique individual needs of our exceptional students. The SUN program offers a nurturing and comprehensive school program. Truly individualized instruction and programming are made possible through:

- High staff-to-student ratios
- Classrooms with break-out spaces and/or classrooms with individual student offices
- Evidence-based curriculum and

2140 Diffley Road
Eagan, MN 55122
Phone: 952-707-4000
Fax: 952-707-4002

School Hours

Student	7:45 am - 2:10 pm
Staff	7:30 am - 3:30 pm

[ISD 917 Calendar](#)

[Emergency Closing Information](#)

Site Leadership

Jennifer Hetland
Assistant Director of Special Education/Principal
Phone: 952-707-4075
Email: jennifer.hetland@isd917.org

Melanie Rix
Lead Teacher
Phone: 952-562-5130
Email: melanie.rix@isd917.org

Pam Severson
Administrative Assistant
Phone: 952-707-4000
Email: pam.severson@isd917.org

instruction at the student's developmental level

- Specialized teams of support that include related service providers, mental health support, and a focus on social-emotional learning
- Access to sensory rooms and sensory supports
- Small, highly controlled school environment

Services and Benefits

All students are provided related services based on needs outlined in their Individualized Education Plans (IEPs), including Speech-Language Therapy, Occupational Therapy, Physical Therapy, and Developmental Adaptive Physical Education. Transition-based programming is also provided to students of the appropriate age. Board Certified Behavior Analysts (BCBAs) and Registered Behavior Technicians (RBTs) are on-site to support the development and implementation of student-specific behavior plans. The SUN program also offers social work and mental health support as needed.

[School Meals](#)

[Health Services](#)

[Transportation](#)

CONCORD EDUCATION CENTER



Description of Programming

Concord Education Center (CEC) is a Federal Setting IV school located in Inver Grove Heights, Minnesota. The Students with Unique Needs (SUN) program focuses on teaching age-appropriate pro-social behaviors and academics. The SUN program provides services to students with unique needs from Kindergarten to grade 12+ who require a low staff-to-student ratio in a separate school site. Instruction in the areas of academics, functional skills, transition, and social skills are offered. There are significant team services for behavior intervention and for students to gain adaptive skills.

Our Approach and Focus

The Students with Unique Needs (SUN) program is designed to meet the unique individual needs of our exceptional students. The SUN program offers a nurturing and comprehensive school program. Truly individualized instruction and programming are made possible through:

- High staff-to-student ratios
- Classrooms with break-out spaces and/or classrooms with individual student offices
- Evidence-based curriculum and instruction at the student's

9015 Broderick Blvd.
Inver Grove Heights, MN 55076
Phone: 612-902-9300
Fax: 612-902-9399

School Hours

Student 7:45 am - 2:10 pm
Staff 7:30 am - 3:30 pm

[ISD 917 Calendar](#)

[Emergency Closing Information](#)

Site Leadership

Amy Swaney
Assistant Director of Special Education/Principal
Phone: 612-902-9311

Email: amy.swaney@isd917.org

Shae Elliott
Assistant Principal/Special Education Coordinator
Phone: 612-902-9357

Email: shae.elliott@isd917.org

Cathy Mattice
Lead Teacher
Phone: 612-902-9344
Email: cathy.mattice@isd917.org

Joleen Witham
Administrative Assistant
Phone: 612-902-9301
Email: joleen.witham@isd917.org

Sarah Easley
Administrative Assistant
Phone: 612-902-9300
Email: sarah.easley@isd917.org

developmental level

- Specialized teams of support that include related service providers, mental health support, and a focus on social-emotional learning
- Access to sensory rooms and sensory supports
- Small, highly controlled school environment

Services and Benefits

All students in the SUN Program are provided related services based on needs outlined in their Individualized Education Plans (IEPs), including Speech-Language Therapy, Occupational Therapy, Physical Therapy, and Developmental Adaptive Physical Education. Transition-based programming is also provided to students of the appropriate age. Board Certified Behavior Analysts (BCBAs) and Registered Behavior Technicians (RBTs) are on-site to support the development and implementation of student-specific behavior plans. The SUN program also offers social work and mental health support as needed.

[School Meals](#)

[Health Services](#)

[Transportation](#)

ECSE TEA

Description of Programming

Early Childhood Special Education (ECSE) Therapeutic Education Alternative (TEA) is a therapeutic preschool program. At the core of the program is the understanding that for young children, development occurs in the context of relationships. The Therapeutic Education Alternative (TEA) Program offers therapeutic intervention by specially trained mental health professionals in addition to a full range of academic services in an environment with a high staff-to-student ratio. Mental health and educational programming are integrated into the entire school day. The TEA program provides services to students with mental health needs from age three through age 18 who require a high level of support. Instruction is provided in the areas of academics and social-emotional skills. There is strong collaboration between special education teachers, a Mental Health Professional, Board Certified Behavior Analyst (BCBA), Registered Behavior Technician (RBT), a health associate, and paraprofessionals to support students with their behavioral, mental health, and academic needs.

