



Authorized by the Minnesota State Department of Education

Student and Parent Handbook

2023-2024

Policies and procedures listed in this handbook are subject to change.

Any alterations to this document will be communicated to affected parties by email. For the most current version of the Student/Parent Handbook, please refer to the ISMN website.

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We are ISMN!

Welcome to Insight School of Minnesota and the Brooklyn Center Community School District! Insight School of Minnesota (ISMN) is an online public high school in the state of Minnesota. ISMN is a program of Brooklyn Center School District (ISD 286) located in Brooklyn Center, MN. ISMN is governed by an elected independent school board. This student handbook is intended to inform ISMN students and parents of relevant information as well as to identify specific responsibilities pertaining to families enrolling at ISMN.

District Mission Statement

To become a justice-centered school community who fuels the unique genius of each student.

Vision Statement

Brooklyn Center Community Schools endeavors to be a collective who demonstrates passion, pride and perseverance.

We will fiercely lead the way in justice-centered education, striving against the permanence of racism and oppressive systems while embracing a future where our diversity fuels learning.

With every breath in our bodies, every ounce of influence we possess, and through every challenge, we stand front and center with the young people we love and serve.

Land Acknowledgement

Brooklyn Center Community Schools acknowledges that we occupy the unceded ancestral and contemporary lands of the Dakota people. We also recognize the Anishinaabeg/Ojibwe whose lands were colonized by the United States and are currently occupied by the State of Minnesota. Our community sits upriver from Bdoté, the place where two rivers meet and most importantly, the center of Dakota spirituality and history. We commit to the work of being a justice-centered school community. Together, we will work to decolonize our minds and spaces, and to be good stewards to Mni Sota Makoce and good relatives to each other.

Message from the ISMN Administrative Team

Welcome to the 2023-2024 school year. We are excited to begin our thirteenth year as a school, but even more excited to welcome you to our student body.

Brooklyn Center School District and Insight School of Minnesota formed a partnership to provide education to meet the diverse needs of all individuals in a learner-centered environment. We believe the use of technology and successful teaching strategies results in students gaining an appreciation of life-long learning and the ability to become competent, productive citizens.

Insight School of Minnesota is a statewide online public high school. Our partnership with the Brooklyn Center School District demonstrates the district's commitment to provide the resources to meet students' individual needs and assist them in reaching their educational potentials.

We look forward to working with you to improve our school and your educational experience. Please feel free to let us know your ideas and concerns.

Mr. Michael Miller

Principal

Message to Students & Parents from ISMN Teaching Staff

Welcome to Insight School of Minnesota (ISMN) for the 2023-2024 school year! We hope you had an enjoyable summer. We expect you will make the most of your educational opportunities this year. You are receiving this handbook because we believe students do better when they know what is expected of them and understand how their school operates. ISMN takes a unique approach to education based on innovative ideas and technologies. Student initiative and responsibility, along with knowledgeable, caring staff and a supportive community enhance this environment.

A successful school year starts with an attitude of optimism, hope, and confidence in today's learners. At ISMN we have a view of what is possible. Simply stated, "All students can learn!" Based on a growing body of research, this belief is expressed in a variety of ways:

- All students can learn, and learning should be a lifelong experience.
- Every learner can be successful –the only variable is time.
- Every learner's success is the central focus of ISMN. Believing all students can learn implies a willingness to take on all student educational challenges.

This handbook has been prepared to help you understand the operations of your school. Included are necessary rules, which govern school behavior. The basic rules that govern our school are the following: responsibility, honesty, equality, respect, and self-control. At ISMN, responsible behavior is highly valued. We believe the best approach to managing student behavior is to maintain student dignity in all situations.

Please take the time to review the handbook. We ask that you become familiar with school expectations and procedures. Use the handbook as a reference and if any matter needs clarification, do not hesitate to ask questions of staff members. We sincerely hope you will have a great year and take full advantage of the opportunities that await you. We are looking forward to a successful school year and would like to invite you to become actively involved in our school's activities.

Insight School of Minnesota Teaching Staff

Insight Minnesota Contacts

Insight School of Minnesota
5910 Shingle Creek Parkway, Door 7
Brooklyn Center MN 55430
Phone Number- 763-656-2800
Fax Number- 763-270-5263
General Questions Email- questions@k12insightmn.org

ISMN Principal	Michael Miller Phone: 763-656-2803 Email: mmiller@k12insightmn.org
ISMN Assistant Principal	Andrea Saunders Phone: Email: asaunders@bccs286.org
ISMN Special Education Coordinator	Suzanne Schlichte Phone: 414-614-8225 Email: sschlichte@bccs286.org
ISMN School Counselor	Samantha Etim Phone: 763-299-9061 Email: SEtim@k12insightmn.org
ISMN Operations Manager	Jenny Ryan Phone: 763-656-2800 Ext- 2002 Email: JeRyan@k12.com
ISMN Attendance	Phone: 763-656-2800 Ext - 2010 Email: Attendance@k12insightmn.org

