



# Student Handbook

## ~~2024~~2025-~~2025~~2026

Board approved: August ~~2024~~2025



## Letter from the Superintendent



Welcome to the 2024-2025 school year in Burnsville-Eagan-Savage School District 191!

I am so excited for this school year, as I hope you are, too. This will be my sixth year as the proud superintendent of District 191. It's amazing to think of how much our community has grown and changed over those years, and also how much all of you have grown and changed, too! That mutual growth reminds me that we are all connected with the people and community around us. It's the reason one of our core values in District 191 is "Inclusive Partnership." That means that we're at our best when everyone can and does contribute to the whole.

We offer the best learning opportunities when we partner with local businesses and organizations. We grow and learn the most when we open ourselves to the different ideas, talents and experiences of our neighbors. We make our best decisions when we hear the voices of our students, families and staff.

Our capacity for and commitment to working in partnership is truly special in District 191, and it makes me incredibly proud. The foundation to partnership is building positive relationships, and in this student handbook, you'll see expectations for how we work and interact with each other, as well as responses when we do not act in positive ways.

I encourage you to commit to establishing and building partnerships, too. Working with your classmates and teachers on projects, contributing your voice to student leadership, or maybe by creating a new club or group with your fellow students. You'll be amazed at what's possible when you work with others.

Thank you for all you do and for being part of the One91 community. I wish you all the best this school year.

Dear Students of One91 -

Welcome to the 2025-26 school year! As the new superintendent, I am thrilled to begin this exciting journey with you as we officially kick off a new school year. Whether you're returning to familiar hallways or stepping into new ones, I want you to know that you are valued, seen, and central to everything we do.



I am deeply invested in your success—not just academically, but as individuals with unique talents, dreams, and gifts. Every student matters, and every student deserves the opportunity to thrive. This year, we'll work together to create an environment that is safe, where learning is engaging, achievement is celebrated, and your voices are heard.

To help guide us, I encourage you to take time to review this Student Handbook. It's more than just a set of rules—it's a roadmap for how we can minimize distractions and maximize your learning experience. By understanding and embracing the expectations outlined in the handbook, you'll be better equipped to focus on what truly matters: your goals, your growth, and your pathway to success.

I look forward to meeting you, seeing your curiosity in action, your creativity shine, and your accomplishments unfold. Together, we'll build a caring community of opportunity, excellence, and respect that blazes paths to success. So, here's to a wonderful school year ahead!

Educationally yours,

A handwritten signature in black ink, appearing to read "Latanya Daniels".

Dr. Latanya Daniels

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# Important District Policies to Know

**\*\*Please note the handbook may reference policies that are under review\*\***

This page includes summaries of several Burnsville-Eagan-Savage School District 191 policies regarding student behavior which help ensure a safe and positive learning environment at our schools. The complete text of these and other District 191 policies can be found online at [www.isd191.org/policies](http://www.isd191.org/policies) or upon request from a school or district office. Questions regarding district policies or this handbook can be directed to the building principal, program director or superintendent's office at 952-707-2005.

## **POLICY 404: EMPLOYEE BACKGROUND CHECKS**

District 191 places a high priority on ensuring a safe and healthy learning environment for students. As part of this, all applicants who have been offered employment with the district must complete a criminal background check before they start. This process meets legal requirements.

## **POLICY 413: HARASSMENT AND VIOLENCE**

District 191 is committed to creating safe and supportive spaces where students can learn, and employees can work, without fear of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital or familial status, status with regard to public assistance, sexual orientation or disability. Any harassing or violent behavior is strictly prohibited in District 191 schools and other buildings, on district property and during district events. We take all complaints of harassment or violence very seriously. We will investigate all complaints and take disciplinary action against any student, teacher, administrator or other school employee who violates this policy. Detailed information on this policy can be found on our district's website.

## **POLICY 418: DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid 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. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

## **POLICY 419: TOBACCO- AND SMOKE-FREE ENVIRONMENT**

As part of our work to keep a healthful learning environment for students and working environment for our employees, tobacco use of any kind, including electronic cigarettes and tobacco-related devices are prohibited in all of our schools. This policy applies to all students, teachers, administrators and other District 191 employees. An American Indian student or staff member may use tobacco, sage, sweetgrass and cedar to conduct individual or group smudging in a public school as determined by the building or site administrator.

## **POLICY 501: SCHOOL WEAPONS POLICY**

No person is allowed to possess, use or distribute a weapon on school property, with specific exceptions. We will enforce this policy and discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

## **POLICY 502: SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON**

School lockers are the property of the district and we maintain exclusive control of lockers provided for the convenience of students. On account of this, we may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant. However, a student's personal possessions within a school locker or being carried by that student may be searched only when school employees have a reasonable suspicion that the search will reveal evidence of a violation of law or school rules.

### POLICY 503: STUDENT ATTENDANCE

~~Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student.~~

~~Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.~~

~~Being in school every day and on time is vital for students to succeed. It helps them learn, build friendships, and develop good habits. Students are responsible for showing up, participating, and catching up on missed work. Parents and guardians must ensure their child attends and communicates any absences. School staff track attendance, provide support, and work with families to address any issues. Ultimately, Minnesota law (Section 120A.22), requires all students to attend school unless an absence is officially excused.~~

### POLICY 505: DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

District 191 is committed to protecting students' and employees' rights to free speech while also maintaining effective learning environments. To maintain this balance, we allow students and employees to distribute non-school-sponsored materials on school property as long as it is done at a reasonable time and place and in a reasonable manner. Complete guidelines are available in the online policy manual. If you are interested in distributing materials on school grounds, you must place a request with and get permission from your school principal or administrator.

### POLICY 506: STUDENT DISCIPLINE

Students are expected to behave appropriately so that our schools are positive learning environments for all. Schools are expected to attempt non-exclusionary discipline practices, whenever possible, in partnership with caregivers.

### POLICY 514: BULLYING PROHIBITION POLICY

District 191 knows that a safe and civil learning environment is essential for all students to achieve to their highest capabilities. Therefore, bullying, whether by an individual or a group, is expressly prohibited in District 191 schools, on school property, at school events and activities, and on school transportation. Condoning or supporting another student's act of bullying is also prohibited. Although we cannot monitor all students' actions at all times, we will investigate and respond to any bullying behavior that negatively affects the school environment and educational rights of other students, this includes cyberbullying.

### POLICY 520: STUDENT SURVEYS

Occasionally, we will use surveys to gather student opinions and information about students. These surveys are used to help the district better achieve its mission.

