



Intermediate School District 917
Purposeful. Personalized. Partners.

1300 145th Street East, Rosemount, MN 55068
(651) 423-8229 * <http://www.isd917.org>

Intermediate School District 917

Staff Handbook/Culture Guide

2025-2026



The information in this handbook is a reference.

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

Please refer to legal documents for specifics.

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

This summary of district procedures supersedes any earlier district handbooks.

Published 8/01/25

Table of Contents

Table of Contents	2
Welcome from the Superintendent!	5
Welcome from the Board Chair!	6
Mission, Vision, Core Values, Motto, & Strategic Directions	7
ISD 917 At a Glance	8
Intermediate School Districts	9
ISD 917 Member Districts & Leadership	10
ISD 917 Organizational Chart	11
Student Services Organizational Chart	12
Finance Department Organizational Chart	12
Human Resources Department Organizational Chart	13
Technology Department Organizational Chart	13
ISD 917 Program Locations & School Times	14
ISD 917 2025-2026 Academic Calendar	16
Staff Commitments	17
COLLABORATION	18
• District Collaborations	18
• Strategic Partners	19
EMPATHY	21
• Memorandum of Agreement	21
• Nursing Mothers & Lactating Employees	21
INNOVATION	21
• Professional Development	21
• Professional Pathways	22
• Educator License Renewal	23
• Outside/Additional Employment for Licensed Staff	23
STEWARDSHIP	24
• Health & Safety	24
○ Crisis Management	24
○ Bloodborne Pathogens	24
○ Student and Staff Illness Protocols	25
○ Work-Related Accident Reports and Workers' Compensation	26
○ Working with Students	26
○ Student Handbooks	26
○ Student Supervision	27
○ Wellness	27
○ Learning & Working Environment Free from Harassment and Violence	27
○ Employee-Student Relationships	27
○ Student Discipline	27
○ Search of Student Lockers, Desks, Personal Possessions, & Person	28
○ Bullying Prohibition	28

○ Staff Notification of Violent Behavior By Students	29
○ Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds	29
○ Mandated Reporting	30
○ Student Injury/Accident	30
○ SafeSchools Training	30
○ AlertUs Mobile App	31
○ School Safety Drills and Emergency Evacuation of Buildings	31
○ Indoor Air Quality	31
○ Allergens and Chemical Sensitivity	32
○ Smoking Restrictions	32
○ Drug-Free Workplace/Schools	32
○ Weapons	32
○ Emergency Closings	33
○ Transportation	33
○ Parking	33
○ Visitors	34
● Human Resources, Payroll, & Benefits Information	34
○ Contracts/Master Agreements	34
○ Job Postings	34
○ Background Checks	35
○ District Identification	35
○ Paychecks	35
○ Timesheets & Laserfiche	35
○ Employee Access Center: Pay Information System	35
○ Absence Reporting & Leave Requests	36
○ Superintendent Extended Absence	36
○ Resignations	36
○ Earned Sick and Safe Leave (ESSL)	37
○ Employee Benefits	38
○ Insurance Coverage	38
○ Tax Sheltered Annuities and Deferred Compensation Plan	39
○ Direct Deposit	39
○ Employee Assistance Program	39
● Purchasing & Reimbursement	40
○ Gifts	42
COMMUNICATION	42
● Directory Information	42
● Communications with Staff	42
● Communications with Students & Families	43
● Confidentiality	43
● Technology for Communication	45
○ Acceptable Use of Technology, Equipment, & Materials	45
○ Google Suite: Gmail (email), Google Calendar, Contacts, etc.	45
○ Website	46
○ Infinite Campus	47
○ SpEd Forms	47
○ Social Media	47
○ Phones & Voicemail	47
○ Walkie Talkies	48
○ Cell Phones	48

○ Technology Support	49
○ District Branding	49
INTEGRITY	50
● Curriculum, Instruction, & Assessment	50
● Excerpts from ISD 917 Policy 601 School District Curriculum and Instruction Goals	50
● ISD 917 Staff Code of Ethics	51
● Employee Dress Code	52
● Staff Attendance	53
PERSONALIZATION	53
● Individual Education Plans (IEPs)	53
● Section 504	54
● Person-First Language	54
● Alternative Learning	54
● Career & Technical Education	55
EQUITY	55
● Lenses of Equity	55
● Absent Narratives	55
● Public Education	56
● Hazing Prohibition	56
● Disability Nondiscrimination	57
● Gender Inclusion	57
● McKinney-Vento Homeless Assistance Act	58
DIVERSITY	58
● Service Animals in Schools	58
● Pledge of Allegiance	58
● Staff Recognition	59
● Technology Systems for ISD 917 Staff	60
ISD 917 Glossary	62
Staff Expectations & Responsibilities	64

Welcome from the Superintendent!



Looking forward to the academic year, I am incredibly honored and excited to welcome both our new and returning staff members to ISD 917. This marks my fifth year as Superintendent. I continue to be inspired by the dedication, passion, and commitment each of you brings to our students and community, which is a privilege to have.

Over the past few years, we've achieved remarkable progress together, strengthening partnerships, launching innovative projects, and developing impactful programs. Your collaborative spirit has been instrumental in embedding our Core Values, advancing our Strategic Directions, and consistently centering humanity throughout our district. I eagerly anticipate our continued work together as we build upon these successes.

This 2025-2026 ISD Staff Handbook/Culture Guide should be more than just a resource; let it be a testament to our collective story. It's designed to illustrate how we cultivate a values-based culture of belonging and foster a shared sense of purpose for our entire community. You'll find comprehensive information about our district – the "who, what, where, why, how, and how much" – and a clear outline of the roles played by the ISD School Board, administration, and staff in developing and implementing policies, systems, procedures, and practices that uplift the humanity of our students, their families, and our staff.

Our new theme for the year is "We Belong To Each Other; Everyone, Everyday." This theme will guide us as we continue to offer diverse pathways for professional and personal development. We will be providing opportunities designed to empower you, enhance your skills, and deepen your impact towards reaching our goals because at ISD 917, we are a community dedicated to supporting each other's growth.

Thank you for the vital roles you play in the lives of our students, their families, our fellow staff members, and our partners at ISD 917. Thank you for being an integral member of this incredible district.

Sincerely,

Dr. Michael Favor
Superintendent of ISD 917

Welcome from the Board Chair!



A Warm Welcome from Your School Board Chair
Welcome, ISD 917 Staff!

My name is Tom Bennett, and I've served on the ISD 917 School Board since 2020. The upcoming 2025-2026 school year marks my first year as your School Board Chair, and I'm truly looking forward to leading the governance team of this unique district. We provide important, personalized services for students, families, staff, and communities, and I'm honored to be part of it.

I bring a unique perspective to this role, drawing on my experience as a parent, 25 years in public education (mostly in special education, including setting IV programs), and 12 years as a Bloomington School Board member. I deeply believe in ISD 917's Core Values, mission, vision, and Strategic Directions, and I'm committed to continuing our focus on equity, relationships, and trust.

ISD 917 School Board is made up of a representative from each of our nine member school districts. Together, we supervise the ISD 917 Superintendent, develop and revise district policies to align with legislation and district needs, and oversee the implementation of our district's mission, vision, and strategic plan. We also approve policy, personnel, and financial decisions.

We embed our district's Core Values into every aspect of governance. We align board meeting agenda items and member district updates with specific Core Values, always keeping them in mind as we review and act on agenda items. To support strong communication and collaboration among board members, we hold a work session before each board meeting to discuss questions and concerns.

Thank you for everything you do for the ISD 917 community and our member districts! You are truly purposeful, personalized partners for all of us, and your School Board is here to support you. I'm excited for a great 2025-2026 school year with all of you!

Sincerely,
Tom Bennett
Intermediate District 917 Board Chair

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

Mission (= Our Core Purpose)

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

Vision (= What We Intend to Create)

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

Core Values (= Drivers of Our Words and Actions)

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

Strategic Directions (= Focus of Our Improvement Efforts)

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

District Motto

Purposeful. Personalized. Partners.

ISD 917 At a Glance

Member Districts:

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

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

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

Intermediate School Districts

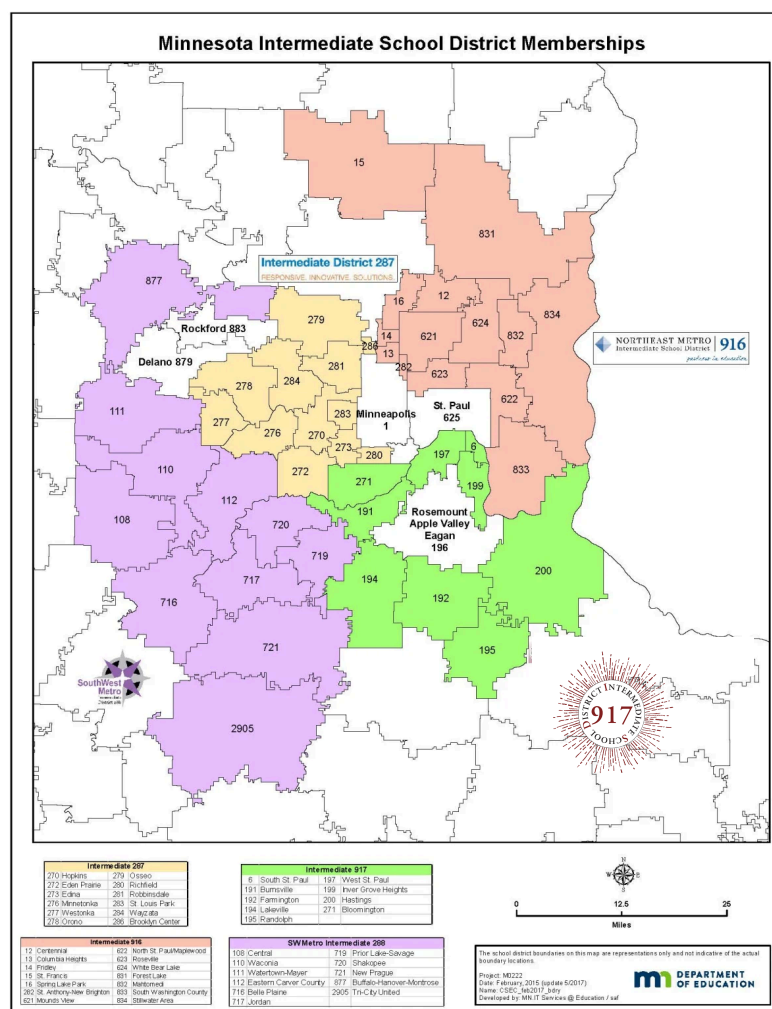
Intermediate School Districts, including ISD 917, were established by the Minnesota Legislature in **1969** and are governed by [Minnesota Statute Chapter 136D](#), under Postsecondary Education. They are defined as, “cooperative program[s]...that offer integrated services for secondary, postsecondary,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