ISMN Escalation Matrix

Issue/Question:	Please Contact:
Address Updates	Jenny Ryan - jeryan@k12.com
Email and Phone Updates	Jenny Ryan - jeryan@k12.com
Attendance Errors	Email attendance@k12insightmn.org
Class Connect/Newrow Technical Issues	K12 Customer Support:866-512-2273, Option 4
K12 Computer Issues: <ul style="list-style-type: none"> - Virus and Malware - Software Updates - Hardware Failure - Keyboard, mouse, and microphone issues 	K12 Customer Support:866-512-2273, Option 4
Request a K12 Computer	Jenny Ryan - jeryan@k12.com
Course Change/Course Load	Samantha Etim - setim@k12insightmn.org
Course Content: Comments/Errors in a course	<u>Send Feedback link</u> in the Online Course
Course Content: Questions/Help Understanding Content	Teacher
Course Materials: <ul style="list-style-type: none"> - Shipping questions - Missing/Damaged - Returns>Returns Labels 	K12 Customer Support:866-512-2273, Option 1
Educational Benefits	Jenny Ryan - Jeryan@k12.com
Grades or scores on assistants or assessments	Course Teacher
Internet Reimbursement (must be qualified for Educational Benefits)	Jenny Ryan - Jeryan@k12.com
Online School Platform (OLS): <ul style="list-style-type: none"> - Username/Password - System error messages 	K12 Customer Support:866-512-2273, Option 2
Online School Platform (OLS) <ul style="list-style-type: none"> - Missing Course - Navigation/How To 	Email Family Advocate
State Testing (MCA)	Jenny Ryan - JeRyan@k12.com
Transcript/Report Card Requests	Contact 763-299-7991
School Policy Questions	Michael Miller- mmiller@k12insightmn.org

General Questions	questions@k12insightmn.org
Special Education Questions	Suzanne Schlichte – sschlichte@bccs286.org

School Communication Plan

In the event there is important information regarding a school related closing or outage, information will be sent to families in the following manner.

School Outage or Closure	Communication Plan
System Outages (Live lessons and/or course outages)	Learning Coach will be sent an email and, if the outage is to last longer than 15 minutes, a pre-recorded call to all families.
Weather Related Closures	Student/Learning Coach will be sent an email and a pre-recorded phone message will be sent to all families.
Testing Closures	The Student/Learning Coach will be sent an email and a staff member will attempt a phone call to all families affected by the closure.
Field Trip Issues	The Student/Learning Coach will be sent an email and a staff member will attempt a phone call to all families affected by the closure.

ISMN Website and Weebly

Resources, staff contact information, and more can be found on our [Weebly site](#). ISMN families can find information about socialization opportunities, student and Learning Coach resources, School Counseling department, attendance reporting, and more.

Official updates including school calendar, resources such as the ISMN Handbook, Notification of Rights, and other K12 information can be found on the Weebly site.

ISMN ‘Learning Coach’ Requirements

Every enrolling student must have a designated learning coach (responsible adult) who will fulfill certain duties in support of the student's learning in the student's home under the direction of ISMN teachers. The designated learning coach must be resident to MN, per the residency requirements set forth by the MN Department of Education (MN Residency) and be able to interact in person with the student on a daily basis. Generally, a student's parent/guardian fulfills this role, but another adult can be designated by a parent/guardian as a student's learning coach. Learning coaches who are not the student's parent/guardian must have written parental permission and may not support more than two students without a waiver from the ISMN administration. Learning coaches should be sure to notify the ISMN office of any address, phone or Email changes or corrections throughout the year.

Due to the nature of our school, it is imperative that the learning coach working with the child works cooperatively with the ISMN teaching and administrative staff. This includes but is not limited to the implementation of suggested academic and behavioral strategies to improve the child's educational experience.

Learning coaches are responsible for the following items in support of their child's academic success:

- Ensure daily attendance in school, per MN compulsory education statute
- Ensure functioning academic technology, including but not limited to: computer, internet, microphone and webcam
- Ensure students are following academic plan, completing assignments, and logging in
- Ensure students participate in assigned academic support programs, as prescribed by the assigned ISMN teachers
- Ensure adequate progress, as outline in the pacing section of this handbook
- Check Email daily, ensure timely and regular communication with ISMN teachers and staff
- Monitor submission of assignments by due date
- Ensure students use their own account. Students are not to use a parent account. Failure to follow this policy can result in falsification of records and/or cheating and may result in disciplinary action.