### POLICY 522: TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

The school district prohibits sexual harassment that occurs within its education programs and activities. ~~Unlawful sex discrimination towards a~~ Anyone with actual knowledge of, or who has witnessed unlawful sex discrimination, including sexual harassment, must report the allegations to the Title IX coordinator. Information about reporting can be found on our district website ~~student report forms can be found in the online policy manual.~~

### POLICY 524: PERSONAL ELECTRONIC COMMUNICATION DEVICES INCLUDING CELL PHONES

In 2024 the state legislature required all Minnesota School Districts to adopt a cell phone policy. The objective of this policy is to support the school district's focus on learning in alignment with the district's mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools. Possession and use of personal electronic communication devices must be regulated to ensure that such devices do not disrupt or interfere with the education process or school operations, impair the safety, welfare, and privacy of students and staff, or are used as part of an act of academic dishonesty. Regulations for this policy have been designed to help families navigate this new policy and can be found on the district website.

### POLICY 526: HAZING PROHIBITION

Hazing activities of any type are prohibited at all times whether they happen on or off school property, during, or after school hours. Hazing activities can mean doing something to a student or coercing a student to do something that could cause harm in order for

that student join or be part of a group or organization. More details about what constitutes hazing can be found in the online policy manual.

#### **POLICY 527: STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES**

Students are allowed the limited use and parking of motor vehicles in district locations in accordance with district policy. Students permitted to park at a district location do so as a privilege, not a right.

#### **POLICY 529: STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS**

We are committed to maintaining safe learning and working environments for our students and staff. As part of this commitment, we provide classroom teachers and other school staff members notice about students' history of violent behavior. Before we do so, we will inform the student's parent or guardian.

#### **POLICY 530: IMMUNIZATION REQUIREMENTS**

In order for students to enroll or remain enrolled in elementary or secondary schools, Minnesota state law requires documentation of required immunization or written proof of exemption. The district will partner with families to obtain documentation required by the Minnesota Department of Health. Students will not be allowed to start school until this information is obtained, or an appropriately signed legal exemption or a documented plan of action to obtain legal documentation is provided to the district. A list of the required immunizations, the entire District 191 immunization Policy 530, and immunization forms are available on the district website.

#### **POLICY 531: THE PLEDGE OF ALLEGIANCE**

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of American one or more times each week. The recitations shall be conducted by each individual classroom teacher or over a school intercom system by a person designated by the school principal or administrator. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make the choice to not recite the pledge.

#### **POLICY 610: FIELD TRIPS**

Students take both transported and walking field trips to broaden their educational experiences. An informational letter and permission form will be sent home and this must be completed and returned to the school before a student may go on a field trip. All field trips will be well planned and conducted in an orderly and safe manner and will be related directly to the educational objectives of the class or activity for which the trip is requested. Fees may not be assessed against students to defray direct costs of instruction trips planned through classroom and school day activities. Supplementary trips organized by student activities, clubs and other special interest groups may request financial contributions. Chaperones must undergo a background check to be eligible to serve as an adult chaperone on the field trip.

#### **POLICY 613: GRADUATION REQUIREMENTS**

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. Please refer to our district website for a comprehensive and detailed look at our district's graduation requirement at [bhs.isd191.org/academics/graduation-requirements](https://bhs.isd191.org/academics/graduation-requirements).

#### **POLICY 634: ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY**

We understand the importance of students being able to access resources on the internet, both for current educational work and to help ensure students have the skills they need for future study and work. We provide students access to our computer system, including the internet, expressly for educational purposes, including classroom activities, research and college/career readiness activities. Students are expected to use our system in a safe manner and for these appropriate purposes. If the system is used in an unacceptable manner, students may face consequences as outlined in this policy. The system is subject to periodic maintenance and possible unforeseen downtime.

#### **POLICY 806: EMERGENCY OPERATIONS POLICY**

Each district site has its own emergency operations plan. In the event of an emergency, relevant information of reunification instructions will be sent through the district messaging system and available on the ~~ISD-District~~ 191 website.

# General District Information

## **ARTIFICIAL INTELLIGENCE (AI)**

District 191 embraces AI technologies to enhance educational experiences and support diverse learning needs. AI tools may be incorporated into classes to assist in personalizing learning and offering various ways for students to express their knowledge and engagement. AI tools will be taught as part of curriculum so that students have the knowledge and skills to leverage AI.

Guidelines for AI Use:

1. **Educational Enhancement:** AI is used as a supplementary tool to augment the teaching provided by educators, assisting in tasks ranging from generating creative content to providing analytical insights. It is crucial to treat AI as an aid, not a replacement for traditional learning methods or teacher guidance.
2. **Critical Engagement:** Students are encouraged to critically engage with AI outputs, questioning and verifying the information generated. It is the student's responsibility to ensure the accuracy of their work, even when using AI-generated content.
3. **Ethical Use and Integrity:** All work submitted should clearly acknowledge the use of AI tools, specifying how and why AI was utilized. Transparency in the use of AI prevents academic dishonesty and fosters an environment of integrity and honesty.
4. **Inclusivity and Accessibility:** AI tools should be used in ways that are inclusive of all students, including those with disabilities and multilingual learners. Efforts will be made to ensure that AI resources are accessible to everyone and sensitive to diverse needs.
5. **Data Privacy:** In using AI technologies, the privacy and security of student data are paramount. Students and educators must adhere to district guidelines on data handling, ensuring that personal information is protected and AI interactions comply with our data security policies.

## **ATTENDANCE**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important for future success. Families need to familiarize themselves with district attendance policies and protocols:

### **Types of Attendance:**

1. Excused Absences – A parent, guardian, or other responsible adult must report a student absent. Valid reasons for an excused absence include:

- Student illness or health condition (physical or mental)
- Medical, dental, orthodontic, or therapy appointments (including telehealth) (A note from a doctor or licensed mental health professional is considered a valid excuse)
- Family emergencies
- Death, serious illness, or funeral of an immediate family member
- Ongoing treatment for a mental health diagnosis
- Court appearances
- Religious or cultural instruction (up to 3 hours per week, not held at school or funded by public dollars)
- School-sponsored events or field trips
- Suspension from school
- Active duty in the U.S. military
- Religious observances: Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal

### **Make-Up Work for Excused Absences:**

Students must make up missed work or complete an alternative assignment. Work should be completed within two school days of returning, unless more time is given by the teacher or principal due to special circumstances.