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

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

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

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



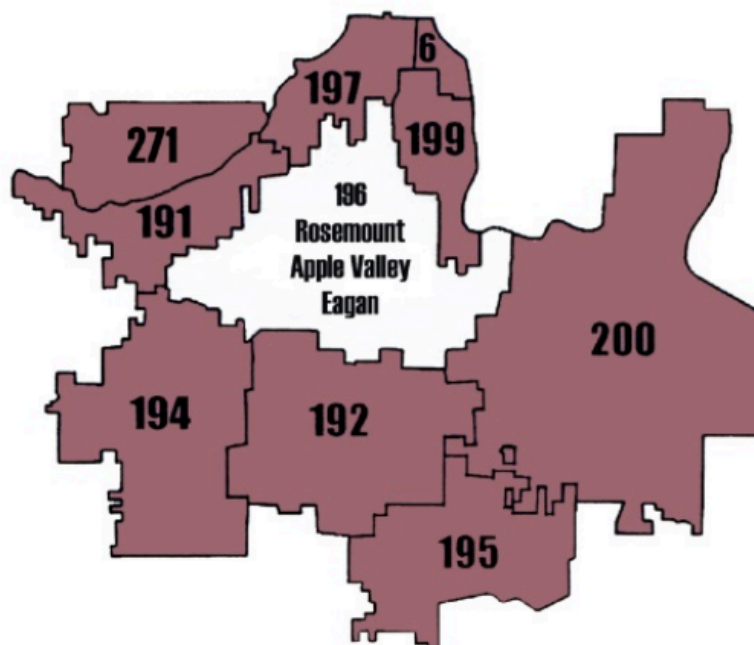
ISD 917 Member Districts & Leadership

Member Districts:

SSD 6 - South Saint Paul Public Schools
 ISD 191 - Burnsville-Eagan-Savage School District
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 ISD 194 - Lakeville Area Public Schools
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 ISD 199 - Inver Grove Heights Community Schools
 ISD 200 - Hastings Public Schools
 ISD 271 - Bloomington Public Schools

SSD 6 South Saint Paul Public Schools	ISD 191 Burnsville-Eagan-Savage School District	ISD 192 Farmington Area Public Schools	ISD 194 Lakeville Area Public Schools	ISD 195 Randolph Public Schools	ISD 197 West Saint Paul-Mendota Heights-Eagan Area Schools	ISD 199 Inver Grove Heights Community Schools	ISD 200 Hastings Public Schools	ISD 271 Bloomington Public Schools
Superintendent Dr. Brian Zambreno	Superintendent Dr. Latanya Daniels	Superintendent Jason Berg	Superintendent Michael Baumann	Superintendent Mike Kelley	Superintendent Dr. Peter Olson-Skog	Superintendent Dave Bernhardson	Superintendent Dr. Kristine Wehrkamp Herman	Superintendent Dr. Eric Melbye
ISD 917 Board Member Monica Weber	ISD 917 Board Member Lesley Chester	ISD 917 Board Member Hannah Simmons	ISD 917 Board Member Kim Baker	ISD 917 Board Member Lisa Ehleringer	ISD 917 Board Member Byron Schwab	ISD 917 Board Member Cindy Nordstrom	ISD 917 Board Member Mark Zuzek	ISD 917 Board Member Tom Bennett

ISD 917 Member Districts



ISD 917 Organizational Chart

SSD 6 South Saint Paul Public Schools	ISD 191 Burnsville-Eagan- Savage School District	ISD 192 Farmington Area Public Schools	ISD 194 Lakeville Area Public Schools	ISD 195 Randolph Public Schools	ISD 197 West Saint Paul-Mendota Heights-Eagan Area Schools	ISD 199 Inver Grove Heights Community Schools	ISD 200 Hastings Public Schools	ISD 271 Bloomington Public Schools
Superintendent Dr. Brian Zambreno	Superintendent Dr. Latanya Daniels	Superintendent Jason Berg	Superintendent Michael Baumann	Superintendent Mike Kelley	Superintendent Dr. Peter Olson-Skog	Superintendent Dave Bernhardson	Superintendent Dr. Kristine Wehrkamp Herman	Superintendent Dr. Eric Melbye
ISD 917 Board Member Monica Weber	ISD 917 Board Member Lesley Chester	ISD 917 Board Member Hannah Simmons	ISD 917 Board Member Kim Baker	ISD 917 Board Member Lisa Ehleringer	ISD 917 Board Member Byron Schwab	ISD 917 Board Member Cindy Nordstrom	ISD 917 Board Member Mark Zuzek	ISD 917 Board Member Tom Bennett

ISD 917 Leadership Team

Superintendent

Dr. Michael Favor

Executive Director of Student Services

Dr. Melissa Schaller

Director of Finance

Mark Johns

Director of Human Resources

Nicole Flesner

Director of Social/Emotional Learning & Support

Kate Hulse

Director of Teaching & Learning

Dr. Brooke Peterson

Principal - Secondary Schools

Frank Herman

Technology Coordinator

Cory Langenfeld

Executive Assistant to the Superintendent & School Board

Melissa Torres

Student Services Organizational Chart

Executive Director of Student Services
Dr. Melissa Schaller

Administrative Assistant
 Julie Illa

Information Management Assistants
 Lynda Hurt
 Kristin Kustrich

Director of Teaching & Learning	Director of Social / Emotional Learning & Support	Principal (CTE, DCALS, & Juvenile Services)	Principal /Assistant Director of Special Education (Deaf/Hard of Hearing & Itinerant Programs /Services)	Principal /Assistant Director of Special Education (TESA)	Principal /Assistant Director of Special Education (CASE, IDEA, & SUN Programs - Alliance Education Center. Developmental /Adaptive Physical Education Teachers)	Principal /Assistant Director of Special Education (SUN Programs - Concord Education Center. Occupational Therapists)	Principal /Assistant Director of Special Education (DASH * SUN Program - Cedar School)	Principal /Assistant Director of Special Education (TEA & ECSE TEA Programs - Lebanon Education Center, Washburn Early Learning Center, Riverview Elementary, Pine Bend Elementary. Speech Language Pathologists)
Dr. Brooke Peterson	Kate Hulse	Frank Herman	Taylor Lovin	Steph Betley	Jackie Pauley	Amy Swaney	Jennifer Hetland	AJ Boehmer

Finance Department Organizational Chart

Director of Finance
Mark Johns

Administrative Assistant
 Amy Alexander

Accountant Teri Welch	Payroll Specialist Audrey Weiler	Purchasing Agent Barb Schmitz	Accounts Payable MaryKay Distad Debby Merritt
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Human Resources Department Organizational Chart

Director of Human Resources <i>Nicole Flesner</i>		
Talent Acquisition Specialist Jessica Huss	Human Resources Assistant Amalia Esparza	Benefits Specialist Jake Edlund

Technology Department Organizational Chart

Technology Coordinator <i>Cory Langenfeld</i>
Network Specialists Mike Bibro Craig Curtis

[CLICK HERE TO SEE 2025-2026 ISD 917 DIRECTORY](#)

ISD 917 Program Locations & School Times

Location	Address	Program	Phone #	School Hours	Emergency Closure Follows
Alliance Education Center (AEC)	14300 Biscayne Avenue West Rosemount, MN 55068	CASE	651-423-8100	8:00am - 2:25pm	ISD 917
		IDEA		7:45am - 2:10pm	
		SUN		7:45am - 2:10pm	
Bloomington Transition Center (BTC)	2575 W 88th Street, Door 10 Bloomington, MN 55431	TESA	952-681-6118	7:45am - 2:20pm	ISD 271
Cedar School	2140 Diffley Road Eagan, MN 55122	SUN	952-707-4000	7:45am - 2:10pm	ISD 917
Concord Education Center	9015 Broderick Boulevard Inver Grove Heights, MN 55076	SUN	612-902-9300	7:45am - 2:10pm	ISD 917
Dakota County Technical College (DCTC)	1300 145th Street East Rosemount, MN 55068	District Office	651-423-8229	Not Applicable	ISD 917
		CTE	651-423-8458	Block #1: 8:10am - 9:30am Block #2: 10:20am - 11:40am Block #3: 12:20pm - 1:40pm	
		DCALS-Main	651-423-8447	8:10am - 3:05pm	
		TESA	651-423-8401	7:45am - 2:20pm	
DCALS-North	150 East Marie Avenue West St. Paul, MN 55118	DCALS-North	651-332-5570	8:10am - 3:05pm	ISD 917
Hastings High School	200 General Sieben Drive Hastings, MN 55033	DASH	651-480-7521	7:30am - 2:15pm	ISD 200
Inver Grove Heights Middle School	8167 Cahill Avenue Inver Grove Heights, MN 55076	DHH	651-306-7200	8:30am-3:20pm	ISD 199
Juvenile Services Center	1600 Highway 55 West Hastings, MN 55033	New Chance Riverside	651-438-4980	New Chance: 9:15am-3:15pm Riverside 7:45am - 3:15pm	ISD 917

Location	Address	Program	Phone #	School Hours	Emergency Closure Follows
Lakeville North High School	19600 Ipava Avenue West Lakeville, MN 55044	DASH	952-232-3746	7:50am - 2:10pm	ISD 194
Lebanon Education Center	5800 149th Street Apple Valley, MN 55124	TEA	952-431-4062	7:45am - 2:10pm	ISD 917
Lincoln Center Elementary	357 9th Avenue North South St. Paul, MN 55075	DHH	651-288-5871	8:20am - 2:55pm	SSD 6
Pine Bend Elementary	9875 Inver Grove Trail Inver Grove Heights, MN 55076	ECSE TEA (K)	651-306-7710	8:30am - 2:00pm	ISD 199
Washburn Early Learning Center	8401 Xerxes Ave. South Bloomington, MN 55431	ECSE TEA	952-681-6200	Section 1: 9:30am-12:00pm Section 2: 12:45pm-3:15pm	ISD 271
Riverview Elementary School	4100 208th Street West Farmington, MN 55024	ECSE TEA	651-460-1695	Section 1: 9:00am-11:30am Section 2: 12:30pm-3:00pm	ISD 192
Simley High School	2920 80th Street East Inver Grove Heights, MN 55076	DHH	651-306-7000	8:30am - 3:20pm	ISD 199
Two Rivers High School	1897 Delaware Avenue Mendota Heights, MN 55118	DASH	651-403-7100	8:15am - 2:55pm	ISD 197

ISD 917 2025-2026 Academic Calendar

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



ISD 917 2025-2026 ACADEMIC CALENDAR



Updated 6/3/25

4 - No School/Holiday
7 - ESY Staff Prof. Dev. & JSC
8-10 - ESY & JSC
11 - JSC
14-17 - ESY & JSC
18 - JSC
21-24 - ESY & JSC
25 - JSC
28-31 - ESY & JSC

JULY 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
0 student days 0 lic. staff/0 non-lic. staff						

JANUARY 2026						
S	M	T	W	Th	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
38 student days 19 lic. staff/19 non-lic. staff						

1 - No School/Holiday
2 - No School/Winter Break
19 - No School/Holiday
23 - End of 2nd quarter (41 days)
26 - No School/All Staff Prof. Dev.

1 - JSC
19 - 1st Year Licensed Staff Prof. Dev.
20 - 1st & 2nd Year Licensed Staff Prof. Dev.
25 - Licensed Staff Prof. Dev.
26 - Licensed Staff Prof. Dev.
27 - All Staff Prof. Dev.
28 - All Staff Prof. Dev.
29 - Licensed Staff Prof. Dev.