Characteristic Requirements for Online Students

To be an online student at ISMN, student must meet the following daily expectations:

- Complete online assignments, quizzes, labs and tests in D2L
- Possess a working computer with a reliable internet connection
- Maintain weekly contact with teachers through Class Connects, Email and/or phone
- Complete all mandatory school testing requirements, including but not limited to the following:
 - Star360 math and reading assessments three times per year
 - MCAs: As directed by student's grade level

Enrollment

As allowed by the state statute, ISMN accepts enrollments during its annual enrollment window. For the 2023-2024 school year enrollments will be accepted beginning in March 21 and throughout the 2023-2024 school year. Incomplete enrollment applications will not be accepted. This includes new enrollment applications, transfer requests and students who leave ISMN and wish to return mid-year. Students and their parents/guardians must be residents of Minnesota. (See Minnesota Residency) Any questions about enrollment email questions@k12insightmn.org.

Because ISMN will be accepting students throughout the year, there will be designated start dates for High School students and Middle School students starting within 3 days of approval.

State law requires that every child in a Minnesota School be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella. Children under five must also be immunized for haemophilus influenza type b (Hib7). Students in grades 7-12 must meet the state's requirements for a second measles, mumps, rubella immunization (MMR) and a Td on or after the eleventh birthday. Students in kindergarten and 7th grade must also be immunized against Hepatitis B. Exceptions are made to this rule for reasons of conscientious objection or on doctor's orders. ISMN is required to maintain records pertaining to the immunizations and any exceptions to adhere with the law.

Enrollment Eligibility

To be eligible for enrollment in Insight School of Minnesota (ISMN) courses, students must meet the following requirements:

- Students and their parents/guardians must be residents of Minnesota. (See Minnesota Residency)

- A student age 18 or younger must have written consent of a parent or guardian to apply.
- Students wanting to enroll in additional courses at their resident district beyond full-time status with the online learning provider are permitted under a separate agreement with a non-enrolling school district, including terms of payment of any tuition or course fees. A tuition agreement between school districts must be signed and students must have ISMN Administration approval. Please reach out to counselor, Samantha Etim, if interested in part-time enrollment with another district.
- Students who are age 20 or younger at the time of enrollment are eligible to enroll on ISMN through graduation or the remainder of the school year, whichever occurs first.
- All required enrollment procedures and documents must be completed prior to enrollment.
- Students must be willing to participate in all required state and district testing. Parents/Guardians are responsible for providing transportation for students to attend state-mandated testing. Some test sites may require extended travel.

ISMN Evaluation

Following the collection of documentation and prior to enrollment, the following steps will be taken as needed:

- The ISMN Special Programs team attempts to conduct a counseling session with the student and parent/legal guardian.
- The ISMN counselor evaluates home school portfolios and transcripts to determine credit eligibility.
- The ISMN Administration will seek information on current expulsions from former districts.

Student/Parent Orientation

Students and their families will be provided with an opportunity for an online orientation that will enable them to become familiar with all aspects of the ISMN online learning environment.

Part-Time Status and Dual Enrollment (High School Only)

ISMN offers supplemental enrollment (part-time) to students enrolled in other schools. Supplemental (part-time) enrollment allows students to take up to 50% of their coursework through Insight School of Minnesota.

Students interested in supplemental (part-time) enrollment should contact their home school counselor or contact the ISMN Counselor at setim@k12insightmn.org or call 763-656-2800.

If the student is a full time Insight School of MN student wishing to take a part time course(s) from another MN school, the student must contact the ISMN Counselor at setim@k12insightmn.org or 763-656-2800.

Out-of-State Transfer

ISMN is a Minnesota publicly funded school. Only students who are, or will be, residing in the state of Minnesota for the 2023-2024 academic school year are eligible to attend. Any questions about transferring out of state to another K12 school contact ISMN Operations Manager at jeryan@k12.com .

Suspended/Expelled Students

ISMN shall extend full faith and credit to a current suspension or expulsion of a student of another Minnesota public school. A case-by-case review of each specific situation will be conducted to determine if enrollment at ISMN will be permitted. As a mandatory provision of this individual review, the expelling/suspending school district will be contacted for information regarding the subject event of the student's prior enrollment.

Criminal Background

ISMN complies with applicable state regulations regarding student privacy. For the safety of all students, ISMN reserves the right to ask students whether they have been convicted of a crime, and the nature of the offenses. If ISMN determines that admitting the student would pose a significant risk to the health, safety and welfare of the other students, ISMN may deny the student admission to the school

Annual Re-Registration

Once a year Parents/Legal Guardians are asked to register their students into Insight School of Minnesota for the upcoming school year. This process is done through the Learning Coach account and directions are provided to families once the Re-Registration process has started for the school. Any questions about Re-Registration reach out to your student's homeroom teacher.