2. Unexcused Absences - An absence is considered unexcused when it is not approved by a parent/guardian and the school, or when attendance procedures are not followed. Examples of unexcused absences include:

- Skipping school (truancy)
- Not following attendance reporting procedures



- [Staying home to do chores or work](#)
- [Working at a job \(unless part of a school program\)](#)
- [Accumulated tardies \(7 unexcused tardies = 1 unexcused absence\)](#)
- [Any other absence not listed as excused](#)

[The following steps will be taken to help support families and students in getting back on track with regular school attendance when unexcused absences \(UA\) become a recurring issue:](#)

- [3 UA - School staff will make contact with a parent or guardian](#)
- [4 UA - School staff will mail an attendance letter to the family](#)
- [6 UA - School Staff will schedule a meeting with the family to collaboratively address attendance concerns](#)
- [7 UA - School Staff may work with county agencies](#)

[3. Partial Day Attendance \(Tardy\) - Students are expected to be in their assigned classroom or learning space \(in-person or virtual\) on time and for the full day. Students missing a portion of the day or period will be marked as tardy. These may be excused if valid reasons are provided, or unexcused without a valid reason or without following reporting procedures. Valid reasons for partial day attendance include:](#)

- [Student illness](#)
- [Serious illness or death in the immediate family or of a close friend](#)
- [Medical or dental appointments](#)
- [Court appearances](#)
- [Emergency situations \(e.g., fire, storm, flooding\)](#)
- [A written excuse \(ex., hall pass\) from a teacher or administrator](#)

[If a student is late at the start of the school day, they must check in at the office to get a pass.](#)

#### [Attendance and Participation in Extracurricular Activities & School-Sponsored Work Programs](#)

- [This policy applies to all students involved in school activities or school-sponsored work programs, whether during or after school hours](#)
- [Absences approved by the school \(like field trips\) will not affect a student's ability to participate](#)
- [Students with an unexcused absence from any class during the day may not participate in activities or programs that day](#)
- [Students who are suspended from class are not allowed to participate in any activities or programs that day](#)
- [If a student is absent from school due to medical reasons, they must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program](#)
- [If a student misses half a day or more, even with an excused absence, they cannot participate in Minnesota State High School League \(MSHSL\) events that day—unless allowed under MSHSL exceptions and approved by the school](#)

#### [Resolving Absences and Tardies](#)

[Parents/guardians will have up to two school days after the student returns to school to resolve a marked absence or tardy. The office attendance staff will have the primary authority and responsibility to excuse absences or tardies according to policy 503. If the parent/guardian wishes to excuse an absence that extends beyond the two day window or for other extenuating circumstances, they may apply, in writing and at any time, to the school's principal or designee. Please contact your school's main office or attendance line to communicate updates.](#)

#### **[CELL PHONES AND/OR PERSONAL ELECTRONIC DEVICES](#)**

[In response to recent state legislation, One91 is in the process of adopting formal policy around cell phone usage in schools. Site level administrative teams continue to have the authority to implement cell phone practices at the site level in alignment with existing discipline policies. Administrators will continue to partner with students, families, and staff to ensure effective implementation.](#)

[To minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment and to support school environments in which students can engage fully with their classmates, their teachers, and instruction, the school board has determined the use of personal electronic communication devices by students during school hours should be limited.](#)



For elementary and middle school (K-8), all personal electronic devices—like cell phones, smartwatches, and headphones—must be put away, silent, and out of sight from the first bell to the last bell, including during class, lunch, and recess. For high school (9-12), devices must be put away, silent, and out of sight during all instructional time; while quiet use is allowed during passing times and lunch, it's strongly discouraged to minimize distraction. Devices should always be stored securely in your locker, backpack, or a designated classroom spot. Exceptions apply for documented medical needs, genuine emergencies, or if a staff member explicitly allows use for learning. If you need to make a call, you can always ask to use a school phone in the office. Violations will result in disciplinary action, ranging from a reminder to device confiscation or even a temporary ban from school, and please remember, the district is not responsible for lost, stolen, or damaged devices.

### **CHROMEBOOKS**

All Chromebooks, other student devices, and issued accessories are the property of ~~ISD191~~District 191. Students will take care of the equipment, use the equipment in accordance with our Acceptable Use Policy [634](#), and return the equipment when requested or when the student leaves ~~ISD191~~District 191. More Information and the One91 Chromebook Loan Expectations can be found at [isd191.org/chromebook](http://isd191.org/chromebook).

### **COMPLAINTS**

Students, caregivers, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the site level where appropriate. The appropriate administrator will respond in writing to the complaining party.

Students, parents, and caregivers may file a complaint and seek corrective action when the requirements of the Pupil Fair Dismissal Act and local discipline policy are not being met. Please refer to Policy 506 for more information and to access the discipline complaint form.

### **EMERGENCY DRILLS**

Regular school safety drills will occur as aligned to state statute. This includes all of our standard response protocols outlined by the “I Love You Guys” Foundation. These protocols include: HOLD, SECURE, LOCKDOWN, EVACUATE and SHELTER. The intent is to practice and assess needs for improvement. District 191 does not conduct “active shooter” simulations with students; however, we will conduct lockdown drills. After a lockdown drill, each classroom provides time for students and staff to talk about safety at the school. Families will be notified of these practice drills and should contact their student’s school or program if they choose not to have their student participate

### **FOOD POLICY**

The State Department of Health requires that food served in schools be obtained from appropriate sources. Food prepared in a home will not be distributed in school. Families must adhere to the district’s Wellness Policy 533 and must also check with school staff before sending in treats for a party or other event.

### **HUMAN GROWTH AND DEVELOPMENT**

Each school year, 4th-, ~~and 5th-and 6th-~~grade students receive Human Growth and Development lessons. These lessons are designed to promote a healthy attitude toward maturing bodies and an awareness of the physical and emotional changes that occur during the adolescent years. The classes will also include the state-mandated Human Immunodeficiency Virus (HIV) education along with communicable disease education to 6th grade students. Dates for these classes are communicated through newsletters and websites and will include the opportunity to preview the topics and content. Parents or guardians must provide permission for their child to participate. Children not participating in this class will take part in other health content.

### **ILLNESS AND INJURY**

In case of illness or significant injury at school, a parent or guardian will be notified by the Health Office staff. Transportation home and all medical care is the responsibility of the parent or guardian. If a parent or guardian cannot be reached, the emergency contact will be called. The person designated as an emergency contact must be able and willing to provide transportation and supervision for the student. It is important that the emergency contact information is current for all students. If the emergency contact cannot be reached, 911 will be called as necessary.

In most cases, children should remain at home for 24 hours after antibiotics have been started. Students should be fever free for 24 hours before returning to school. If a student becomes ill with a communicable disease, please notify the school.