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
0 student days 5 lic. staff/2 non-lic. staff						

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
38 student days 19 lic. staff/19 non-lic. staff						

16 - No School/Holiday
27 - No School/All Staff Prof. Dev.

1 - No School/Holiday
2 - 1st day of school

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
21 student days 21 lic. staff/21 non-lic. staff						

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
17 student days 17 lic. staff/17 non-lic. staff						

23 - No School/Spring Break
24 - No School/Spring Break
25 - No School/Spring Break
26 - No School/Spring Break
27 - No School/Spring Break

15 - No School/All Staff Prof. Dev.
16 - No School/MEA
17 - No School/MEA

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
20 student days 21 lic. staff/21 non-lic. staff						

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
20 student days 21 lic. staff/20 non-lic. staff						

3 - End of 3rd quarter (42 days)
6 - No School/Sec. Lic. Staff Prof. Dev.
10 - No School/Conferences
24 - No School

6 - End of 1st quarter (45 days)
7 - No School/Conferences
26 - No School
27 - No School/Holiday
28 - No School/Holiday

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
16 student days 17 lic. staff/16 non-lic. staff						

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
20 student days 20 lic. staff/20 non-lic. staff						

25 - No School/Holiday

22 - No School/Winter Break
23 - No School/Winter Break
24 - No School/Holiday
25 - No School/Holiday
26 - No School/Winter Break
29 - No School/Winter Break
30 - No School/Winter Break
31 - No School/Winter Break

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
15 student days 15 lic. staff/15 non-lic. staff						

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
8 student days 8.5 lic. staff/8 non-lic. staff						

10 - Last Day of School
10 - End of 4th quarter (45 days)
11 - 5 Licensed Staff Prof. Dev.
11-12 - JSC
15-18 - JSC
22 - JSC Licensed Staff Prof. Dev.



= No School for All Students



= No School (Students in Secondary Programs)



= No School (Students in Special Education Programs)

Staff Commitments

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

Relevant legislation includes, but is not limited to:

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

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

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

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

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

Excerpts from policies are included throughout this document, but they are for reference only.

All staff members are responsible for reading and following

ALL ISD 917 policies and procedures,

including this handbook and information referenced and/or linked in this document.

COLLABORATION

Working together to achieve more collectively.

- The unique nature of our district puts collaboration at the heart of our work. Our staff commit to being team players, bringing a positive attitude to work each day, learning the responsibilities of your team members, and attempting to resolve problems closest to the source of the issue. Effective collaboration requires each staff member to know and implement district policies and practices for staff, students, and families.
 - District Collaborations:
 - **Joint Powers Agreement with Dakota County Technical College (DCTC)**
 - The Joint Powers Agreement between ISD 917 and DCTC the roles and responsibilities of each organization so ISD 917 can continue program planning, development, and offerings without interruption or adverse impact upon changes to state, federal, or Minnesota State Colleges & Universities (MNSCU) funding or policy decisions or changes.
 - **Member District Collaboratives of Superintendents, Special Education Directors, & Business Managers**
 - Each group meets regularly throughout the school year to collaborate across member districts.
 - **ITRAC**
 - The **I**ntermediate District **T**eacher **R**egistered **A**pprenticeship **C**ollaborative is a collaboration among Minnesota's four Intermediate School Districts (917, 916, 28, & 287) and Minnesota State University - Mankato that created and is implementing Minnesota's first Registered Teacher Apprenticeship Program approved by the MN Department of Labor & Industry (DLI) and the Professional Educator Licensing & Standards Board (PELSB).
 - **ISD 917 Leadership Team**
 - Our purpose is to implement the district vision of modeling an innovative culture with diverse pathways serving students and families through equitable practices with highly trained staff. District leaders and staff work together over time to serve students, families, and staff by implementing the ISD 917 Strategic Plan and School Board policies and developing and/or revising district systems, structures, policies, and practices to ensure positive working and learning environments throughout the district.
 - **ISD 917 Educational Administrative Team (EAT)**
 - District and site leaders who work together over time to support ISD 917 to achieve our strategic directions, district vision, and core values.
 - **ISD 917 CTE Advisory Committees**
 - Minnesota requires local Perkins V funds recipients (districts who use funding for Career & Technical Education (CTE) and Work-Based Learning (WBL) programs) to create and use local "advisory committees" with employer

members, as well as representation of parents/caregivers, educators, community members and students.

- Advisory committees are essential to ensuring program relevance and quality, providing students and school districts with new opportunities and resources, and connecting students and educators with the larger regional, state and national employment communities.
- **Dakota County Perkins Consortium**
 - One of 23 Perkins consortia in Minnesota formed to to promote collaborative planning and implementation of Career and Technical Education programs through the Perkins federal grant.
 - Coordinated by a Consortium Coordinator from among the staff at ISD 917
 - Consortium members include: ISD 917, Dakota County Technical College (DCTC), Bluesky Online Charter School, Farmington Area Public Schools (ISD 192), Hastings Public Schools (ISD 200), Inver Grove Heights Schools (ISD 199), Northfield Public Schools (ISD 659), Randolph Public Schools (ISD 195), South St. Paul Public Schools, (SSD 6), West St. Paul-Mendota Heights-Eagan Area Schools (ISD 197)
- **ISD 917 Core Values Committee**
 - The Core Values Committee was established in spring 2023 to guide systemic implementation of ISD 917 Core Values to support a culture that is inclusive of all students, staff, and partners.
 - The committee is facilitated by Kate Hulse and Nicole Flesner.
 - The founding committee members signed on for a 2-year commitment and were chosen by the committee facilitators after a thorough application process.
 - Jen Petersen - Mental Health Provider Coordinator (Riverview - TEA)
 - Mike Zickrick - Special Education Teacher (Main - TESA)
 - Robin Knight - Education Support Professional (Cedar School - SUN)
 - Bethany Carlson - Education Support Professional (Concord - SUN)
 - Rachel Novy - Special Education Teacher (Alliance - IDEA)
- **Strategic Partners**
 - In addition to our nine member districts, ISD 917 partners with numerous strategic partners to build on our strengths and meet the diverse needs of our students, families, and staff.

Strategic Partners	
<u>Partner:</u>	<u>Learn More At:</u>
Brightworks	https://brightworksmn.org/
Council on Asian Pacific Minnesotans	https://mn.gov/capm/
Dakota County	https://www.co.dakota.mn.us/
Dakota County Technical College (DCTC)	https://www.dctc.edu/
Intermediate School District 287	https://www.district287.org/
Intermediate School District 288	http://swmetro.k12.mn.us/
Intermediate School District 916	https://www.916schools.org/
Mentor Minnesota	https://www.mentormn.org/
Metropolitan State University (Metro State)	https://www.metrostate.edu/
Minnesota Humanities Center (MHC)	https://www.mnhum.org/
Minnesota State University - Mankato	https://www.mnsu.edu/
University of St. Thomas	https://www.stthomas.edu/
360 Communities	https://360communities.org/

EMPATHY

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

- **Memorandum of Agreement**

- First established in 1970, the Memorandum of Agreement between the nine member districts of ISD 917 outlines the following (excerpts):
 - Purpose: To jointly and cooperatively deliver educational services through ISD 917 for the benefit of the member districts and students
 - Member Representatives: Each member shall have one representative on the Board who shall be appointed by the school board of such member and shall serve for three years.
 - Board Powers: To function as an entity separate and apart from any of the members in furtherance of their joint interests and intentions; to [support ISD 917] to serve as the best resource of specialized services to ensure that each member district can meet the unique learning needs of its students

- **Nursing Mothers & Lactating Employees**

- To see the legal rights of nursing mothers and lactating employees in Minnesota, click [here](#).
- For those who wish to express breast milk at work, as needed, up to twelve (12) months following the birth of their child, your supervisor should:
 - Provide a space that is in close proximity to your work area.
 - Provide a space that is private and secure (i.e. can be locked from others entering).
 - Provide a space that is clean.
 - Provide a space that has an electrical outlet.
- If you have any questions or concerns regarding your need to express breast milk at work, please reach out to: Benefits@isd917.org

INNOVATION

Ongoing improvement of programs and services.

- **Professional Development**

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

among ISD 917 staff while providing individuals and teams with the information, learning, training, resources, etc. needed to effectively meet our job responsibilities, increase collective efficacy, and support positive working and learning environments.

- Professional Learning Communities (PLCs):
 - Collaborative teams of ISD 917 educators learn and work collectively to develop and work toward achieving student-centered goals, assess collective effectiveness based on evidence of student learning, and use results to inform and improve professional practices so all students learn at high levels.
- Mentoring & Cognitive Coaching for Probationary Employees:
 - ISD 917 employees working under the Teacher Contract, Education Support Professionals Contract, or Interpreter Contract will be paired with a continuing contract employee who will serve as a mentor and a continuing contract employee who has been trained as a Cognitive Coach.

- **Professional Pathways**

- To support our students to have highly qualified educators in their classrooms and to support the personal and professional growth of staff, ISD 917 has a variety of opportunities to assist prospective and current staff to meet hiring and licensing requirements. Additional information will be provided throughout the year about opportunities through the below programs. If you have any questions, please contact brooke.peterson@isd917.org or nicole.flesner@isd917.org.
- **ITRAC Registered Teacher Apprenticeship Program** - Funded in part by the Special Educator Teacher Pipeline Grant and additional funding from the Minnesota Department of Education, the ITRAC Registered Teacher Apprenticeship Program is the first of its kind program in Minnesota designed to engage Education Support Professionals/ Paraprofessionals in job-embedded learning and related technical instruction to earn a teaching license in Autism Spectrum Disorders (ASD) and Emotional-Behavioral Disorders (EBD) in two years with no tuition costs for the Teacher Apprentice. ISD 917 employees may be eligible for the ITRAC program if they meet the below criteria.
 - At least one year as an Education Support Professional at ISD 917
 - Earned at least 53 college credits (*Tuition assistance may be available to earn these credits.)
- **Special Education Teacher Tuition Assistance** - Funded by the Special Educator Teacher Pipeline Grant, this program provides up to \$12,600 in tuition assistance and up to \$1,300 in materials and textbooks for ISD 917 teachers who meet one or more of the below criteria to earn disability-specific licenses in Autism Spectrum Disorders (ASD) or Emotional-Behavioral Disorders (EBD).
 - Tier 1 Licensed Special Education Teachers
 - Tier 2 Licensed Special Education Teachers

- General Education Licensed Teachers
 - Education Support Professionals Enrolled in a Special Education Teacher Preparation Program
 - ITRAC Apprentice Needing Additional Goal Area Courses
- **Strengthening Special Educator Pathways** - Funded by the Department of Employment & Economic Development (DEED) Drive for Five Grant, this program is designed to provide workforce development services, work-based learning opportunities, and job placement and retention services for special education educators in Intermediate School Districts who meet the below criteria.
 - At or below 200% of the Federal Poverty Guidelines
 - Individuals of Color
 - Individuals with Disabilities
- **Educator License Renewal**
 - The Continuing Education Committee follows Professional Educator Licensure and Standards Board (PELSB) rules to evaluate continuing education activities and recommend renewal of five-year licenses and the teaching verification needed for initial continuing licensure.
 - Each teacher who is renewing a five year license is required to complete 125 clock hours with specific training in the areas of: positive behavioral interventions; modification, accommodation, or adaptation of curriculum, instruction, or materials for students with special needs; reading preparation; mental illnesses; suicide prevention; cultural competency; and supporting multilingual learners.
 - Learn more at <https://sites.google.com/isd917.org/ceu/home>.
 - Teachers may submit license renewal applications any time after January 1 of the year in which the license expires. Teachers may not teach without a current license or approved PELSB permission/variance. It is the responsibility of every teacher to maintain a current license at all times.
 - See updated teaching licensure information on the [PELSB website](#)
- **Outside/Additional Employment for Licensed Staff**
 - ISD 917 recognizes the right of employees to seek additional employment outside of their district position.
 - In the event a licensed staff person (permanent employee or contracted) seeks employment outside of their position with ISD 917 that requires utilization of their professional license, the licensed staff person must inform their supervisor of this work. Working for another employer that requires an employee to utilize their license and results in an employee's total FTE between the two employers to total beyond a 1.0 full-time equivalent (FTE) or 1480 hours, requires pre-approval from the Minnesota Department of Education (MDE) for the purpose of reporting for funding in the Special Education Data Reporting Application (SEDRA) system.