Our Approach and Focus

The Therapeutic Education Alternative (TEA) program is designed to integrate mental health into the educational program. It offers a therapeutic milieu where students with mental health challenges can get their educational and mental health needs met. The TEA program offers a nurturing and comprehensive school program. Truly individualized instruction and programming are made possible through:



PINE BEND ELEMENTARY

9875 Inver Grove Trail
Inver Grove Heights, MN
Phone: 651-306-7710

School Hours

Student	8:30 am - 2:00 pm
Staff	7:30 am - 3:30 pm

[District 199 Calendar](#)

[Emergency Closing Information](#)



POND CENTER

9600 3rd Ave. South
Bloomington, MN 55420
Phone: 952-681-6238

School Hours

Student	8:30 am - 11:00 am (Section 1)
Student	12:00 pm - 2:30 pm (Section 2)

- Co-led classrooms with a mental health professional and special education teacher
- High staff-to-student ratios
- Individual and group therapy and skills work
- Classrooms with break-out spaces and classrooms with individual student offices
- Evidence-based curriculum and instruction at the student's developmental level
- Specialized teams of support that include related service providers, mental health support, and a focus on social-emotional learning
- Access to sensory room and sensory supports
- Small, highly controlled school environment

Services and Benefits

All students in the TEA Program are provided related services based on needs outlined in their Individualized Education Plans (IEPs), including Mental Health therapy and skills, Speech-Language Therapy, Occupational Therapy, Physical Therapy, and Developmental Adaptive Physical Education, Board Certified Behavior Analysts (BCBA) and Registered Behavior Technician (RBT) are available to support the development and implementation of student-specific behavior plans.

[School Meals](#)

[Health Services](#)

[Transportation](#)

Staff 7:30 am - 3:30 pm

[District 271 Calendar](#)

[Emergency Closing Information](#)



RIVERVIEW ELEMENTARY

4100 208th St. W.

Farmington, MN 55024

Phone: 651-460-1695

School Hours

Student 8:30 am - 11:00 am (Section 1)

Student 12:00 pm - 2:30 pm (Section 2)

Staff 7:30 am - 3:30 pm

[District 192 Calendar](#)

[Emergency Closing Information](#)

Site Leadership

AJ Boehmer

Assistant Principal/Special Education Coordinator

Phone: 952-431-8606

Fax: 952-431-8632

Email: aj.boehmer@isd917.org

Denise Erickson

Administrative Assistant

Phone: 952-431-4062

Email: denise.erickson@isd917.org

LEBANON EDUCATION CENTER



Description of Programming

The Therapeutic Education Alternative (TEA) Program offers therapeutic intervention by specially trained mental health professionals in addition to a full range of academic services in an environment with a high staff-to-student ratio. Mental health and educational programming are integrated into the entire school day. The TEA program provides services to students with mental health needs from age three through age 18 who require a high level of support. Instruction is provided in the areas of academics and social-emotional skills. There is strong collaboration between special education teachers, a Mental Health Professional, Board Certified Behavior Analyst (BCBA), Registered Behavior Technician (RBT), a health associate, and paraprofessionals to support students with their behavioral, mental health, and academic needs.

Our Approach and Focus

The Therapeutic Education Alternative (TEA) program is designed to integrate mental health into the educational program. It offers a therapeutic milieu where students with mental health challenges can get their educational and

5800 149th Street West
Apple Valley, MN 55124
Phone: 952-431-4062
Fax: 952-431-4063

School Hours

Student	7:45 am - 2:10 pm
Staff	7:30 am - 3:30 pm

[ISD 917 Calendar](#)

[Emergency Closing Information](#)

Site Leadership

AJ Boehmer
Assistant Principal/Special Education Coordinator
Phone: 952-431-8606
Fax: 952-431-4063
Email: aj.boehmer@isd917.org

Christine Chessler
Lead Teacher
Phone:
Email: christine.chessler@isd917.org

Denise Erickson
Administrative Assistant
Phone: 952-431-4062
Email: denise.erickson@isd917.org

mental health needs met. The TEA program offers a nurturing and comprehensive school program. Truly individualized instruction and programming are made possible through:

- Co-led classrooms with a mental health professional and special education teacher
- High staff-to-student ratios
- Individual and group therapy and skills work
- Classrooms with break-out spaces and classrooms with individual student offices
- Evidence-based curriculum and instruction at the student's developmental level
- Specialized teams of support that include related service providers, mental health support, and a focus on social-emotional learning
- Access to sensory room and sensory supports
- Small, highly controlled school environment

Services and Benefits

All students in the TEA Program are provided related services based on needs outlined in their Individualized Education Plans (IEPs), including Mental Health therapy and skills, Speech-Language Therapy, Occupational Therapy, Physical Therapy, and Developmental Adaptive Physical Education, Board Certified Behavior Analysts (BCBA) and Registered Behavior Technician (RBT) are available to support the development and implementation of student-specific behavior plans.

[School Meals](#)

<u>Health Services</u>	
<u>Transportation</u>	

JSC - NEW CHANCE & RIVERSIDE



Description of Programming

New Chance is a court-ordered day treatment program in Hastings, Minnesota. The five to seven-month program provides individualized education in Math, Science, English, Social Studies, and Physical Education. Students ages 14-18 are provided general and/or special education courses.