### **LATEX-SAFE SCHOOLS**

To safeguard the health of students and staff who have latex allergies, all schools take steps to minimize exposure to natural rubber latex. No latex balloons are allowed. Students with latex allergies should notify the building nurse at their school so that accommodations can be made.

### **LOCKERS (SECONDARY SCHOOLS)**

All lockers are school property and may be opened at any time by school officials. The school is not responsible for replacing lost or stolen student property. Replacement costs will be assessed for school property reported missing from a student's locker unless forced entry can be demonstrated. Lockers should always be locked properly and kept in good condition. Theft from lockers should be reported immediately to the police liaison officer or the main office. Students should not tell anyone their locker combination. If a locker is not operating properly, report it to the main office.

Students enrolled in physical education are assigned a locker. Students are encouraged to mark all of their personal clothing and equipment with appropriate identification. These lockers must be cleared of all clothing and equipment as directed by school staff at the end of scheduled terms. The school will not assume responsibility for the return or condition of student equipment or clothing left in lockers.

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of images and posters which may constitute sexual harassment, etc.

Students may also be assigned athletic lockers for use during a specific athletic season. On the date that equipment is due at season's end, all locks and belongings must be removed.

### **MEDICATIONS**

If a student requires medicine administered during school hours, either a scheduled medication or an over-the-counter medication, a doctor's note is required. Please contact your school's nurse if medication will be needed during the school day to obtain a form for your doctor to fill out. Medication is required to be in its original prescription bottle or packaging. Please refer to Policy 516 on our district website, or contact your school nurse, for more information on medication during the school day.

### **PERMITTED ACTIONS**

As allowed by Minnesota state law (Statute 609.379), there are some rare instances when reasonable force may be used toward a student without the student's permission which are outlined under reasonable force in Policy 506 on our district website.

### **PESTICIDES**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides is used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting our Director of Operations, Properties and Transportation.

### **RECESS AND OTHER BREAKS**

District 191 encourages student access to regular physical, structured breaks. District 191 will not withhold recess in nearly all cases unless a student poses a significant threat of physical harm to others, a parent or caregivers has specifically consented to an alternative recess plan, or an Individualized Education Plan team has determined it is appropriate. In the case of a student being denied recess, [District 191](#) will make a reasonable attempt to notify parents within 24 hours.

### **REMOTE LEARNING DAYS**

Remote Learning Days can occur when students spend part of their time learning off our campuses through digital delivery of instruction. Remote Learning Days are different from our Virtual Academy online learning school. The primary cause for a Remote Learning Day can vary. One reason is due to an unplanned (typically weather) event. The first weather event, resulting in an entire

day of school being canceled, does not lead to a Remote Learning Day, however, all subsequent days will be Remote Learning Days, per One91 policy. Remote Learning Days can also be planned out in advance for various reasons. This may just be a single school site or it may be all sites in the district. These are defined by policy as Blended Learning Days. Both causes for Remote Learning Days are supported by One91 policy and state statute. The district is expected to communicate, well in advance, for the planned Remote Learning Days and as soon as possible (at least 2 hours before the school day is supposed to start) for the unplanned Remote Learning Days.

#### **REPORTING CHILD ABUSE/NEGLECT**

District 191 will seek to protect children whose health and welfare may be jeopardized through physical abuse, neglect, truancy or sexual abuse. All district employees are required by state law to report suspected misconduct toward children and to maintain the confidentiality of such data. For more information, please see District Policy 414.

#### **SCHOOL MEALS AND EDUCATIONAL BENEFITS**

Every K-12 student may receive one breakfast and one lunch each day at no cost during the school year. District 191 asks all families to complete an online application called the "Alternate Application for Educational Benefits," on an annual basis so they may receive discounted/waived fees (i.e., athletic fees, academic scholarships, reduced technology costs, etc.) and so the district can receive additional funding. District staff will continue to process the online applications and inform families of their eligibility. The form will be available on the Educational Benefits page at [www.isd191.org/families/application-for-educational-benefits](http://www.isd191.org/families/application-for-educational-benefits).

#### **SCREENING**

Every school year, students participate in grade level vision screening. Students also receive hearing and/or vision screening upon request from their parents or guardians or if the teacher suspects that there may be a hearing or vision concern that is affecting the student's ability to learn. Please visit the Health Services webpage on the district website for a list of the grade level screenings. *If you do not wish for your child to receive health screening, please inform your school health office.*

#### **SECTION 504**

Section 504, a provision of the Federal Rehabilitation Act, ensures access to a free and appropriate public education for individuals with a qualifying disability by prohibiting discrimination based on a disability. A student may qualify for a 504 plan if they have a mental or physical condition for which reasonable accommodations are necessary in order to make progress in school. Questions about Section 504 services may be directed to the building 504 contact or Individualized Student Services Department (952) 707-2082.

#### **SPECIAL EDUCATION**

Students with disabilities who have been evaluated and found to be eligible for special education receive specialized instruction and supports based on their identified needs. Licensed special education teachers provide services that are identified on a student's Individual Education Program (IEP) plan including, when necessary, services from speech, occupational and physical therapists, nurses, school psychologists, and school social workers. Prior to a referral for a special education evaluation by a general education teacher at least two evidence-based interventions are implemented to see if the student makes academic and/or behavioral progress. If a parent/guardian believes their child has a disability that is interfering with progress in the general education classroom, they may request a special education evaluation by contacting the building principal.

#### **STUDENT DATA PRIVACY NOTIFICATION**

~~ISD191~~ District 191 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 on our website at [isd191.org](http://isd191.org) 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. Individual teachers may also communicate additional digital tools that are used in their classroom.

#### **STUDENT DATA PRIVACY POLICY**

The District 191 Board of Education Policy 515 requires the district to comply with the Federal Family Rights and Privacy Act and the Minnesota Government Data Practices Act. Educational data directed as directory information is public data on individuals to the extent required under federal law. Directory information must be designated to the provisions of MN statutes 13.32, subdivision 5; and United States Code, title 20, 1232g.

In District 191, educational data are recorded on individual students in areas related to health, academic progress, attendance, testing and special education. Most information in education records is considered private and available only to the student, the student's parents/guardians if the student is not yet 18 years old, and to the school staff who need the data to provide services to the student, unless permission is granted by the student or parent/guardian.

However, according to state and federal guidelines, information that is considered to be directory information may be released to the public without permission of the student or parent/guardian. This includes:

- Student's name
- ~~Gender~~
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees and awards received
- Photographs for school-approved publications, newspapers and videotapes

If a student or parent/guardian does not wish any or all of this information to be made public, they can "opt out" by notifying their school principal in writing.