- Further, per MDE, employees who use their license in working for more than one employer must keep a detailed record of their schedule for submission to MDE to allow review to ensure that contractual obligations for the entities for whom the employee is providing services do not overlap. Failure to take all steps for outside employment may result in MDE refusing to provide funding to one or both of the districts for whom the staff member is working and may impact the employee's compensation and result in disciplinary action, which may include termination of employment.

STEWARDSHIP

Managing financial and human resources carefully and responsibly.

- **Health & Safety**

- Your supervisor will review your site-based Emergency Procedures with you and the staff at your site. In emergency situations, all staff are expected to follow the provided Emergency Procedures. Review the plan for your location and know your role and responsibilities in each situation.
- Your primary responsibility is the safety of your students and yourself. Therefore, you should always conduct yourself in a safety conscious manner and encourage fellow staff to do likewise.
- Your role may require you to be a member of a Crisis Response Team. If so, your supervisor will provide you with additional information about your additional roles and responsibilities.

- **Crisis Management**

- Excerpts from [ISD 917 Crisis Management Policy 806](#)
 - The school district has developed an Emergency Procedures Handbook for each of the sites which provides procedures for responding to a wide range of natural and man-made crisis situations. The handbooks include roles for school district administrators, staff, and community/county agencies in addressing emergencies.
 - The Emergency Handbooks are available for administrator and staff reference in each school/program office.
 - The school district will conduct reviews of this policy and the crisis management plan as required by state and federal law.

- **Bloodborne Pathogens**

- Universal precautions will be observed in the District to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

- Employees who work in situations where it is reasonably anticipated that skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials may result from the performance of the employee's duties, must participate in an annual training session, report exposures, and, upon new hire, sign a district form informing us if you have received or are declining the Hepatitis B immunization.
- Any employee who has an exposure incident, which is contact of blood or other potentially infectious material with the employee's eye, mouth, mucous membrane or non-intact skin (including a human bite), must report the incident to health office staff or to their administrator.
- Additional information is available on our [Plans, Tools, and Forms for Health, Wellness, and Safety webpage](#).
- Possible Exposure to Body Fluids/Bloodborne Pathogen:
 - Follow the guidelines for assessment of possible exposure and post exposure instructions found in the Bloodborne Pathogens Program [Bloodborne Pathogens Control Plan](#) Some forms may need to be completed and returned to the ISD 917 School Nurse. Please read the directions carefully.
- **Student and Staff Illness Protocols**
 - Please refer to the below guidance from our ISD 917 School Nurse in regard to student and staff illness.
 - To help reduce the spread of disease throughout the school, we ask students and staff to stay 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 returning 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 are started.
 - Students should be able to fully participate in school activities when they return
 - Please report any communicable illness such as measles, chicken pox, pink eye, strep throat, COVID-19, influenza or ringworm to your child's licensed school nurse.

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

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

- Excerpts from [ISD 917 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions Policy 420](#)

- Students with communicable diseases shall not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of a transmission of illness to students or employees of the school district. Employees with communicable diseases shall not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district.

- **Working with Students**

- ISD 917 is here to serve students and their families, and we take pride in the professionalism of our staff. At all times, staff members must maintain personal and professional boundaries with students.
- **Student Handbooks**
 - All ISD 917 staff members should know and enforce the policies and procedures outlined in the ISD 917 Student Handbooks for their programs.
 - [2025-2026 Special Education Student & Family Handbook](#)
 - [2025-2026 Secondary Education Student & Family Culture Guide/Handbook](#)

- **Student Supervision**
 - Teachers and their assistants are responsible for the education and supervision of students at all times. Appropriate hand-offs must be communicated clearly among staff.
- **Wellness**
 - Excerpts from the [ISD 917 533 Wellness Policy](#):
 - The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and education.
 - The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- **Learning & Working Environment Free from Harassment and Violence**
 - Excerpts from [ISD 917 School Board Policy 413: Harassment and Violence](#)
 - The school district seeks to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, and disability. It prohibits any form of harassment or violence against a student, teacher, administrator, or other school district personnel and will act to investigate all complaints and discipline or take appropriate action against anyone who violates this policy.
- **Employee-Student Relationships**
 - Excerpts from [ISD 917 School Board Policy 423: Employee-Student Relationships](#)
 - The school district is committed to an educational environment in which all students are treated with respect and dignity. ISD 917 employee-student relationships are governed by Policy 423 at all times, whether on or off duty and on or off of school district locations. All students will be treated with respect, courtesy and consideration, and in a professional manner. All employees must be mindful of their authority and influence over students. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- **Student Discipline**
 - [ISD 917 Student Discipline Policy 506](#) outlines a Code of Student Conduct and permissible actions for progressive discipline. Staff members are encouraged to speak with their supervisor prior to administering disciplinary measures.
 - Excerpts from [ISD 917 Student Discipline Policy 506](#)

- All students are entitled to learn and develop in a setting which promotes respect of self, others, and property.
 - Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place.
 - The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience.
 - All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent.
- Professional Crisis Management (PCM) and Ukeru - Many of our Special Education staff members receive specialized training in [PCM](#) and/or [Ukeru](#) to support the safety of students and staff during crisis situations. Your supervisor will provide further details if this training is necessary for your position.
- **Search of Student Lockers, Desks, Personal Possessions, & Person**
 - [ISD 917 Policy 502 Search of Student Lockers](#) outlines policies for ISD 917 school officials. Included in this policy are the following:
 - School lockers and desks are the property of the school district and can be inspected at any time by school officials for any reason, at any time, without notice, without student consent, and without a search warrant.
 - The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.
 - "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law.
 - School officials will always strive to maintain sensitivity and respect in administering this policy. Searches will be completed in a manner that minimizes student embarrassment and disruption of the school day.
- **Bullying Prohibition**
 - [ISD 917 Bullying Prohibition Policy 514](#) outlines the general statement of policy, definitions, reporting procedure, school district action, prohibition of retaliation or reprisal, training and education, and notice requirements regarding the prevention of bullying and actions to investigate, respond to, and remediate and discipline for those acts of bullying which have not been successfully prevented.

- **Staff Notification of Violent Behavior By Students**
 - [Intermediate School District Policy 529 Staff Notification of Violent Behavior by Students](#) provides information on: 1) the circumstances in which data should be provided to classroom teachers and other school staff members with legitimate educational interest about students with a history of violent behavior, and 2) procedures for staff notification.
- **Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds**
 - Excerpts from [ISD 917 School Board Policy 532 Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds](#):
 - The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities. In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy.
 - If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or Positive Behavior Support Plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds. If the student's behavior cannot be safely managed, school personnel may call 911.
 - If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.
 - The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

- **Mandated Reporting**
 - Excerpts from [ISD 917 Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 414](#)
 - Per MN Statute, all ISD 917 school personnel are mandated reporters of suspected child neglect or physical or sexual abuse. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child has been neglected or physically or sexually abused within the preceding three years.
- **Student Injury/Accident**
 - Any employee with knowledge of an injury to any student is required to notify a school nurse or administrator as soon as possible. The student injury/accident report form is to be completed. If the injury was the result of student behavior, an additional form may be required.
 - Per ISD 917 Licensed School Nurse discretion, the student injury report form may need to be sent to the Business Office in order to be processed with the insurance company.
- **SafeSchools Training**
 - [Chapter 122A](#) of the Minnesota statutes requires school district employees to conduct annual training activities. ISD 917 uses the [SafeSchools](#) system for online training.
 - ***Every staff member is required to complete SafeSchools courses during work hours before October 31st of each school year.*** If you choose to take a SafeSchools course outside of normal work hours, it will be on your own time and will not be eligible for timesheet payment. Mandatory courses may include:
 - Sexual Harassment
 - Bloodborne Pathogens
 - Workplace Bullying
 - Staff Handbook
 - Various health-related courses
 - In addition to the above courses, your supervisor may assign you additional courses that pertain to your job.
 - The teachers' Relicensure Committee has agreed that one clock hour of continuing education credit will be granted for the completion of each SafeSchools course. The District does not require you to print off your certificate, as we keep digital records of your course completion. If you plan to use these trainings for continuing education credits, you are responsible for printing the certificate from SafeSchools.
 - You must complete all sections of each assigned course, and you must pass each quiz with a minimum score of 80%. You may repeat the quiz as many times as you need to pass the assessment.

- To access SafeSchools:
 - An email will be sent to your ISD 917 email address with the required courses for you to complete.
 - Once logged into our website with your ISD 917 Google credentials, you can access SafeSchools through the [Teaching & Learning page](#) on our website.
- For questions on SafeSchools, contact Amy Alexander at 651-423-8229 or email amy.alexander@isd917.org.
- **AlertUs Mobile App**
 - At the DCTC site, we use the AlertUs mobile app to send campus alerts directly to your phones and mobile devices. We ask every staff member working at this site to download this app to their mobile device.
 - Directions for set-up:
 - From the Apple App Store or Google Play, download the ALERTUS app.
 - Enter our campus organizational code: *dctcihcc*
 - Enter your *@isd917.org* email address
 - Verify your email address by confirming the email sent to you by AlertUs
 - Select DCTC to receive DCTC alerts
- **School Safety Drills and Emergency Evacuation of Buildings**
 - School Safety Drills: In accordance with [MN Statute 121A.07](#), all educational institutions are required to have a minimum of one tornado, five lockdown, and five fire drills at each school site each school year.
 - Each instructor will inform their students of the exit or exits that are to be used in emergency situations. It is the responsibility of the instructor to become familiar with the evacuation routes and assist their students in safe evacuation procedures. Please see your administrator for the evacuation chart and proper route to exit if there is an emergency and/or drill. Everyone must evacuate the building when the alarm sounds.
 - See your site-based Emergency Procedures for additional information.
- **Indoor Air Quality**
 - Indoor air quality includes but is not limited to temperature, ventilation and air pollutants in school buildings. The School District has an [Indoor Air Quality Management Plan](#) managed by Melissa Torres, Executive Assistant to the Superintendent and School Board. The purpose of the plan is to proactively manage indoor air and provide a healthy and safe indoor environment for students, staff, and community. Staff who have concerns about indoor air quality should direct them to their administrator. They can also complete an [Indoor Air Quality Complaint Form](#). The administrator, building custodian, IAQ Coordinator may be involved in an investigation of the concern.