Riverside/Juvenile Services Center located in Hastings, Minnesota, is a program that provides general and special education courses in math, science, English, social studies, and physical education. Students are court-ordered to attend this locked, adjudicated facility. Students range in ages from 12-18 and are in attendance from one day to year depending on individual circumstances.

Our Approach and Focus

Students with general and special education needs are provided with a curriculum that meets their needs. The school staff works closely with the Dakota County staff to provide a supportive educational environment. There is one teacher and one paraprofessional with a maximum of ten students per classroom.

Services and Benefits

Students are provided related services based on needs outlined in their Individualized Education

1600 W. Highway 55
Hastings, MN 55033
Phone: 651-438-4980
Fax: 651-438-4985

New Chance School Hours

Student (New Chance)	9:15 am - 3:15 pm
Student (Riverside)	7:45 am - 3:15 pm
Staff	7:00 am - 3:30 pm

[ISD 917 Calendar](#)

[Emergency Closing Information](#)

Program Leadership

Frank Herman

Principal

Phone: 612-666-0473

Email: frank.herman@isd917.org

Shannon Zywiec

Administrative Assistant

Phone: 651-438-4980

Email: shannon.zywiec@isd917.org

Plans (IEPs) including Speech-Language Therapy,
Occupational Therapy, and Developmental
Adaptive Physical Education.

School Meals

Provided by Dakota County

Health Services

Provided by Dakota County

Transportation

D/HH RESOURCE

Description of Programming

The Deaf/Hard of Hearing Resource Programs (D/HH) are available for students ages 2 - 21 who are Deaf, Hard of Hearing, or DeafBlind at the preschool, elementary, and secondary levels. Students who attend the D/HH resource programming receive a significant portion of their instruction from a teacher of Deaf, Hard of Hearing, or DeafBlind in resource or self-contained classrooms with access to the general education as determined by a child's IFSP or IEP team.

Our Approach and Focus

A major emphasis of the program is to support the unique communication and language development need of each child as well as social-emotional development that can be impacted by hearing loss. We offer a nurturing and comprehensive school program that includes:

- The languages of instruction used include American Sign Language and English via spoken English paired with Cued English, the exposure to one or both being determined by a child's IFSP or IEP team.
- Rigorous curriculum and learning materials tailored to students who are Deaf, Hard of Hearing, and DeafBlind with unique needs.
- Independence/mainstream support, as well as teaching students to advocate for their needs. Support for hearing assistive technology (including cochlear implants, hearing aids, etc.).

Services and Benefits



LINCOLN CENTER ELEMENTARY

357 9th Ave N

South St Paul, MN 55075

Phone: 651-288-5871

Preschool Hours

Student	Hours vary based on age
Staff	7:30 am - 3:30 pm

Elementary School Hours

Student	8:20 am - 2:55 pm
Staff	7:30 am - 3:30 pm

[District 6 Calendar](#)

[Emergency Closing Information](#)

[School Lunches](#)



Students are provided related services based on needs outlined in their Individualized Education Plans (IEPs) including Speech-Language Therapy, Occupational Therapy, Physical Therapy, and Developmental Adaptive Physical Education. Transition-based programming is also provided, depending on age. Our program also offers social work and mental health support as needed.

[Health Services](#)

[Transportation](#)

Program Leadership

Taylor Lovin

Assistant Director of Special Education/Principal

Phone: 612-666-0473

Email: Taylor.Lovin@isd917.org

Jeanne D'Aloia

Assistant Principal/Special Education Coordinator

Phone: 612-474-4443

Email: jeanne.daloia@isd917.org

Amanda Eckre

Administrative Assistant

Phone: 651-288-5871

Email: amanda.eckre@isd917.org

INVER GROVE HEIGHTS MIDDLE SCHOOL

8167 Cahill Avenue

Inver Grove Heights, MN 55076

Phone: 651-306-7200

School Hours

Student 8:30 am - 3:20 pm

Staff 7:30 am - 3:30 pm

[District 199 Calendar](#)

[Emergency Closing Information](#)

[School Lunches](#)



SIMLEY HIGH SCHOOL

2920 80th Street East

Inver Grove Heights, MN 55076

Phone: 651-306-7000

School Hours

Student 8:30 am - 3:20 pm

Staff 7:30 am - 3:30 pm

[District 199 Calendar](#)

[Emergency Closing Information](#)

[School Lunches](#)

DASH

Description of Programming

The Developmental Disabilities, Academics, Socialization, and Health Services (DASH) program provides services to students, ages 3-21, who present with severe to profound Developmental Cognitive Disabilities (DCD) and may have multiple disabling conditions which require nursing care during the school day. The program focuses on communication, social, motor, and daily living skills as well as functional academics.

Our Approach and Focus

The Developmental Disabilities, Academics, Socialization, and Health Services (DASH) program provides services to students, ages 3-21, who present with severe to profound Developmental Cognitive Disabilities (DCD) and may have multiple disabling conditions which require nursing care during the school day. The program focuses on communication, social, motor, and daily living skills as well as functional academics.