If the decision is made to opt out, then the student will be excluded from all published information including:

- Honor rolls
- Programs for concerts and theater performances
- Athletic programs
- Yearbooks
- Press releases, etc.

## District 191 Beliefs About Behavior in School

District 191 believes that **EACH** student should be **FUTURE** ready and **COMMUNITY** strong. Our four main areas of focus include academic achievement, connection to school and community, social-emotional learning, and college and career readiness.

In order to achieve these goals, each school will ensure the following:

- Consistent school-wide expectations are taught and recognized each day.
- Equitable and responsive actions are taken that recognize and support the diverse cultures and backgrounds of all students and staff.
- Strong relationships are built between students and their classmates as well as between students and staff members.
- Priority is given to including students rather than excluding them.
- Relationships will be restored and repaired whenever harm has occurred.

## Explanation of PBIS

All District 191 schools use the Positive Behavioral Interventions and Supports (PBIS) system to assess, analyze, and support student behavioral needs.

Outcomes from a fully implemented PBIS school system include:

- Improved academic performance
- Reduced bullying behaviors
- Improved social-emotional competence
- Improved social and academic outcomes for students with disabilities
- Decreased rates of student-reported drug and alcohol abuse

- Reduced office discipline referrals, and exclusionary practices

Schools that implement PBIS have teaching and learning environments that:

- Are more engaging, responsive, preventative, and productive
- Address classroom management and discipline issues (e.g., attendance, antisocial behavior)
- Improve supports for students
- Most importantly, maximize academic engagement and achievement for all students

The following are components of the PBIS school system:

- A PBIS Leadership Team
- Data and Decision-Making System
- Bully Prevention System
- Family Engagement System
- Classroom Management System
- School-Wide Behavior Expectations System
- School-Wide System to Acknowledge Positive Behavior
- School-Wide System to Respond to Problem Behavior



## Explanation of Roles

It is the responsibility of all stakeholders to promote a safe and inclusive learning environment.

### All students:

shall be held individually responsible for their behavior and for knowing and following the Code of Student Conduct and related district policies.

Students should...

- Build and maintain positive, respectful relationships with school staff and caregivers and have a go-to adult in the building.
- Observe and follow the routines and expectations taught by school staff and administrators.
- Understand the behavior expectations.
- Accept redirection and have open communication with adults.
- Be responsible and accountable for individual academic and social success.
- Do the right thing, even when no one is looking.
- Adhere to all Board policies.

### All parents and legal guardians:

shall be held responsible for the behavior of their children as determined by law and community practice. All parents and legal guardians are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Parents and guardians should...

- Establish a positive relationship with someone at the school where communication can readily occur.
- Partner with the school in regard to rules and policies.
- Show and model respect for other students and families.
- Work with staff in a mutually respectful manner focusing on the success of their student.
- Emphasize the importance of being prepared for school, both physically and emotionally. Teach and model skills for following routines and expectations in order to achieve academic and social success.
- Ask for help or information from the school when necessary.

### All teachers:

shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall promote use of the Code of Student Conduct.

Teachers should...

- Develop a classroom community and learning environment that provides for academic and social success for ALL.
- Build and maintain positive, respectful relationships with all students and their families.
- Hold high expectations for behavior and academics for all students.
- Teach and model expectations in accordance with the school's Positive Behavioral Interventions and Supports (PBIS) matrix.
- Treat all students equitably. Seek to understand the context of situations and respond accordingly.
- Communicate and partner with caregiver(s) in a positive, consistent, proactive, and culturally respectful manner.
- Acknowledge, honor and respond to student behaviors.
- Maintain a positive attitude and professional learning environment for ALL.

### **Building principals:**

are given the responsibility and authority to formulate building rules and regulations necessary to enforce this Handbook. The principal shall give direction and support to all school personnel performing their duties within the framework of this Handbook.

Building principals should...

- Create a warm, welcoming and positive learning environment for ALL.
- Hold high expectations for students and staff.
- Teach and model expectations in accordance with the school's PBIS matrix.
- Lead/support building development that improves classroom management skills of teachers and promotes a positive learning environment.
- Treat all students equitably. Seek to understand the context of situations and respond accordingly.
- Communicate regularly with caregiver(s) in a positive, consistent, proactive and culturally respectful manner.
- Acknowledge, honor and respond to schoolwide behaviors.

### **Other school district personnel:**

shall be held responsible to work with building administration under the guidance of the superintendent to foster a positive and safe environment.

Other school district personnel should...

- Contribute to a positive, safe, atmosphere that provides learning opportunities for ALL.
- Accept responsibilities as related to school behavior under the direction of the superintendent.
- Work to support building principals in setting and supporting the school Code of Conduct.
- Model and adhere to the school Code of Conduct and lead an equitable model of behavioral management which contributes to increased learning.
- Hold high expectations for all staff and students.

### **Superintendent:**

shall be responsible for designing, enhancing, and overseeing all behavior policies and enforcement subject to School Board approval. The superintendent will give direction and support to building principals and other district personnel to perform their duties within the framework of this handbook.

The superintendent should...

- Ensure policy is aligned with best practices and the Strategic Roadmap as outlined by the Board of Education.
- Lead/support building principals and other district personnel to improve classroom management processes and promote a positive learning environment.
- Ensure building principals and other district personnel are seeking to treat all students equitably and design policy accordingly.
- Hold high expectations for all staff and students.

## **School Board:**

is given the responsibility and authority to govern and oversee all policies relating to behavior management. The School Board will ensure behavior policy can allow for positive, safe, and productive learning environments in all district schools.

School Board members should...

- Approve all district policies related to behavior management systems.
- Seek to provide equitable outcomes for all students in the district.
- Support and provide guidance to the superintendent in designing policies related to behavior management systems.
- Support all personnel with implementing best practices.
- Hold high expectations for all students and staff.

## **Procedural Requirements**

### **Application of the Code of Conduct**

The disciplinary responses set forth in the District 191 Code of Conduct applies to students at all times while they are on District 191 property or while attending a District 191 event. District 191 property means any school or other facility, including grounds owned or operated by District 191, buses and other District 191 vehicles, bus stops, and the facility and grounds of any District 191 activity involving students. Student conduct occurring outside school hours and away from school property may be subject to disciplinary action if the administration believes reasonably that the conduct threatens the health or safety of students or staff in the school setting or if conduct causes or is reasonably expected to cause substantial disruption or material interference with school activities. A student can never be punished physically.