- **Allergens and Chemical Sensitivity**

- Fragrances/Scents: Exposure to fragrances and other scents can cause sensitive people to experience upper respiratory irritation, asthma, headaches, and other symptoms. ISD 917 requests that all school and work spaces remain free of scented products, including personal care products, strong smelling cleaning supplies, air fresheners, etc.
- Latex: Due to student and staff allergies, it is recommended that latex not be brought into schools or work spaces. This includes non-mylar balloons.
- Food: Due to potentially life-threatening allergies, it is highly recommended that no peanut or nut-containing products be present in common eating areas.

- **Smoking Restrictions**

- Per [ISD 917 Tobacco Prohibition Policy 419](#) and [ISD 917 Drug-Free Workplace/Drug-Free School Policy 418](#), smoking is not permitted in the Main Campus DCTC building, grounds, or any building or vehicle owned/leased by Intermediate School District 917. Please check with your administrator as to smoking restrictions for the building in which you work. Smoking cessation programs may be available through ISD 917 health insurance programs.

- **Drug-Free Workplace/Schools**

- Per [ISD 917 Drug-Free Workplace/Drug-Free School Policy 418](#), the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription, as well as paraphernalia associated with controlled substances, is prohibited before, during, and after school hours at school or in any other school location.
- [ISD 917 School Board Policy 417 Chemical Use and Abuse](#) outlines expectations for the school district to provide students and employees with an instructional program to prevent chemical abuse and dependency. It also provides a protocol for reporting chemical use and abuse.

- **Weapons**

- Excerpts from [ISD 917 Policy 501 School Weapons](#):
 - No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.
 - No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

- No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
 - “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- **Emergency Closings**
 - Emergency closings will be communicated to staff, students, and families via direct email, phone, text, and/or website post.
 - The unique nature of our district means that, on occasion, some sites will be closed and others will be open.
 - Directions for staff are outlined in [Intermediate School District 917 Policy 820 Provisions for the Closing of Schools Due to Inclement Weather or Other Exigency](#)
- **Transportation**
 - Many of you drive as part of your position with the district. For some, you drive your personal vehicle; for others, you drive a district vehicle.
 - Student transportation in ISD 917 is governed by [ISD 917 Student Transportation Policy 709](#). All drivers must abide by federal, state, and local motor vehicle regulations, laws, and ordinances, as well as ISD 917 Policy 709.
 - If an employee has two texting violations in the last three years, they will be ineligible to drive for work purposes. Texting and driving is deemed as dangerous by our insurance carrier as drinking and driving. Please be safe, and don't text and drive!
- **Parking**
 - Free parking is available at all ISD 917 sites for staff members.
 - Staff who work at multiple ISD 917 and/or member district sites should contact their supervisor for information on parking at those locations.
 - At DCTC:
 - For ISD 917 staff working in the ISD 917 Administrative Offices and educational programs located inside of Dakota County Technical College (DCTC), there are both free and paid options.
 - Free parking: Parking is available in the West lot of the DCTC building and the lot on the East side of the DCTC building that is closer to the building than the designated ISD 917 lot.
 - Paid parking: DCTC holds a lottery for designated stalls in the gated lot on the North side of the DCTC building at a yearly fee (2025-2026 lottery date and price are yet to be determined). For information on the

DCTC gated lot lottery or to enter your name into the lottery, please contact Amy Alexander at Amy.Alexander@isd917.org or 651-423-8229.

- If an ISD 917 staff member whose work site is not at DCTC and is attending a meeting of short duration (two hours or less), you may park in the visitor lot North side of the DCTC building, if space is available.
- If you are visiting the DCTC site, please park in the East parking lot furthest from the DCTC building. It is designated for Intermediate School District 917 use.

- **Visitors**

- [ISD 917 Policy 903 Visitors to School District Buildings and Sites](#) outlines district policies regarding visitors, including students participating in post-secondary enrollment options (PSEO).
- Excerpts from [ISD 917 Policy 903 Visitors to School District Buildings and Sites](#):
 - The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
 - The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

- **Human Resources, Payroll, & Benefits Information**

- **Contracts/Master Agreements**

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

- **Job Postings**

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

public: veteran's status, relevant test scores, job history, education and training, and work availability.

- **Background Checks**

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

- **District Identification**

- All school district personnel are required to have and to wear a photo ID when working at or visiting a school site during student-contact hours. Employees who have lost or damaged their ID cards (\$10 replacement fee) or have had a name change should arrange for a replacement.
- District Photo Identification cards are taken at Dakota County Technical College in the District Administrative Office. Please contact Nicole Flesner, Director of Human Resources, at nicole.flesner@isd917.org for assistance.
- Some ISD 917 sites may require additional badges. If so, your supervisor will let you know.

- **Paychecks**

- Payroll checks are distributed through direct deposit to employees' bank accounts on the 15th and the last day of each month, or the day prior to a weekend or holiday, which includes the normal payroll date.
- Additions or changes to direct deposit must be submitted via [paper form](#) with supporting account verification documentation to Audrey Weiler, Payroll Specialist, in the Business Office. Additional information is available on our [Business Services webpage](#) under For Staff.
- To view and/or print your paystubs, follow the directions for the EAC on the upcoming page.
- Payroll checks must be picked up in-person at the ISD 917 Business Office on pay day. They will not be mailed.

- **Timesheets & Laserfiche**

- Staff who are required to submit timesheets regularly or for extra duty/work at ISD 917 will do so through our [Laserfiche](#) system. If you have any questions, please contact your supervisor.

- **Employee Access Center: Pay Information System**

- Intermediate School District 917 has adopted the [eFinancePlus Employee Access Center \(EAC\)](#) system to provide employees with all information regarding your pay stub, leave balances, personal information (address, phone number, etc.), tax withholdings, W-2s, and other information on a secure website. You can access,

change, and print information from any computer, anytime, anywhere (though specific browsers may be needed).

- To access your information on the EAC:
 - Click or enter <https://isd917-efp.sourcewell.org/employeeaccess>
 - Your User ID is your ISD 917 email address (firstname.lastname@isd917.org)
 - Your initial User Password is the last four digits of your social security number (SSN)
 - You will be required to change your password upon logging in for the first time. New Passwords require eight alphanumeric characters with at least one special character.
 - You will also be asked to set up three security questions out of 10 predetermined questions.
- If you have any questions, please contact:
 - Human Resources at HR@isd917.org or 651-423-8206.
 - Audrey Weiler, Payroll Specialist at Audrey.Weiler@isd917.org or 651-423-8245

- **Absence Reporting & Leave Requests**

- All absence reporting is completed through [Frontline](#).
- You will receive an email invitation from Frontline with Frontline login and password set-up information.
- Please consult your employment contract for information regarding your available leave.

- **Superintendent Extended Absence**

- In the extended absence of the Superintendent due to illness or incapacitation, the Executive Director of Student Services (who must have a valid Minnesota Superintendent's license) will become the Acting Superintendent, in alignment with our ISD 917 Organizational Chart. At the succeeding Board meeting(s), the Board will review district needs to determine if any more permanent changes are necessary. The Board Chair will work in collaboration with Board members, the Superintendent and/or district leadership to determine future actions.

- **Resignations**

- The more notice that an employee can provide the District about their departure plans, the better. Standard expectation for support/unlicensed positions is at least two weeks' written notice to your supervisor, however, some contracts require more notice or have specific timelines.
- As per [Minnesota Statute 122A.40](#), subdivision 7, licensed staff working under the Teacher contract on a continuing contract with the District are required to submit their written resignation prior to April 1. If an agreement for the terms and conditions of employment for the succeeding school year has not been adopted prior to March 1, the teacher's right to resign extends to the 30th calendar day following School Board adoption of the collective bargaining agreement. If an

agreement for the terms and conditions of employment for the succeeding school year has not been adopted prior to the end of the last agreement (June 30), the teacher's right to resign for the upcoming school year ends on July 15th.

- Teachers who do not submit their resignations in a timely manner may not be released from their contracts.

- **Earned Sick and Safe Leave (ESSL)**

- Effective 1/1/24, Minnesota's earned [sick and safe time law](#) requires employers to provide paid leave to employees who work in the state. Sick and safe time is paid leave, at the employee's hourly rate, that employers must provide to employees for certain reasons, including when an employee is sick, to care for a sick family member, or to seek assistance if an employee or their family member has experienced domestic abuse.
- ISD 917 provides yearly paid leave to employees in the form of Paid Time Off (PTO) or Sick Leave. Please refer to your bargained contract or individual contract to determine which paid leave you are eligible for.
- How much sick and safe leave (ESSL) can employees earn?
 - An employee earns/accrues one (1) hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours each year up to a total of 80 hours.
 - Intermediate School District 917 has provided paid leave to employees each school year (July - June) that exceeds the hours required by the state. Unused ESSL rolls over into a sick leave bank that can be accrued and used in the future.
- **To review various reasons employees may use ESSL time, Click [HERE](#)**
- **To review which family members can ESSL be used for, Click [HERE](#)**
- Prior to the 2023-2024 school year, Intermediate School District 917 has recognized employee's needs to take off work using paid sick leave or PTO. As a school district, student-facing employees have not been required to use leave for closure of a workplace due to weather or public emergency, but have been paid for such closures. Once a certain number of days have been reached for weather-related closures, the district has historically required student-facing employees to make up time due to student contact requirements from the state. If required to work on a school closure day, employees may use ESSL.
- Yearly distribution of paid leave that aligns with the requirements for ESSL will occur as it has been in years past, with the year beginning in July and ending the following June.
- The total number of earned sick and safe time hours available for use, as well as the total number of earned sick and safe time hours used, will be available on each

paycheck statement starting in July 2025 with the new school year and in ISD 917's attendance tracking/reporting system: Frontline.

- In compliance with the law, ISD 917 continues to require advanced notice of the use of paid leave, per the requirements outlined in each employment contract.
- ISD 917 can also require employees to provide documentation of the reason for the absence if more than two (2) consecutive days of ESSL are used.
- Employees must enter their absences and use of ESSL into Frontline, but are NOT required to find a sub before its use. All absences using paid leave are paid at the same hourly rate employees earn from employment/standard work hours.
- To use your ESSL in Frontline (attendance tracking system):
 - Teachers, licensed staff, BCBAs, MPH Coordinators, and Intake Coordinators:
 - Select “PTO > Sick & Safe (ESSL)”
 - All other employees without PTO leave in their contract:
 - Select “Sick > Sick & Safe (ESSL)”
 - You may use ESSL for all or part of a day, depending on need.
 - For additional information: Benefits@isd917.org or <https://www.dli.mn.gov/sick-leave>
- Retaliation & Right to File a Complaint
 - It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting ESSL or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.
 - As leaders and staff become accustomed to this new leave, please reach out to the Director of Human Resources (nicole.flesner@isd917.org) or Benefits@isd917.org if you have any concerns regarding your request or use of ESSL.