Services and Benefits

The program focuses on communication, social, motor, and daily living skills as well as functional academics. Each classroom has a licensed Special Education Teacher and a maximum of 6 students per classroom, along with the teacher are Program and Classroom Assistants to support student needs in the classroom. Each classroom is also staffed with a nurse to provide assistance with student-specific medical needs.

[Health Services](#)

[Transportation](#)



HASTINGS HIGH SCHOOL

(Middle and High School Programs located here)

200 General Sieben Drive
Hastings, MN 55033
Phone: 651-480-7521 Rm B119

School Hours

Student: 7:30 am - 2:15 pm
Staff: 7:15 am - 3:15 pm

[District 200 Calendar](#)

[Emergency Closing Information](#)

[School Lunches](#)



Program Leadership

Jennifer Hetland

Assistant Director of Special Education/Principal

Phone: 952-707-4075

Email: jennifer.hetland@isd917.org

Melanie Rix

Lead Teacher

Phone: 952-562-5130

Email: melanie.rix@isd917.org

Pam Severson

Administrative Assistant

Phone: 952-707-4000

Email: pam.severson@isd917.org

LAKEVILLE NORTH HIGH SCHOOL

19600 Ipava Avenue W

Lakeville, MN 55044

Phone: 952-232-3746 Rm 223

School Hours

Student: 7:50 am - 2:10 pm

Staff: 7:00 am - 3:00 pm

[District 194 Calendar](#)

[Emergency Closing Information](#)

[School Lunches](#)

**TWO RIVERS HIGH SCHOOL**

1897 Delaware Avenue

Mendota Heights, MN 55118

Phone: 651-403-7100

School Hours

Student: 8:15 am - 2:55 pm

Staff: 7:45 am - 3:45 pm

[District 197 Calendar](#)

[Emergency Closing Information](#)

[School Lunches](#)



LINCOLN CENTER ELEMENTARY

357 9th Ave N

South St Paul, MN 55075

Phone: 651-457-9426

Preschool Hours

Student Hours vary based on age

Staff 7:30 am - 3:30 pm

Elementary School Hours

Student 8:20 am - 2:55 pm

Staff 7:30 am - 3:30 pm

[District 6 Calendar](#)

[Emergency Closing Information](#)

[School Lunches](#)

TESA

Description of Programming

The Transitional Education Service Alternative Program (TESA) program serves the transition needs of young adults ages 18-21. Staff, students, families, and community providers work together to identify the student's unique strengths, interests, and develop a plan to provide instructional and community opportunities to meet their transition needs. Areas addressed may include independent living skills, employment skills, academic or functional skills, communication and social skills, self-advocacy, and post-secondary planning. For those students considering post-secondary education following graduation, there are also opportunities to build their skills in preparation for college, including understanding the resources and supports available through disability services.

Our Approach and Focus

There is a strong emphasis on helping students in TESA gain employment in their respective community area. For those students considering post-secondary education following graduation, there are also opportunities to build their skills in preparation for college, including understanding the resources and supports available through disability services.

Services and Benefits

Students are provided related services based on needs outlined in their Individualized Education Plans (IEPs) including Speech-Language Therapy, Occupational Therapy, and Developmental Adaptive Physical Education. Our program also offers social work and mental health support,



DAKOTA COUNTY TECHNICAL COLLEGE

1300 145th Street E

Rosemount, MN 55068

Phone: 651-423-8401

School Hours

Student: 7:45 am - 2:20 pm

Staff: 7:30 am - 3:30 pm

[DCTC Calendar](#)

[Emergency Closing Information](#)

[School Lunches](#)



BLOOMINGTON TRANSITION CENTER

2575 W 88th Street, Door 10

including social work groups for students with needs in these areas.

[Health Services](#)

[Transportation](#)

Program Leadership

Stephanie Betley

Assistant Director of Special Education/Principal

Phone: 651-423-8343

Email: stephanie.betley@isd917.org

Courtney Robinson

Assistant Principal/Special Education Coordinator

Phone: 651-423-8246

Email: courtney.robinson@isd917.org

Wendi Renken

Lead Teacher

Phone: 651-423-8620

Email: wendi.renken@isd917.org

Emily Goodson

Lead Teacher

Phone: 952-681-6194

Email: emily.goodson@isd917.org

Rachel NaSal

Administrative Assistant

Phone: 651-423-8515

Email: rachel.nasal@isd917.org

Amy Zins

Administrative Assistant

Phone: 651-423-8401

Email: amy.zins@isd917.org

Blomington, MN 55431

Phone: 651-423-8401

School Hours

Student: 7:45 am - 2:20 pm

Staff: 7:30 am - 3:30 pm

[District 271 Calendar](#)

[Emergency Closing Information](#)

[School Lunches](#)

DISTRICT CALENDARS

[Intermediate School District 917](#)

[Special School District 6, South St. Paul](#)

[Independent School District 191, Burnsville-Eagan-Savage](#)

[Independent School District 192, Farmington](#)

[Independent School District 194, Lakeville](#)

[Independent School District 195, Randolph](#)

[Independent School District 196, Rosemount-Apple Valley-Eagan](#)

[Independent School District 197, Eagan-Mendota Heights-West St. Paul](#)

[Independent School District 199, Inver Grove Heights](#)

[Independent School District 200, Hastings](#)

[Independent School District 271, Bloomington](#)

EMERGENCY CLOSINGS

Intermediate School District 917 students attend schools in several different locations. Please carefully read the following chart concerning school closings for severe weather or other emergency situations. Email and phone alerts from ISD 917 about school closings are available upon request. Please contact your site secretary to sign up.