### **Factors Impacting Discipline Decisions**

District 191 staff shall make disciplinary decisions using clear, developmentally appropriate criteria, ensuring that consequences applied are proportional and consistent with:

- The student's age
- Previous severe disciplinary infractions, including the nature of prior misconduct, the number of prior instances of misconduct and the progressive disciplinary measures implemented for such misconduct
- Cultural or linguistic factors that may provide context to understand student behavior
- The circumstances, including the nature and seriousness of the offense surrounding the incident
- Disabilities
- Other mitigating or aggravating circumstances

Factors and circumstances will be considered, at the district's discretion, on a case-by-case basis.

### **Disciplinary Responses**

District 191 uses a continuum of instructional strategies and disciplinary responses to support student development and positive school environments.

The pages that follow establish levels of responses to defined disciplinary infractions, as follows:

- Disciplinary Action Items
- Levels of Intervention for Behavior
- Disciplinary Response Matrix

### **Rights to Continued Access to Instruction**

Absences from class due to disciplinary action are excused absences.



Each student suspended in excess of five consecutive days, or who has been expelled out of school and has not enrolled in another district, shall receive daily classwork and assignments from each teacher that shall be requested from teachers by administration or designee.

## Disciplinary Action Items

Whenever possible, and aligned to Minnesota statute and Board policy, District 191 will implement non-exclusionary discipline practices before any type of exclusion is considered. District 191 administration will partner with families to ensure documented, understood, and collaboratively implemented non-exclusionary discipline practices are in place.

<b>Attendance Contract</b>	Improving student attendance through a formal plan designed by school staff to offer positive behavioral interventions, strategies and supports.
<b>Behavioral Contract</b>	Correcting inappropriate or disruptive student behavior through a formal plan designed by school staff to offer positive behavioral interventions, strategies, and supports.
<b>Check-in with School Counselor/Resource Specialists</b>	Prompting a student to have an informal check-in with a school counselor, resource teacher, school psychologist, school social worker or coach who has a relationship with the student.
<b>Classroom-based Responses</b>	Prompting a student to reflect on his/her behavior using classroom strategies such as time-out, teacher–student conference, reflection, redirection (e .g., role play), seat change, call home, loss of classroom privilege or apology letter, and re-teaching expectations.
<b>Classroom Removal (limited to one class period)</b>	Removing a student from the classroom setting in order to reintroduce the student in a successful way. This intervention shall not exceed one class period or otherwise determined by an administrator/designee.
<b>Classroom Removal (more than one class period)</b>	Removing a student from the classroom setting to work with assigned support staff in order to reintroduce the student in a successful way. This intervention shall not exceed three class periods or otherwise determined by an administrator/designee. In no case may a student be prohibited from attending a class or activity period of time exceeding five days under this response.
<b>Community Service</b>	Recommending student to participate in an activity that serves and benefits others in the school or broader community (e .g. working at a soup kitchen, cleaning up public spaces, or helping at a facility for the elderly).
<b>Conflict Resolution</b>	Using strategies to assist students in taking responsibility for resolving conflicts peacefully. Students, parents, guardians, teachers, school staff, and/or principals engage in activities that promote problem- solving skills and techniques, such as conflict and anger management, active listening, and effective communication.
<b>Detention</b>	Requiring a student to report to a designated classroom before school, during a free period, after school or on the weekend for a set period of time.

<b>Dismissal</b>	Denying of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.
<b>Exclusion</b>	Action taken by the School Board preventing enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the School Board.
<b>Expulsion</b>	School Board action prohibiting an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the School Board.
<b>Loss of Privileges</b>	Temporarily denying of a student privilege.
<b>Mentoring Program</b>	Pairing students with mentors (e.g. counselor, teacher, fellow student, or community member) who help with their personal, academic, and social development.
<b>Parent Outreach</b>	Informing parents/guardians of their children's behavior and seeking their assistance in correcting inappropriate or disruptive behavior.
<b>Plan for Success/Contract</b>	Developing an agreement between the student, school and family to create opportunities for change.
<b>Referral to an Alternative Education Setting</b>	Recommending a student to a building administrator(s) for placement in an alternative education school, alternative education program, or alternative education placement.
<b>Referral to Community-based Organizations</b>	In consultation with principal or designee, referring students for a variety of services, including after-school programming, individual or group counseling, leadership development, conflict resolution, tutoring, and/or truancy.
<b>Removal from School</b>	Removing a student from classes for more than one class period, but less than one day.
<b>Restitution</b>	A consequence that results in restoring and improving an environment, formally apologizing, or compensating for loss, damage, or injury; community services.
<b>Restorative Practices</b>	Proactively establishing and maintaining a positive school climate and establish a structured approach to teaching appropriate social skills. Employing interventions, responses, and practices designed to identify and address the harm caused by an incident, including harm to a victim, and developing a plan for the student who caused the harm to heal and correct the situation.
<b>Suspension</b>	Action taken by school administration, under rules promulgated by the School Board, prohibiting a pupil from attending school for a period of no more than ten school days. Suspension does not include dismissal from school for one school day or less, except as provided in federal law for a student with a disability. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days. In all cases of suspension, school administration must prepare and enforce an admission or readmission plan. The plan must include reasonable attempts to gain parent or caregiver involvement in the planning process.

# Levels of Intervention for Behavior

## LEVEL 1 – Teacher Initiated Response

*An Office Discipline Referral would not be typically completed at this stage.* These responses aim to change the conditions contributing to the negative impact of the learning environment and typically will be instituted in progressive levels of intervention; however, a teacher may exercise discretion to tailor a response to a particular situation:

- Classroom based responses (verbal or written reflection, reminder, redirection, break/processing, daily progress)
- Classroom detention (Additional dedicated skill building time)
- Collaboration with Community Based Organizations
- Collaboration with support staff (EA, Case Manager, School Counselor, Mentor, Coach, School Social Worker, etc.)
- Loss of privileges connected to the infraction
- Parent/Guardian outreach (contact caregiver via telephone, email, text)
- Reteach classroom expectations
- School-based conflict resolution

## LEVEL 2 – Teacher Initiated Response with Office Support

*Documentation would be created in this situation but would include ongoing Level 1 interventions. Partnership with teacher and administration.* These responses are designed to teach behavior and reinforce appropriate behavior. Many of these responses engage the student's support system in order to alter conditions that contribute to the student's inappropriate or disruptive behavior. These responses aim to correct behavior:

- Call for an IEP meeting and/or request a Functional Behavioral Assessment/Behavioral Intervention Plan;<sup>1</sup>
- Classroom based responses (verbal correction, written reflection, reminder, redirection, break/processing, daily progress)
- Collaboration with Community Based Organizations
- Detention (Additional dedicated skill building time)
- Home visits
- Loss of privileges connected to the infraction
- Parent/Guardian conference
- Parent/Guardian outreach (contact caregiver via telephone, email, text)
- Plan for Success/Contract
- School-based conflict resolution
- Temporary classroom removal
- School-based mentoring
- Referral to mental/chemical/emotional services
- Notification to extra-curricular supervisor
- School-based conflict resolution
- Restitution

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<sup>1</sup> *These are steps that might be taken for a student who is already identified as eligible for special education and related services. Students not identified as special education students may be referred for evaluation based upon chronic behavior issues if the district knows or has reason to believe that the student has a disability.*

### LEVEL 3 – Support and Administrative Responses

*An Office Discipline Referral would be completed and the administrator would coordinate interventions.* These responses engage the student's support system to ensure successful learning and to alter conditions that contribute to the student's inappropriate or disruptive behavior. These responses are intended to intervene in an intense, collaborative, and significant way in order to alter the behavior without removing the student from school. These responses may include short-term removal of a student but should be inclusive and practical in nature in order to change the long-term outcomes:

- Call for an IEP meeting and/or request a Functional Behavioral Assessment/Behavioral Intervention Plan;<sup>2</sup>
- Classroom based responses
- Classroom removal
- Collaboration with Community Based Organizations
- Detention (Additional dedicated skill building time)
- Home visits
- Informal and/or preventative school-based mentoring
- In-school intervention
- In-school suspension Plan for Success;
- Loss of privileges
- Notification to extra-curricular supervisor
- Parent/Guardian conference
- Parent/Guardian outreach (contact caregiver via telephone, email, text)
- Plan for Success
- Referral to mental/chemical/emotional services
- Restitution
- School-based or outside facilitated conflict resolution
- Temporary classroom removal;

### LEVEL 4 – Support, Administrative and Removal Responses

*Immediate notification would be made to the office in this situation. Administration would be working collaboratively with each other to collect information and make a determination for placement.* These responses address serious, safety-related instances. When necessary, due to the nature of the behavior or potential implications for future harm, a student may be removed from the school environment for a period of time.

- Classroom removal
- Collaboration with Community Based Organizations
- Formal mentoring program
- In-school suspension
- Involvement of School Resource Officer or Law Enforcement
- Loss of privileges/removal from extracurricular activities (referral to Athletic Director)
- Manifestation Determination<sup>3</sup>
- Parent/Guardian and Student conference [with administrator(s)]
- Recommendation for expulsion;

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<sup>2-3</sup> *These are steps that might be taken for a student who is already identified as eligible for special education and related services. Students not identified as special education students may be referred for evaluation based upon chronic behavior issues if the district knows or has reason to believe that the student has a disability.*

- Referral to an alternative education setting
- Restitution;
- -School-based or outside facilitated conflict resolution
- Suspension

## Behavior Response Matrix

Pages 20-24 of this handbook are examples of unacceptable behavior subject to disciplinary action by the school district. Although non-exclusionary discipline is preferred, the district, nonetheless, has the authority to bypass levels on a case-by-case basis when a student poses an ongoing threat to others. These examples are to clarify some behaviors but do not represent all behavior that may lead to disciplinary action. School Board Policy 506 gives the broad language regarding unacceptable behaviors and disciplinary action. Additional, related policies are referenced below, and in Policy 506. Please see page 11, "Factors Impacting Discipline Decisions," to help understand context around responses.

*The lowest level should be considered first, followed by progressively more intensive consequences.*

Behavior Level Responses		
Behavior Level	Staff Involvement	Support Responses
1	Classroom and support responses	Teacher coordinates intervention with no office discipline referral.
2	Classroom and support responses	Teacher coordinates intervention, partners with office, documentation is required.
3	Support, administrative responses	Teacher initiates intervention, office coordinates interventions, office discipline referral required.
4	Support, removal responses	Office coordinates intervention, may include removal, office discipline, referral required.

**The full Behavior Level Response Matrix can be found on pages 21-25 of this handbook.**

BEHAVIOR LEVEL RESPONSE MATRIX					
<b>Level 1</b>	Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)				
<b>Level 2</b>	Classroom and Support Responses (teacher coordinates intervention, partners with office, documentation required)				
<b>Level 3</b>	Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)				
<b>Level 4</b>	Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)				
<b>Levels:</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Academic Dishonesty/Forgery - Policy 506</b>					
Plagiarizing (taking someone else's work or ideas for students in grades 6-12), forgery (faking a signature; electronic or actual) of a teacher or parent/guardian) for the purposes of deceiving a staff member; or cheating.		x	x	x	x
Tampering with, or assisting another to tamper with student information or assessment systems.			x	x	x
<b>Alcohol - Policies 417, 418</b>					
Any activity involving the consumption of any alcoholic beverage; Being under the influence of alcohol.				x	x
Using or possessing alcohol.				x	x
Distributing/selling alcohol.					x
<b>Arson – Policy 506</b>					
Setting or attempting to set a fire or helping others to set a fire.				x	x
<b>Assault - Policies 413, 506</b>					
Engaging in a physical behavior that intentionally causes physical harm.			x	x	x
<b>Bomb – Policies 501, 506</b>					
Possessing an incendiary or explosive device, material, or any combination of combustible or explosive substance, other than a firearm, that can cause harm to people or property (e.g., firecrackers, smoke bombs, flares; but NOT "snap pops," which should be treated as a disruption).				x	x
Detonating or possessing and/or threatening to detonate an incendiary device or material, as described above.					x
<b>Bomb Threat – Policy 506</b>					
Verbal or written threat in any medium of possessing an incendiary or explosive device, material, or any combination of combustible or explosive substance, other than a firearm, that can cause harm to people or property (e.g., firecrackers, smoke bombs, flares, but NOT "snap pops").			x	x	x
<b>Bullying - Policy 514</b>					
Inappropriately targeting another student over a pattern of events where a perceived imbalance of power exists.			x	x	x
<b>Bus Misconduct – Policies 506, 709</b>					
Breaking any bus and/or school rules while waiting for, riding, and leaving the bus. In addition to possible loss of transportation (privilege), misbehavior on district buses will be addressed in accordance with the consequences outlined for the specific behaviors.		x	x	x	x