- **Employee Benefits**

- Insurance Coverage
 - Employees who wish to enroll in benefits through the district must enroll online through the District's benefits enrollment platform, Apprize. Any employee who does not enroll in their new hire window will default to not enrolling in coverage outside of district provided benefits.
 - You are eligible for benefits on the first day of the month following your date of hire, unless your hire date is the first working day of the month. If hired on the first working day of the month, benefits go into effect on the first working day of the month when you sign up for coverage.

- Open enrollment for the next calendar year occurs in late October through early November.
- Tax Sheltered Annuities and Deferred Compensation Plan
 - Per ISD 917 Tax Sheltered Annuities and Deferred Compensation Plan, any employee may participate in qualified tax deferred annuity and tax deferred compensation plans via a salary reduction agreement.
 - Forms and information are available on our website [here](#):
 - Employees may use a district approved 403b/457 Plan Provider. Employees may change their contributions at any time by submitting a new salary reduction [form](#). This change will take place as close to the requested change date as possible but may take approximately 30 days after submission of the form. Employees must comply with the IRS rules regarding the amount that may be deferred to a tax-sheltered annuity or tax-deferred compensation plans. Employees may be eligible under their contract for a matching contribution to a tax-deferred annuity or deferred compensation plan.
 - Individuals should consult applicable Master Agreements for specific benefits for their employee group.
- Direct Deposit
 - In accordance with [MN Statute section 471.426](#), ISD 917 requires all district employees to sign up for direct deposit. All documentation for direct deposit must be submitted in paper-form with account verification for security reasons. The District does not accept direct deposit changes over email or phone. Please submit the change form for direct deposit at least three (3) weeks before the intended change. It is recommended that employees do not close your previous account prior to confirming that your pay will be deposited into the new account. Click here for the [Direct Deposit Enrollment Form](#).
- Employee Assistance Program
 - All of us experience times when a personal problem or crisis affects the way we function at work and home. ISD 917 has partnered with a vendor to provide FREE, confidential assessment, short-term counseling, referral, and follow-up for you and your family.
 - A licensed counselor will assist you in assessing your situation, finding options, making choices, or locating further help. The program provides help in many areas including relationship issues, alcohol and other drug problems, work concerns, loss and grief, financial and legal concerns, depression, anxiety, and many other life challenges.
 - See our [Employee Assistance webpage](#) for more information.

- Purchasing & Reimbursement

- **Purchasing**

- To protect the legal and financial interests of the District, all commitments to supplies for goods or services are made through written purchase orders and contracts issued by the Purchasing Department.
 - All procurements are to be made in compliance with applicable federal, state and local law, directives and executive orders. Compliance with the requirements of the [Uniform Municipal Contracting Law](#) is specifically the responsibility of the Purchasing Office.
 - ISD 917 is not responsible for purchases made by employees or individuals associated with the school district who do not have prior approval and fail to follow general purchasing guidelines.
 - Purchasing Guidelines
 - When are quotes needed for purchasing?
 - Under \$999.00 no quotations are needed.
 - \$1,000 to \$24,999 two written quotes are required by the purchasing department
 - \$25,000 to \$174,999 three written quotes are required by the purchasing department.
 - Any purchase of \$175,000 or greater must follow formal Sealed Bid guidelines:
 - Advertising for Bid (two-weeks prior to opening date) must include time, place of bid, detailed description of item, or project, where to acquire bid forms, who to contact with questions and where to send the bid envelope
 - Bid bond requirement at time of bid opening. Afterward, payment and performance bonds, certificate of insurance and signed contract are required. Bids must be kept on file along with the bid tabulation and proof of school board approval.
 - Purchasing Process
 - Ensure the purchase or contract for goods or services is within the approved budget.
 - Complete a [Purchase Requisition Form](#).
 - Employee completes a purchase requisition form for goods or services needed and attaches all supporting documentation necessary to place the order or service required.

- Employee forwards completed requisition to their supervisor for approval and any additional routing, then the requisition is forwarded to the Purchasing Department.
- The purchase requisition is carefully reviewed by the Buyer, Barb Schmitz (barbara.schmitz@isd917.org) for the following:
 - All necessary signatures
 - Appropriate budget codes
 - Dollar amount (see Guidelines above);
 - If the vendor has already been set up, or needs to be set up, which would include the following: Business name, address, telephone and fax number, e-mail address and completed W-9 form
 - Requisition data entered electronically into the E-Finance system, creating a Purchase Order
 - Purchase order and encumbrance summary is processed by Purchasing Department
 - Purchase order is placed to vendor, via fax, e-mail, internet, postal service or confirmed by phone
 - Orders are shipped to DCTC warehouse unless other is indicated on purchase requisition
 - Once order has been received, packing slips are initialed by requisitioner and sent to Accounts Payable.
- **Expense Reimbursement**
 - If you have work expenses (i.e., mileage) which are authorized by [ISD 917 Policy 412 Expense Reimbursement](#) district policy and approved by your supervisor, fill out the [2025 Mileage Reimbursement Form](#) and submit it to your supervisor.
 - You can find additional information and forms on the [Business Services webpage](#)
 - All employee reimbursements will be paid on the 3rd Thursday of each month. This will include expenses from Mileage Reports, Check Requests, etc.
 - All receipts and proper documentation referencing the expense must be submitted by the Friday before the payout. The original receipts need to be submitted.
 - If there are staff members or students included in the expense, such as expenses for field trips, a list of attendees is needed.
 - Timeliness for submitting reimbursement requests for expenditures along with proper documentation is critical. Any expenditures turned in after 60 days from the occurrence date are reported as taxable income as required by the IRS.

- **Gifts**

- Excerpts from [ISD 917 Acceptance of Gifts Policy 706](#)
 - It is the policy of this school district for the school board to accept gifts only in compliance with state law. If the school board agrees to accept a gift, it shall be the property of the school district unless otherwise provided in the agreed upon terms.

COMMUNICATION

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

- **Directory Information**

- Staff member contact information is available on our [website](#) “Contact Us” Quick Link.
- School Board member contact information is available at https://www.isd917.org/about/school_board/school_board_members.
- Student and family contact information is available in Infinite Campus.

- **Website**

- Our website is updated regularly on an ongoing basis. Please forward questions, content, and/or concerns to melissa.torres@isd917.org.
- School Board directory information, policies, and meeting dates, agendas, and minutes can be found at https://www.isd917.org/about/school_board.
- Academic program Information can be found at <https://www.isd917.org/programs>.
- The [For 917 Staff](#) section at https://www.isd917.org/for_917_staff (which requires you to log in with your ISD 917 Google credentials) houses many forms and informational resources for staff.
- Healthy Learning information can be found at <https://www.isd917.org/covid-19>.

- **Communications with Staff**

- Superintendent Monthly Update:
 - 2nd Wednesday of each month (or soon after monthly Board meeting): Staff will receive an emailed update from the Superintendent’s office, including Board Notes that summarize discussions and decisions from the monthly Board meeting. This update is focused on information staff need to know.
- Executive Director of Student Services:
 - 3rd Thursday of each Month: Each month, a district- wide Smore newsletter is sent to staff with updates from Special Education and Teaching and Learning. This newsletter is focused on information to support students.

- **Communications with Students & Families**

- Ongoing Communications:
 - Instructors will contact parents on a regular basis regarding their child's program. Parents are encouraged to reach out to teachers before or after the school day via phone if possible or using email. Students are generally only allowed to make phone calls in emergency situations. A student must receive permission from the classroom teacher before being permitted to use the phone. If a parent needs to talk with a child during the school day, office staff will assist parents in reaching or delivering a message to the student.
- Conferences/Open Houses/Engagement Nights:
 - Conferences/Open Houses/Engagement Nights provide a time for staff to connect with students and their families regarding academic and social-emotional progress and performance as well as college &/or career readiness. Site leaders will provide additional information on details and logistics.

- **Confidentiality**

- Confidentiality is one of the most critical and important aspects of your job at ISD 917. This topic falls under [federal legislation](#), Minnesota state legislation, and ISD 917 policies. These include, but are not limited to, [Family Educational Rights and Privacy Act \(FERPA\)](#), [Chapter 13: Government Data Practices](#), and numerous [ISD 917 School Board Policies](#).
- Follow these guidelines where issues of confidentiality are concerned:
 - Never refer to students by name outside of the school setting or with other parents.
 - Do not share specific information about an individual's program or unique needs outside of the school setting, especially while in the community or when speaking with friends and relatives.
 - Take questions you have about school district policies on confidentiality to your administrator.
 - Access individual records for the sole purpose of being more effective in your work with the student.
 - Go through the proper channels to access confidential information. Make sure you are authorized to do so.
 - Speak and write responsibly when passing on information. Be aware of who might hear you or read what you have written.
- It is your legal and ethical responsibility to observe both the rights of students, families, and staff, with or without disabilities, in regard to data privacy.

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

most recent educational agency or institution attended. It also includes the name of the student's parent(s).

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

- **Technology for Communication**

- **Acceptable Use of Technology, Equipment, & Materials**
 - As a staff member of ISD 917, you will use a variety of technology, equipment, and materials in your work.
 - Student and employee acceptable use of district computer systems and the internet, including electronic communications, is outlined in [ISD 917 Internet Acceptable Use and Safety Policy 524](#).
 - Excerpts from [ISD 917 Internet Acceptable Use and Safety Policy 524](#)
 - The school district technology system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities.
 - No user has any right or expectation of privacy in anything that is created, sent, received, or stored on ISD 917-owned software or software.
 - See the above policy for specific unacceptable activities.
- **Google Suite: Gmail (email), Google Calendar, Contacts, etc.**
 - Your ISD 917 Google and Gmail account will be set up by the Technology Department within one week of your start date and upon communication that all new hire employment paperwork has been received by the Human Resources department.
 - To access your ISD 917 email:
 - Go to google.com → click Gmail on the top right
 - Make sure you are signed out of any other Google accounts, then log in to Gmail your isd917.org account
 - Your username is: legalfirstname.lastname@isd917.org
 - Your password for the initial login is: Winter-17

- Upon first login, you will be asked to change your password.
- The same username and password will give you access to multiple Google apps.
- To setup Gmail, Google Calendar, and Google Contacts on your cell phone:
 - Launch Settings from your Home screen
 - Click Mail, Contacts, Calendars
 - Click Add Account
 - Click Google
 - Enter your name, Gmail email address, password, and a descriptive name
 - Select which services you want to leave on for sync: Mail, Calendars, and Notes
 - Click Save
- **Website**
 - The [ISD 917 website](http://www.isd917.org) is located at www.isd917.org.
 - The ISD 917 website is available to the public, except for the [For 917 Staff](#) section which requires staff to log in with their Google credentials to access staff-only resources. You can log in at any time, but you will be prompted to log in upon attempting to enter the For 917 Staff page.
 - To log in to the ISD 917 website:
 - Go to www.isd917.org
 - In the top, dark grey bar, click Login (next to the Search bar)
 - Log in with your ISD 917 Google credentials
 - To log in from the [For ISD 917 Staff](#) page:
 - Go to https://www.isd917.org/for_917_staff
 - Click “Login” in the body of the webpage
 - Log in with your ISD 917 Google credentials
 - Website Calendars:
 - All website calendars are available to the public and should include important dates for our students, staff, families, School Board, and/or member districts.
 - District Calendar: The district calendar is found at https://www.isd917.org/about/district_calendars.
 - Program Calendars: Each ISD 917 academic program has an aligned public web calendar designed for communication with students, families, and staff for that specific program. These calendars will be managed at each site by the Assistant Director or their delegate.