If Your Student Attends:	School Is Closed When:
Lincoln Center	Special School District 6, South St. Paul is closed
Farmington High School Riverview Elementary	Independent School District 192, Farmington is closed
Christina Huddleston Lakeville North High School McGuire Middle School	Independent School District 194, Lakeville is closed
Two Rivers High School	Independent School District 197, West St. Paul-Mendota Heights-Eagan is closed
Inver Grove Heights Middle School Simley High School Pine Bend Elementary	Independent School District 199, Inver Grove Heights is closed
Hastings High School	Independent School District 200, Hastings is closed
Bloomington Transition Center Pond Family Center	Independent School District 271 is closed
Alliance Education Center Cedar School Concord Education Center Dakota County Technical College - DCALS, TESA DCALS North JSC - New Chance and Riverside Lebanon Education Center	Intermediate School District 917 is closed
Dakota County Technical College - DCALS, TESA	Dakota County Technical College is closed

DISTRICT LUNCH PRICES

2025-2026

Breakfast and lunch are provided at no cost to students.

If you have any questions regarding the meal program, please reach out to your program administrator.

DISTRICT TRANSPORTATION

Resident school districts provide transportation and inform parents/guardians of pick-up and drop-off times.

In the event you need to contact your child's local bus company, please call the number listed below for your district:

DISTRICT	TRANSPORTATION NUMBER	SPECIAL EDUCATION NUMBER
Special School District 6, South St. Paul	651-451-1375	651-457-9496
Independent School District 191, Burnsville-Eagan-Savage	952-985-7500	952-707-2069
Independent School District 192, Farmington	651-463-8689	651-463-5023
Independent School District 194, Lakeville	952-985-7513	952-232-2011
Independent School District 195, Randolph	507-263-2151	507-645-4773
Independent School District 196, Rosemount-Apple Valley- Eagan	651-423-7685	651-423-7626
Independent School District 197, Mendota Heights-Eagan-West St. Paul	651-403-8321	651-403-7011
Independent School District 199, Inver Grove Heights	651-306-7095	651-306-7821
Independent School District 200, Hastings	651-437-1888	651-480-7016
Independent School District 271, Bloomington	952-681-6300	952-681-6508

GENERAL INFORMATION

ABSENCES AND ATTENDANCE

To call in an absence, call your child's main office number or inform their IEP Case Manager. Please leave the date, student's name, and reason for the absence. Your child's transportation company should also be informed of the absence. This is helpful communication for the home district.

Regular attendance is important to school success.

1. Excused Absences

- A valid excuse for an absence may include religious holiday, family emergency, illness, doctor's visit, mental health/therapy appointment, probation appointment, or court.
- Requests to excuse a student from school for an extended period should be made in advance and in writing. These requests require the approval of the program administrator. The school board permits the school to excuse students for the following reasons:
 - Illness;
 - Serious illness or death in the family;
 - Appointment with a doctor, dentist, or mental health professional when an appointment cannot be made outside the school day;
 - Religious observance; or
 - Special occasions authorized by the assistant director, director, or school superintendent.
- Before a student leaves the school building, they must report to the office and have a parent/guardian sign the student out.
- After a student has accumulated 10 excused absences a formal letter may be sent to parents or guardians requesting documentation from professionals (doctor, therapist, dentist, etc.) to excuse the absence.
 - If documentation is not provided the student's absence will be recorded as unexcused. Continued unexcused absences will follow the same reporting guidelines as referenced under educational neglect and truancy.

2. Unexcused Absences

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

3. Tardies

- Tardies will be collected if a student is 15 minutes late after the expected start time of the program they attend.
- 3 unexcused tardies may equal 1 unexcused full day, dependent on county truancy guidelines.
- If the student will be tardy, please indicate the approximate time they will be arriving.

4. Notification of Absences or Tardies

- Parents and guardians must include the following information when notifying the school regarding a student absence/tardy:
 - Date

- Student name
 - Homeroom or case manager
 - Reason for the absence.
 - Please remember to also notify the transportation company of a student absence.
5. Mandated Reporting for Educational Neglect and Truancy
- If students are not regularly attending school or are not on time the school is mandated to report educational neglect and truancy to residing counties:
 1. Educational Neglect
 - For students, 11 and younger, reports are made to the county of residence Child Protective Service (CPS) for educational neglect.
 - A formal letter will be sent out via mail or email to parents or guardians when a student has accumulated 3 unexcused absences.
 - School staff will offer parents the opportunity to participate in a meeting to address attendance concerns.
 - If the student accumulates 7 unexcused absences school staff are mandated to report educational neglect to agencies in the county of residence.
 - A referral letter will be sent out to parents or guardians via mail or email.
 - The county agency will contact parents and collaborate with school staff.
 2. Truancy
 - A student who is 12 to 17 years old and is absent without an excuse for seven school days, is considered to be habitually truant.
 - A formal letter will be sent out via mail or email to parents or guardians when a student has accumulated 3 days of unexcused absences.
 - School staff will offer parents the opportunity to participate in a meeting to address attendance concerns.
 - If the student accumulates 7 unexcused absences school staff are mandated to report truancy to agencies in the county of residence.
 - A referral letter will be sent out to parents or guardians via mail or email.
 - The county agency will contact parents and collaborate with school staff.