Level 1	Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)				
Level 2	Classroom and Support Responses (teacher coordinates intervention, partners with office, documentation required)				
Level 3	Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)				
Level 4	Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)				
Levels:		1	2	3	4
Computer-Related Offense					
Inappropriate use of school provided electronic device or school owned or managed software, hardware or network.		x	x	x	x
Tampering with, or assisting another to tamper with student information or assessment systems		x	x	x	x
Filming, recording or distributing in any manner the conduct or activities of other students or staff on district property without permission. In addition, any distribution, transmission, sharing or broadcasting of such activities/conduct on social media or elsewhere is prohibited. This prohibition does not apply to public.		x	x	x	x
Cyberbullying – Policy 514					
Using electronic communication (e.g., social media, emails, etc.) to inappropriately target another student over a pattern of events where a perceived imbalance of power exists.			x	x	x
Physical Contact					
Intentional or unintentional physical contact between a student and another individual(s) that is not age appropriate and may or may not involve harm (for example, non-age-appropriate pushing/shoving, hitting, knocking other individuals over, play fighting). This is distinct from actual fighting.		x	x	x	x
Disruption – Policy 506					
Engaging in minor behavior that distracts from the learning environment.		x			
Persistent or continual interference with the educational setting that creates physical disorder.			x	x	x
Dress Code – Policies 504, 506					
Displaying dress <del>or personal grooming</del> that presents a danger to student’s health or safety, provides inadequate coverage <del>or is suggestive</del> , causes an interference with work, or creates classroom or school distraction is not allowed during school or at school-sponsored events. Such attire includes, but is not limited to, <del>chains</del> , clothing with drugs, weapons and/or alcohol, sexually explicit or suggestive messages, or representations that are inappropriate or demeaning to any groups, or that shows gang affiliation.		x	x	x	
Driving – Policy 506					
Carelessly or recklessly operating a vehicle; operating any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.			x	x	x
Fighting – Policies 501, 506					
Two or more people engaged in intentional bodily harm toward each other.			x	x	x



<b>Level 1</b>	Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)				
<b>Level 2</b>	Classroom and Support Responses (teacher coordinates intervention, partners with office, documentation required)				
<b>Level 3</b>	Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)				
<b>Level 4</b>	Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)				
<b>Levels:</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Harassment – Policies 413, 506</b>					
Consideration would need to be particularly given to the age, grade, developmental level, prior offenses, intentionality and circumstances in determining an appropriate course of action and responses.					
Nonsexual: Engaging in intentional negative actions on the part of one or more students that cause discomfort with identity issues in regard to race, color, national origin, gender and gender identity, disability, sexual orientation, religion, creed, sex, age, marital status, familial status, status with regard to public assistance or other characteristics that interfere with a student's ability to participate in or benefit from the school's educational programs			✖	x	x
Sexual; Unwelcome sexual advances, requests for sexual favors; and/or other inappropriate verbal, written or physical conduct of a sexual nature directed toward others			✖	x	x
<b>Hazing – Policy 526</b>					
Committing an act against another student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization.			x	x	x
<b>Illegal Drugs/Controlled Substances (Prescription) – Policies 417, 418</b>					
Unauthorized use of, possession of, or being under the influence of a controlled substance or look-alike substance not prescribed by a physician, including marijuana and cannabis products.			x	x	x
Using, possessing (including paraphernalia) or being under the influence of illegal drugs.				x	x
Distributing or selling non-illegal drugs or look-alike substances including medical marijuana or medical cannabis.				x	x
Any activity involving the consumption of any drug, illegal substance that subjects the student to a risk of harm.					x
<b>Insubordination – Policy 506</b>					
Repeatedly or persistently defying or refusing to follow the directives of teachers, staff or administrators. Behavior of individual student has to differ significantly from their peer group.		x	x	x	
<b>Over the Counter Medications</b>					
Unauthorized use of, possession of, or being under the influence of a controlled substance or look-alike substance not prescribed by a physician.			x	x	x
<b>Robbery (using force)</b>					
Taking or attempting to take anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force and/or by putting the victim in fear			x	x	x

Level 1	Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)				
Level 2	Classroom and Support Responses (teacher coordinates intervention, partners with office, documentation required)				
Level 3	Support, Administrative Responses (teacher initiates intervention, office coordinates intervention, office discipline referral required)				
Level 4	Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)				
Levels:		1	2	3	4
Tardiness – Policies 503, 506					
Arriving late to the assigned school locations (class).		x			
Persistently (more than three times) arriving late to class or school without an excuse.		x	x		
Terroristic Threats					
A threat of violence with the intent to terrorize; Whoever threatens, directly or indirectly, to commit any crime of violence with purpose to terrorize another or to cause evacuation of a building, place of assembly, vehicle or facility of public transportation or otherwise to cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience (MN Statute Sec. 609.713					x
Theft – Policy 506					
Taking or obtaining property of another without permission and/or knowledge of the owner.		x	x	x	
Persistently or habitually taking or obtaining property of another without permission and/or knowledge of the owner.			x	x	x
Taking or obtaining property of another without permission and/or knowledge of the owner, where the theft is over \$200 or defined as burglary by law enforcement			x	x	x
Tobacco Policies 419, 506					
Any activity involving the consumption of tobacco products.				x	x
Threat/Intimidation – Policy 506					
Engaging in verbal or written behavior or posturing that involves an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment or participating in school sponsored activities which would cause a reasonable person to have a reasonable apprehension that such harm.			x	x	x
Possessing, using or threatening to use a look alike or facsimile (e.g., water gun) weapon that is not dangerous.			x	x	x
Truancy – Policy 503, 506					
Being willfully absent from class without lawful excuse for one or more class periods on seven different school days.		x	x	x	
Vandalism/Destruction of Property – Policy 506					
Causing accidental damage of property.		x			
Causing intentional damage to property.			x	x	x

Level 1	Classroom and Support Responses (teacher coordinates intervention, no office discipline referral)				
Level 2	Classroom and Support Responses (teacher coordinates intervention, partners with office, documentation required)				
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Level 4	Support, Removal Responses (office coordinates intervention, may include removal, office discipline referral required)				
Levels:		1	2	3	4
Verbal Abuse – Policy 506					
Use of profane or obscene language towards a particular person.		x	x	x	x
Weapons – Policy 501					
Possessing, using, or threatening to use a non-firearm gun. <u>Examples:-(e.g., Airsoft, BB or similar)</u>				✖	x
Possessing a fire-arm.				✖	x
Possessing ammunition, a knife or other implement that could cause serious bodily harm, without intent to use as a weapon.				✖	x
Possessing a knife or anything that could cause serious bodily harm with intent to use as a weapon.					x
Using or threatening to use, a knife or other implement as a weapon with intent to cause serious bodily harm.					x
Distributing or selling weapons.					x

For information about this handbook, contact District 191  
at (952) 707-2000 or [info@isd191.org](mailto:info@isd191.org).



***Future Ready. Community Strong.***

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