- **Infinite Campus**
 - ISD 917 uses [Infinite Campus \(IC\)](#) as a Student Information System to collect, store, and share enrollment, directory, scheduling, etc. information for students. We also use IC for communications with students, families, and staff.
- **SpEd Forms**
 - ISD 917 uses [SpED Forms](#) for special education due process documents, etc.
- **Social Media**
 - ISD 917 maintains a Facebook account (<https://www.facebook.com/intermediate917/>) and an Instagram account (<https://www.instagram.com/intermediate917/>) to publicize our programs, promote events, and celebrate our students, staff, and families.
 - The ISD 917 social media accounts are managed by Melissa Torres, Executive Assistant to the Superintendent and School Board. Please invite her to capture activities in action at your sites and/or share photos, stories, updates, and ideas with her at melissa.torres@isd917.org.
 - Square, well-lit photos of people work best.
 - Our students' confidentiality is extremely important to us, so please confirm that any student about whom we will be sharing information or images has a signed Media Release in Infinite Campus.
 - If staff members do not want their images shared on social media or our website, please communicate that information to melissa.torres@isd917.org directly.
 - Our social media accounts are open to the public, and we encourage an interactive environment where others can post their thoughts and provide valuable feedback on our school district.
 - If someone posts inappropriate content, we have the ability to delete posts or ban users (as a last resort). Responding to negative feedback in a positive way can actually help our community see how proactive we are in taking steps to resolve issues.
 - If you "like" the school's Facebook page, other users will not have access to your personal account, though they will see your name and profile photo. If you choose to comment on a post, they will also be able to see that post.
- **Phones & Voicemail**
 - Please communicate your work phone number and/or extension to families and/or relevant parties so they can contact you.
 - Due to the district having 16 sites, many of which are housed in other school districts, each ISD 917 site has a unique phone system. Specific information about phone and voicemail logistics will be provided at your site.

- All ISD 917 phone extensions are attached to voicemail systems that can be accessed on the phone itself or forwarded to your computer.
- Voicemail should be checked daily, and phone calls returned within 24 hours of your return to work.
- Please be cautious of private or confidential student or staff information on voicemails to or from you. Promptly delete incoming voicemail messages.
- Teachers should communicate their work extension numbers to the parents of their students. All employees are expected to check voicemail messages daily and to return calls promptly (typically within 24 hours or upon return to work). Voicemail messages are also to be deleted promptly.
- Personal voicemail greetings are to be courteous, concise and professional. Voicemail users should include an indication of when messages will be picked up/returned and/or how to reach the employee personally. During summer break or other vacation periods, personal greetings should be changed to announce that voicemail is not being monitored and to direct callers to the main office.
- **Walkie Talkies**
 - Depending on your role, you may be asked to use a walkie talkie for communications during the school day.
 - Walkie talkies allow staff to communicate effectively while minimizing disruption to the learning environment, and they are important tools in crisis situations.
 - Walkie talkies may be handheld or require an earpiece or headset.
 - Your supervisor or a site representative will provide specific guidelines for using walkie talkies at your site.
 - It is of primary importance that walkie talkies are used appropriately to support safety, a positive learning and working environment, and student confidentiality.
- **Cell Phones**
 - Staff:
 - ISD 917 recognizes that cell phones are pervasive in current society and are used for a wide variety of purposes.
 - While at work, cell phones are **only** to be used on breaks.
 - You should not have your cell phone on you while working with students. Please keep it in a secure location where it will not get damaged (i.e. locker, etc.).
 - During professional development/training, please refrain from using your cell phone and put it on vibrate/silent. If there is an emergency, please step out of the room before answering and inform your supervisor or trainer.

- Students:
 - [Policy 556: Student Use of Cellular Phones and Other Electronic Devices](#)
- **Technology Support**
 - For technology assistance, submit an online Information Technology (IT) Help Request form through <https://isd917.zendesk.com/hc/en-us/requests/new>.
 - You can also contact Cory Langenfeld, Technology Coordinator, at cory.langenfeld@isd917.org or 651-423-8290.
- **District Branding**
 - The ISD 917 district branding guidelines are designed to communicate our Core Values, promote a sense of belonging for all students, staff, and families, and reflect our district's unique personality.
 - We ask all staff to use the below in official communications from ISD 917. If you have any questions, please contact melissa.torres@isd917.org.
 - Mission: In partnership with member districts, Intermediate School District 917 provides high quality, equitable, and specialized programming to meet the needs of all students.
 - Vision: Intermediate School District 917 models an innovative culture with diverse pathways serving students and families through equitable practices with highly trained staff.
 - 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.
 - Motto:
 - Purposeful. Personalized. Partners.
 - Logo:
 - [ISD 917 Logo 2022.png \(transparent background\)](#)
 - [ISD 917 Logo 2022.png \(white background\)](#)

- [ISD 917 Logo 2022.svg \(for electronic communications\)](#)
- Colors:

■ Red: #851e1e
■ Chalky Black: #231f20
■ Lavender/Periwinkle: #D8CEE6
- Website Font:
 - Bitter



INTEGRITY

Aligning our actions with our values and beliefs.

- ISD 917 expects all persons employed by ISD 917 to abide by federal, state and local legislation, ISD 917 School Board policies, and district and site guidance, including, but not limited to, the below ISD 917 Staff Code of Ethics.
- **Curriculum, Instruction, & Assessment**
 - Excerpts from [ISD 917 Policy 601 School District Curriculum and Instruction Goals:](#)
 - ISD 917 aligns its curriculum and instruction with all federal and state requirements established by law “under which all learning in the school district should be directed and for which all school district learners should be held accountable” within the scope of the education setting or a student’s Individualized Education Program (IEP). To that end, the district is committed to providing an educational program that ensures all students will receive high quality, effective instruction, and be challenged to reach their maximum potential.
 - School District goals include the following:
 - All students will be required to demonstrate essential skills to effectively participate in lifelong learning.
 - Prepare students to thrive in a rapidly changing world.
 - Foster a love of learning.

- Promote a recognition of each individual's intrinsic value and capacity to contribute to society.
 - Ensure that the curriculum used is equitable, inclusive, and reflective of all students, especially students from historically marginalized groups.
- Each ISD 917 Principal/Assistant Director shall adopt a comprehensive, continuous improvement plan to support and improve learning and teaching that is aligned with state and federal regulations...[and] shall include...Academics, Social-Emotional Learning, and Equity.
- Teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence.
- Excerpts from [ISD 917 Policy 603 Curriculum Development](#):
 - Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.
 - A district advisory committee shall provide assistance at the request of the Director of Teaching and Learning. The advisory committee membership shall include teacher, support staff, member district representation, and administration representation.
 - The Director of Teaching and Learning shall be responsible for:
 - Curriculum development
 - Determining the most effective way of conducting research on the school district's curriculum needs
 - Establishing a long range curriculum development plan
 - Determining timelines for periodic reviews of each curriculum area
 - Informing the school board of all state-mandated curriculum changes, as well as recommended discretionary changes
 - Periodically presenting recommended modifications for school board review and approval
 - Developing guidelines and directives to implement school board policy relating to curriculum development
- Excerpts from [ISD 917 Policy 616 School District System Accountability](#):
 - We recognize our role as an intermediate school district in assisting our member districts to achieve the World's Best Workforce Strategic and Accountability Plans.
- **ISD 917 Staff Code of Ethics**
 - Each ISD 917 staff member assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are outlined throughout this handbook and other documents and reflect the [Code of Ethics for Minnesota Teachers](#), the Minnesota [Code of Ethics for School Administrators](#), and district policies and procedures.

- At ISD 917, ALL STAFF:
 - Shall provide professional education services in a nondiscriminatory manner.
 - Shall make reasonable effort to protect the student from conditions harmful to health and safety.
 - Shall take reasonable action to provide an atmosphere conducive to learning
 - In accordance with state and federal laws, shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
 - Shall not use professional relationships with students, parents, and colleagues to private advantage.
 - Shall not deliberately suppress or distort subject matter.
 - Shall not knowingly falsify or misrepresent records or facts relating to their own qualifications or to another staff member's qualifications.
 - Shall not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
 - Shall not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.
 - Shall not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.
- Staff Expectations & Responsibilities: Click here for a summary of [Staff Expectations and Responsibilities](#)
- **Employee Dress Code**
 - ISD 917 employees act as role models for students. Employees should present a neat, clean appearance and wear closed-toed shoes for their own protection while working with students. Employees should not wear clothing with inappropriate sayings, offensive language, or language that endorses the use of alcohol, tobacco, or drug products.
 - All employees should maintain a professional appearance, which, on student contact days, typically **excludes** the following:
 - Shoes with holes
 - Ripped/worn jeans or cutoffs
 - Revealing clothing that exposes the lower back, upper buttocks, midriff, underwear, cleavage, or exposes legs above the knee
 - Shorts, skirts, or skorts that expose the mid- and upper thigh
 - Open-backed shoes, flip-flops and sandals
 - Baseball caps, unless used as protective equipment
 - Blankets
 - Pajamas

- **Staff Attendance**

- Good staff attendance is key to ensuring our students' success and essential to the operation of ISD 917, and student achievement is negatively impacted by absenteeism. We encourage all staff members to maintain good attendance, maintain good personal health, and attend to personal affairs during non-working hours whenever possible. It is an expectation that employees be at work on their scheduled workdays, be on time to work, and adhere to their scheduled breaks and/or lunch periods.
- Employees are provided with time off for personal illness, bereavement, family illness, jury duty, personal business, FMLA, etc. per their designated employment contract. Employees must use leave only for the purpose for which it is intended. If an employee exhibits excessive absences or an unusual pattern of absences, their administrator will meet with them. Employees may be asked to provide medical documentation for absences. Disciplinary action may result due to excessive absences or utilizing leave for a purpose other than for which it was intended.

PERSONALIZATION

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

- Personalization is at the heart of everything we do at ISD 917. We see this in our district Vision and Motto, and we see it every day in our work.
- **Individual Education Plans (IEPs)**
 - Students receiving special education services must have an Individualized Education Program (IEP). The IEP helps students with disabilities with schoolwork and helps them make progress toward graduation according to their individualized goals. Students are eligible for IDEA Part B services if they meet specific state eligibility requirements under one or more of 13 disability categories as defined in Minnesota Rules.
 - Goals of special education per the Minnesota Department of Education (MDE):
 - Provide Free Appropriate Public Education (FAPE) in the least restrictive environment.
 - FAPE is defined as instruction and services that are:
 - Based on eligibility and need.
 - Written into an Individualized Education Program (IEP) or an Individualized Family Service Plan (IFSP).
 - Improve performance on statewide assessments.
 - Increase special education student graduation rates.
 - Coordinate services for students receiving support from more than one agency.