AIR QUALITY

The Minnesota Department of Health has created a graphic outlining evidenced based guidance for schools: [Minnesota Outdoor Air Quality Guidance for Schools and Child Care](#). Further, [AirNow.gov](#) is a website and mobile application that gives the actual air quality index for a specific location. These resources are utilized to determine if it's safe to have students outside and the appropriate duration.

ALLERGENS AND CHEMICAL SENSITIVITY

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 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 classrooms. This

includes non-mylar balloons.

Food Allergies: Due to potentially life-threatening allergies, it is highly recommended that peanut or nut-containing products not be brought into common eating areas.

BACKGROUND CHECKS

School board policy 404 Employment Background Checks outlines the district practices regarding criminal background checks of all employees who receive an offer of employment from the district. Further, the school district reserves all rights to conduct background checks of current employees or applicants.

BULLYING PROHIBITION

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's policy at About > School Board > Policies > 500 students.

CHEMICAL USE OR POSSESSION INCLUDING CANNABIS

Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (edible cannabinoid products), cannabis (cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products), and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

COMMUNICATION

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

Conferences are held each year and parents/guardians are encouraged to attend. The conferences are scheduled to review each student's program and to make plans for future programming.

DIRECTORY INFORMATION

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

- Student's name
- Date of birth
- Major field of study
- Participation in officially recognized activities
- Dates of attendance

- Grade levels completed
- Degrees and awards received

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

DISCIPLINE

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the district's policy, go to About > School Board > Policies > 500 students.

DRESS CODE

Since we believe that school is the student's place of work and that their dress should be in harmony with a good working situation, school dress policy needs to be followed:

- Clothing should be comfortable and appropriate for the age of the student. Wallet chains and similar accessories are also not generally acceptable school dress.
- Students should be dressed to be comfortable in warm weather. Revealing clothing, such as tight and/or short shorts, halter and tube tops, and any clothing that reveals a bare midriff are typically to be reserved for after school wear.
- Written messages or pictures on clothing must be appropriate for school. They cannot display messages of a discriminatory, sexual, or violent nature. Shirts with tobacco, drug, or alcohol messages or logos are not acceptable.
- Appropriateness will be decided by the school administration and other clothing will be available.
- Gang-related clothing and symbols will not be allowed in school.
- Outerwear, such as headgear, windbreakers, jackets, coats, gloves and scarves typically may not be worn indoors during the school day.

EMERGENCY EVACUATIONS/FIRE DRILLS

In accordance with state law and for the safety of all students, a minimum of one tornado, five lockdown and five fire drills will be conducted this school year. During the drills, everyone must follow the directives in a timely and orderly manner. In the event that alternate sheltering is needed, some sites may utilize a religious institution such as a church to meet this need.

EMERGENCY INFORMATION

All students are required to have up-to-date health and emergency information on file at school. This is to include emergency telephone numbers where a parent/guardian can be reached during the school day. In addition, emergency contact information should be provided in case a parent is unavailable. Parents/guardians will also be asked by their transportation office to provide emergency information that will be kept on the school bus.

FIELD TRIPS

During the school year community-based volunteer programming and field trips are planned to different locations in the community to enhance the educational experience. There may be a charge for field trips depending on the activity. Intermediate School District 917 will provide the transportation. Permission is granted through the Online Registration in Infinite Campus. Notification of community-based programming and trips will be provided in advance. Students will not be allowed to participate in community-based programming or field trips unless permission is granted and emergency health forms have been completed and are on file at the school.

GENDER IDENTITY

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

HAZING

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's policy which can be found at [About > School Board > Policies > 500 students](#).

HEALTH SCREENINGS

Students will participate in health screenings throughout the year including hearing and vision screening. Students may be screened at the request of a parent or teacher or as part of the 3-year re-evaluation process. Please contact your child's licensed school nurse with any questions.

ILLNESS - HOME

To help reduce the spread of disease throughout the school, we ask families to keep students home from school for the following conditions:

- Fever of 100.0 or greater, remain at home until 24 hours after the fever returns to normal without fever-reducing medication.
- Vomiting and/or diarrhea, remain at home until 24 hours after the last episode.
- Cold symptoms such as a new cough, congestion, nasal drainage, sore throat, decreased appetite, interrupted sleep, and fatigue. We recommend checking with your physician before sending your student back to school.
- Undiagnosed rash until consulting with your physician.
- Red eyes with drainage until consulting with your physician.

In Addition:

- Remain at home for 24 hours after the first dose of antibiotics is started
- Please report any communicable illness such as chickenpox, pink eye, strep throat, Covid-19, influenza, or ringworm to your child's licensed school nurse.

ILLNESS/INJURY - SCHOOL

If a student becomes ill or is injured at school, the parent will be contacted. If a parent cannot be reached, the emergency contacts will be called. Transportation home and additional medical care are the

responsibility of the parent/guardian.

In the event that 911 is called, emergency response personnel will assess the need for further medical treatment and possible transport to a hospital. Parent/Guardian will communicate with emergency response personnel related to the action advised. If transport is needed, a parent or guardian is expected to be onsite at the hospital to provide consent for treatment.

Please note that the nurse will also consider:

- If illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children;
- If a child appears to be severely ill;
- If illness poses a risk of spreading of disease to others;
- If any child determined by the local health department is contributing to the transmission of illness during an outbreak.

If your student has a fever they need to stay home and away from others until the fever is gone and their symptoms are improving for 24 hours without the use of fever reducing medicine. When returning, precautions should be taken to reduce the risk to others for the next 5 days such as masking.

IMMUNIZATIONS

In order to attend school, students must show that they are in compliance with *Minnesota School Immunization Requirements*. Intermediate School District 917 follows our member districts' policies, which include a "No Shots, No School Policy." This policy states that students who are not up to date on their immunizations will not be allowed to start school until they provide the school with documentation that they have received the required immunizations. See the [Minnesota Department of Health website](#) for more information on required immunizations.

Students transferring into an Intermediate School District 917 program are allowed a 30-day grace period to meet the immunization requirements.

INSTRUCTIONAL MATERIALS AND SUPPLIES

In some programs, parents are expected to provide supplies. If instructional materials are lost or damaged, a charge may be assessed to the student who lost or damaged the item.

INTERNET ACCEPTABLE USE

Please refer to [ISD 917's policy](#) for internet acceptable use. Acceptance of this policy is included in Online Registration in Infinite Campus.

LANGUAGE ACCESS PLAN

Please refer to [ISD 917's Plan](#) for Language Access.

LOCKERS AND DESKS

Lockers, desks, and storage areas are the property of Intermediate School District 917. At no time does Intermediate School District 917 relinquish its exclusive control of lockers/storage areas provided for the convenience of students. Inspection of the interior lockers/storage areas may be conducted by school

district authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker/storage area may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an on-going investigation by police or school officials.

MEDIA

During the school year, Intermediate School District 917 may wish to use a photograph, audio recording, or video recording of your child or work they have created for promotional or educational reasons, including, but not limited to: publications, posters, brochures, newsletters, website, social media, radio, and/or television. Permission for this is granted through Online Registration in Infinite Campus.

MEDICATIONS AND SPECIALIZED HEALTHCARE PROCEDURES

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

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

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

Requirements for Administration of Medications and Specialized Health Care Procedures:

- Signed authorization/directions from parent/guardian. See ["Authorization and Request for Administration of Medications"](#) form;
- Signed authorization from a physician is required for all prescription medications. See ["Authorization and Request for Administration of Medications"](#) form. Additionally, non-prescription medications may need a physician or licensed provider authorization at the discretion of the Licensed School Nurse.
- A signed authorization by the provider and parent/guardian for self-carry medications such as inhalers and epi-pens.
- All prescribed medications must be provided with an accurately labeled prescription container;
- All non-prescription medications provided by parents/guardians must be in an original container with a label and directions;
- Administration of medication or special procedures by our member district's health services for 917 students, will be in accordance with the member district's policies and procedures.
- Supplies and equipment for authorized procedures must be consistent with the directions/written authorizations.

NONDISCRIMINATION

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not 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 and expression, or age in its programs and activities. The school board has designated Nicolle Roush, Executive Director of Business Services [1300 145th Street East, Rosemount 55068, 651-423-8227] as the district's human rights officer to handle inquiries regarding nondiscrimination.

NOTIFICATION OF INSTANCES OF VIOLENCE BY STUDENTS

Your child's history of instances of violence (*willful conduct in which a student endangers or causes physical injury to the students, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed*), documented within the past 2 school years, will be shared with your child's classroom teacher. It will also be shared with additional staff members who have a legitimate educational interest in your child's instruction, teaching, student achievement and progress, discipline, health and welfare, and the ability to respond to a request for educational data. As the parent/guardian, you have the right to review your child's behavioral data, including the data related to instance of violence. Please feel free to contact your student's case manager or classroom teacher with this request.

PARENT RIGHT TO KNOW

If a parent requests it, the school district will provide information regarding the professional qualifications of their child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PLEDGE OF ALLEGIANCE

Intermediate School District 917 has waived the requirement to recite the [Pledge of Allegiance via Board Policy 531](#), in accordance with Minn. Stat. § 121A.11, sub. 3. Intermediate School District 917 programs may be located in districts which recite the Pledge of Allegiance, in which case, the program will defer to the local district practice.