- **Section 504**

- [Section 504 of the Rehabilitation Act of 1973](#) (34 C.F.R. Part 104) is a federal civil rights statute that assures individuals will not be discriminated against based on their disability. All school districts that receive federal funding are responsible for the implementation of this law.
- [Section 504](#) protects a student with an impairment that substantially limits one or more major life activities, whether the student receives special education services or not.
 - Examples of physical or mental impairments that may be covered under Section 504 include: epilepsy, AIDS, allergies, vision impairment, broken limbs, cancer, diabetes, asthma, temporary condition due to accidents or illness, ADD/ADHD, learning disabilities, autism, depression, intellectual disability, traumatic brain injury, and post-traumatic stress disorder.
 - Examples of major life activities that can be affected by the student's disability include: learning, thinking, concentrating, reading, speaking, walking, breathing, sleeping, caring for oneself, as well as major bodily functions, including brain function, immune system function, or digestive functions. This is not an exhaustive list.
- For specific information on 10th graders with Disabilities who wish to take Career and Technical Education (CTE) courses through Postsecondary Enrollment Options (PSEO), see [Alternate PSEO Eligibility Options Policy](#).

- **Person-First Language**

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

- **Alternative Learning**

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

- **Career & Technical Education**

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

EQUITY

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

- **Lenses of Equity**

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

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

- **Absent Narratives**

- The Minnesota Humanities Center defines Absent Narratives as: “the lived experiences – the stories, art, music, and histories – of people and place. Absent narratives are not absent from the communities they are a part of, but are often left out, overwritten, absented, by a dominant story.”

- We encourage all staff to consider and find ways to engage Absent Narratives in our communications, planning, reflections, and decision-making.
- **Public Education**
 - Per [MN Statute 123B.35](#), public school education shall be free and no pupil shall be denied an education because of economic inability to furnish educational books and supplies necessary to complete educational requirements necessary for graduation.
 - Per [MN Statute 123B.36](#), school boards may require certain fees. Per [MN Statute 123B.37](#), ISD 917 is not authorized to charge certain fees nor withhold grades or diplomas for nonpayment of student fees.
 - Excerpts from [ISD 917 Equal Educational Opportunity Policy 102](#)
 - It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, or age. The school district also makes reasonable accommodations for students with disabilities.
 - The school district prohibits harassment and discrimination of any based on any of the protected classifications listed above.
 - The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities.
 - This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
 - It is the responsibility of every school district employee to comply with this policy conscientiously.
- **Hazing Prohibition**
 - Excerpts from [ISD 917 Hazing Prohibition Policy 526](#)
 - The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

- **Disability Nondiscrimination**

- Excerpts from [ISD 917 Student Disability Nondiscrimination Policy 521](#)
- The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need services, accommodations, or programs in order that such learners may receive a free appropriate public education (FAPE). A learner who is protected under Section 504 is one who: has a physical or mental impairment that substantially limits one or more of such person's major life activities; or has a record of such an impairment; or is regarded as having such an impairment. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.
- Excerpts from [ISD 917 Student Sex Nondiscrimination Policy 522](#)
- Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex. Every school district employee shall be responsible for complying with this policy.
- Title IX Coordinator: Nicole Flesner (nicole.flesner@isd917.org)

- **Gender Inclusion**

- Excerpts from [ISD 917 Student Gender Inclusion Policy 560](#)
- Intermediate District 917 and all employees are responsible for ensuring that every student, including transgender and gender nonconforming students, has a safe and supportive school environment. Bullying, harassment, and discrimination on the basis of gender identity or expression are prohibited. Intermediate School District 917 will take any such incident seriously, give the incident immediate attention, and handle the incident in the same manner as the school handles other bullying, harassment and discrimination.
- Students who transition socially or physically at school have a right to a safe and supportive environment.
- Students have the right to be addressed by a preferred name and by a pronoun corresponding to their gender identity. A court-ordered name or gender change is not required, and a student need not change official records in order to have this right honored by all members of the school community. Official records must identify a student with their legal name and assigned gender, unless the student has legally changed their name.

- Students have the right to dress and must be in accordance with their gender identity, within the constraints of the dress code specified in the Student handbook or policy.
- Transgender and gender nonconforming students have the right to discuss and express their gender identity and gender expression openly and to decide when, with whom, and how much private information to share.
- **McKinney-Vento Homeless Assistance Act**
 - The McKinney-Vento Homeless Education Assistance Act outlines educational rights and protections for children and youth experiencing homelessness or high mobility in their living situation. Per federal law, ISD 917 has designated a local homeless education liaison and trained staff to help families and unaccompanied minor students access opportunities to enroll in school, remain enrolled, and access a free and appropriate public education.
 - The ISD 917 District Homeless Liaison is Kate Hulse (kate.hulse@isd917.org).

DIVERSITY

Appreciating and valuing everyone's unique selves.

- **Service Animals in Schools**
 - Excerpts from [ISD 917 Policy 535 Service Animals in Schools](#):
 - Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.
 - In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go.
 - When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
 - Is the service animal required because of a disability?
 - What work or tasks is the service animal trained to perform?
 - The service animal must be under the control of its handler at all times.
 - The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- **Pledge of Allegiance**
 - ISD 917 has waived the requirement to recite the Pledge of Allegiance during class at any time. See [ISD 917 Policy 531 The Pledge of Allegiance](#).

- **Staff Recognition**

- Staff Recognition: ISD 917 staff recognition is governed by [ISD 917 Staff Recognition Program Policy 467](#) which authorizes the administration to develop a program for the recognition of staff members and their contributions to the success of ISD 917 in providing a high quality of education, including:
 - A spring recognition event
 - Recognition awards for years of service
 - Quarterly recognition of individual staff for exemplary service
 - Annual recognition for outstanding service

Technology Systems for ISD 917 Staff

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

System Name & Link	Purpose	Used By	Staff Contact
ISD 917 Instructional Resource Center	<p>Curriculum, instruction, and assessment resources for multiple content areas</p> <p>Professional Learning Community (PLC) resources & handbook</p> <p>MTSS Handbook</p> <p>Instructional Technology resources and training</p>	<p>Licensed Staff</p> <p>Unlicensed Staff</p> <p>Administrators</p> <p>Technology Team</p>	<p>Dr. Brooke Peterson</p> <p>Amanda Peters</p> <p>Eve Thomas Brook</p> <p>Dr. Kayleen Taffe</p> <p>Ari Sherman</p>
SafeSchools	<p>Professional Development/ Training</p>	<p>All ISD 917 Staff</p>	<p>Amy Alexander</p>
Laserfiche	<p>Timesheets, Forms, Etc.</p>	<p>All ISD 917 Staff</p>	<p>Amy Alexander</p>

ISD 917 Glossary

BCBA: Board Certified Behavior Analyst

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

CASE: Customized Alternative Solutions for Education

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

CTE: Career & Technical Education

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

DCALS: Dakota County Area Learning Schools

DCTC: Dakota County Technical College

DHH: Deaf/Hard of Hearing Resource

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

ESP - Education Support Professional

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

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

IDEA: Intra-Dakota Educational Alternative

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

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

OT: Occupational Therapy

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

PLC: Professional Learning Community

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

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

Shift: A CTE class period; 3 shifts per day

SUN: Students with Unique Needs

TEA: Therapeutic Education Alternative

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

TESA: Transitional Education Service Alternative

Technical Tutor: Provides program and student support in CTE programs

Staff Expectations & Responsibilities

Professional Responsibilities

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

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

The Sixteen (16) Expectations for Staff

1. Professional and Ethical Standards

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

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

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

1.4. Be extremely careful regarding a student's personal space. Refrain from hugging students. Handshakes or other touching may not be welcome or appropriate. Do not restrain a student

unless you have completed Professional Crisis Management (PCM) training. Do not strike a student, disrobe a student, conduct a search without appropriate training or without a second person of the same sex as the student in attendance. Never conduct a strip search. When in doubt, do not act until you have spoken with your supervisor.

1.5. Set high expectations for behavior. Know and enforce the requirements of the District's Student Handbook. This handbook serves as a guide for student conduct and is to be signed by all students and parents or guardians.

1.6. Maintain confidentiality at all times. Employees, students, and their families have a right to confidentiality and data privacy. You are accountable for what you say and for information you release. Do not speak about a student in front of another student or talk about a student to staff or others in or outside school except on a need-to-know basis. Do not use student names outside of the school setting. Respect other staff members' confidentiality. No identifying information about students or other staff should be posted on personal social media.

1.7. You are a mandatory reporter of suspected maltreatment of minors and vulnerable adults. The Intermediate School District 917 policy (414) on maltreatment is available on the district website.

1.8. Only have contact with your students during times in which they are enrolled in Intermediate School District 917 programs. You are not to have dealings with them outside of the school day. Such communications could be confusing to students and reduce your effectiveness with them. It is also inappropriate. Report any student initiated personal contacts, whether by telephone or e-mail or in person, to your program facilitator as soon as possible. If you are responsible for providing respite care to any Intermediate School District 917 student, report it to your supervisor as well.

1.9. Maintain your personal and professional boundaries at all times. Personal information about your life outside of school is not appropriate and may not be appreciated by students or staff. You are part of the school program and your job is to provide education, support and guidance to students. Establishing "friendships" with students may create unrealistic expectations and interfere with sustaining appropriate boundaries.

1.10. Maintain a respectful and safe workplace. Inappropriate comments about race, color, religion, age, sex, sexual orientation, marital status, national origin, or other tasteless or improper remarks will not be tolerated. The District also has a zero tolerance Harassment and Violence Policy that is on the district website. An important aspect of this policy is to report to your supervisor if you receive an unwelcome comment or feel threatened in any way. To the extent possible, we want you to feel safe and secure at all times.

1.11. Be dependable. You are responsible for maintaining good attendance. You are expected to report to work on time, adhere to the time periods established by the District for any breaks, and remain at the assigned workstation throughout the scheduled work period or until properly relieved. Arriving to work on time will also allow sufficient time for planning and information sharing purposes. Report any absences or leaves timely on Frontline, our time and attendance reporting system. Remember also that leaves are not an entitlement but rather a benefit to be

used as necessary. Accumulated leave can help you transcend the period between an injury and disability payments or can be converted to additional health benefits at retirement. Further information on the District's attendance expectations can be found in the Dependability Procedure available on the Intermediate School District 917 website.

2. General Work Rules

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

2.2. Only use Intermediate School District 917 vehicles when it becomes necessary to transport students as part of your job assignment. All staff who operate ISD 917 vehicles or drive their own personal vehicle for work-related purposes must undergo training provided by the district. All drivers must abide by federal, state, and local motor vehicle regulations, laws, and ordinances. All drivers and occupants of vehicles must wear seat belts. Students are not to be driven in staff's personal vehicles. Staff are to follow the 'Employee Driver Safety' district procedure, which includes the completion of the SafeSchools' Defensive Driving course each year, twice annual motor vehicle reports, and, for those driving personal vehicles, proof of automobile insurance.

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

2.4. Smoking is not allowed on District property. Therefore, no person may smoke or use tobacco products in any building or vehicle or on grounds owned or leased by the school district. Smoking cessation programs are available through the District health insurance plan.

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

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