POLICIES

Please refer to the district website for applicable policies. They can be found by going to About > School

RESTRICTIVE PROCEDURES PLAN

The district's Restrictive Procedures Plan can be found [here](#). It is updated annually.

SCHOOL-SPONSORED STUDENT PUBLICATIONS AND/OR STUDENT PROJECTS

Expression in a school publication or in a student project is prohibited when the material:

- Expresses or advocates sexual, racial or religious harassment or violence or prejudice;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Advertises or promotes any product or service not permitted for minors by law;
- Is libelous or slanderous; or
- Is obscene to minors.

Students violating these guidelines are subject to disciplinary action.

SEARCHES

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

SOCIAL MEDIA

Intermediate School District 917 is active on social media sites (including Facebook, Instagram, Twitter, and YouTube). Permission to post your child's picture on social media sites, should an activity warrant a social media post (ex. School dances, classroom activities, school-wide events, etc.) is granted through Online Registration in Infinite Campus. Please be aware that these sites are viewable to anyone who chooses to follow our social media pages.

SOFTWARE INVENTORY & STUDENT DATA ELEMENTS

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

STATE TESTING

Minnesota students take statewide assessments to provide school districts and the public with a snapshot of student learning across classrooms and the district. Two types of assessments are given in Minnesota:

1. Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS). These assessments are given in the spring in the areas of reading, math, and science to provide a snapshot of learning academic standards.
2. English Language Proficiency Accountability Assessments. Students who are identified as English learners (ELs) take the ACCESS or Alternate ACCESS assessment to provide a snapshot of English language development.

Family letters and fact sheets about the statewide assessments can be found at: <https://education.mn.gov/MDE/fam/tests/>. These documents are also translated into a variety of languages under the Translated Documents section.

Further, Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child, school, and community. The form to meet this legislative requirement is included in the appendices of this handbook or you can access it at <https://education.mn.gov/MDE/fam/tests/> under the Student Participation section. If you choose to complete it, it must be returned to your student's administrator; your student's administrator may require additional information.

[Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information](#)

STUDENT CODE OF CONDUCT

Before attending a student organization activity, the instructor will inform students of the student organization's code of conduct. Students will be asked to agree to conduct themselves according to the code. Students attending a school-sponsored student activity must also follow the same behavioral guidelines that apply in all Intermediate School District 917 programs. Students are subject to disqualification and dismissal from the activity and to disciplinary action if they do not conform to these standards of conduct. This includes all forms of hazing. Violators will be disciplined based on the conduct violation.

STUDENT RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see the district's policy at About > School Board > Policies > 500 students.

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see the district's policy at About > School Board > Policies > 500 students.

TENNESSEN WARNING

When Intermediate School District 917 requests non-public data concerning you or your family, the purpose of that request will be specifically stated to you. In addition, our overall purpose and intended use of all such data shall be for the smooth and uninterrupted conduct of business to fulfill the educational

purpose of Intermediate School District 917. At the time that any non-public data is requested from you regarding your family, you will be informed of the consequences arising from supplying or refusing to supply such information. In addition, you will be informed of the persons or entities authorized by law to receive the information unless the individual requesting the information does so pursuant to a law enforcement investigation, otherwise governed by law. Unless you are specifically notified otherwise, the information gathered by Intermediate School District 917 will be routinely accessed by District personnel, agents, contractors and others authorized by law to the extent necessary.

THIRD PARTY BILLING

Minnesota Statutes, section 125A.21, subdivision 2, requires school districts to seek reimbursement from insurers and other third parties for the cost of services provided by a Local Educational Agency (LEA) whenever these services are covered by the child's health insurance. This statute is based on federal regulations and the Individuals with Disabilities Education Act (IDEA). LEAs can enroll with the Minnesota Health Care Programs (MHCP) as an MHCP Individualized Education Program (IEP) provider. Information about Minnesota Health Care Programs can be found at <https://mn.gov/dhs/health-care-coverage/>.

TRANSPORTATION

The local school district is responsible for transporting students and inquiries regarding transportation should be made to their office.

- The local school district will contact parents regarding the time students will be picked up for school.
- Students will be picked up and delivered to a consistent location (home, neighbor, babysitter, etc.).
- Buses do not leave the school without students unless parents have made special arrangements. Contact the school if you are making other arrangements for transportation home.
- Appropriate behavior is expected in school vehicles. Students who are disruptive can interfere with the driver and cause dangerous situations to occur.
- If a student will not be attending school, the bus driver or transportation office of the local school district should be notified.
- Intermediate School District 917 will assist the local district with disciplinary bus issues when appropriate. Intermediate School District 917 needs a written report of the incident to establish what, if any, disciplinary measures are needed.

Students wanting to drive to school need prior approval from the program supervisor.

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor

vehicle or its compartments under the student's control upon a school official's request.

VISITORS

All visitors must sign in at the school office before being escorted to their appointments. In many schools visitors will be required to have identification badges. Students are not allowed to bring visitors to school without special permission from the program supervisor. If a parent would like to observe a classroom, an appointment must be made in advance with the program supervisor. Other children, friends, or siblings are not to accompany parents on these visits.