Termination of Enrollment

ISMN and BCCS may terminate the enrollment of a nonresident student enrolled under the Enrollment Options Program at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. "Habitual truant" means a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school under section 120A.22, subdivision 8. ISMN and BCCS may also terminate the enrollment of a nonresident student if the student is absent without lawful excuse on 15 or more school days and has not lawfully withdrawn from school under Minn. Stat. 120A.22, Subd. 8.

Materials

ISMN provides curricular books and other supplies, which are shipped to the home. These materials are public property and must be kept in good condition. The learning coaches enrolling students in ISMN accept the liability for lost, stolen, or damaged school property, including and not limited to textbooks,

workbooks, computers, peripherals, and software. The learning coaches are also obligated to follow all material reclamation procedures and the conclusion of the school year or upon withdrawal from ISMN.

ISMN students must possess a working computer with reliable internet connection. Chromebooks, tablets, and smart phones will not support all K12 functions and should not be used. Computer specifications to support online school are available at <http://help.k12.com/support/computer-equipment> under the support topic of “Is your computer K12 ready” For those families for whom this may present a hardship and who qualify for educational benefits, please contact the ISMN Operations Manager at jeryan@k12.org discuss options for computer hardware.

Additionally, students are required to have a functioning microphone and webcam, either internal to the computer or an externally connected one, so students may participate fully in Class Connect and NewRow sessions.

Technical Support

If a student is using their home computer, the student is responsible for computer hardware and software issues. If a technical need arises regarding course material the student should contact K12 Technical Support at (866) 512-2273 and the technical support staff will assist them with the issue.

If an ISMN student is experiencing difficulties with an ISMN-supplied computer, the student should contact K12 Technical Support immediately at (866) 512-2273 so the repair can begin promptly. The student should contact their teachers if they are experiencing technical issues.

Technology Usage

ISMN has done due diligence to protect students’ personal information and to guard against cyber predators by installing anti-virus software and security settings on each student’s computer. Students are responsible for installing updates and patches for anti-virus software. Students must not change the security settings of the computer.

Students must sign an Acceptable Use Agreement governing their use of the on-loan hardware, the internet and Email.

Students who are found to be in breach of the Acceptable Use Agreement must return the computer and printer to ISMN. Students/Families who do not comply with the return request will be liable for the cost of the computer and printer.

Email

Each student will have the ability to communicate with ISMN staff through an internal Email system. All student communications with school staff should be done through Email. Students are not to use

personal email accounts to communicate with ISMN staff except in cases of a program outage or other emergency.

Texting

Student and Legal Guardian/Learning Coach will have the opportunity to opt-in to texting with staff of ISMN. To Opt In to text messaging Legal Guardian will have to fill out a DocuSign Form indicating they would like to receive text messages. If a family decides to Opt Out the Legal Guardian will fill out a DocuSign Form indicating they would not like to be receiving messages.

On the DocuSign form Legal Guardian will have to indicate what number to text and agreement to text messaging tems.

Acceptable Use Policy

In enrolling with ISMN, qualifying students, and if under the age of 18, their parent(s) or guardian(s) must accept the responsibility of using the computer, printer and course materials, and the system supplied by Insight in a responsible and appropriate manner by signing an Acceptable Use Agreement. This Agreement contains certain promises of students concerning the use of course materials, computer and printer (“Hardware”) and other systems that Insight may provide access to that enable a Student’s online education (e.g., learning management system (LMS), student information system (SIS) and internal e-mail, (“Systems”). The Hardware, Systems and course materials (collectively, “Insight Property”) are intended to provide a means for educational activities only.

For a copy of the most current version of the Acceptable Use Agreement, please contact ISMN at 763-656-2800.

Inventory Identification

ISMN provides materials, computers, and printers (for qualifying families), books and other curricular supplies. All provided materials are school property and must be kept in good condition. Parents are responsible for the repair or replacement of all lost, stolen, or damaged school property. A list of property that must be returned is provided to parents. All property and equipment must be returned in good, working condition upon withdrawal from the program or completion of the course(s). Prepaid shipping labels will be provided for the return of equipment and materials.

Insurance Coverage

School insurance will not cover stolen, lost or fire-damaged equipment. We highly recommend adding the laptop to your parent’s homeowner’s/renter’s insurance policy. Without the insurance protection against stolen, lost or fire- damaged equipment, the student and their family are financially responsible for replacement costs for any equipment damaged by fire, lost or stolen. All technology packages must be insured up to \$2,000.

Code of Conduct

ISMN expects all students to behave in a manner that is respectful of others and towards school property. Any family members attending a school event are expected to follow and adhere to the same behavior and discipline guidelines outlined below.

Some school events are held in public venues not owned by ISMN or Brooklyn Center Schools. When in attendance at any school event, all behavior expectations and the policy herein apply at any and all venues used by ISMN or Brooklyn Center Schools. In the event that the venue has specific policies posted that may not match what is described below, the ISMN behavior expectations would supersede those of the venue and apply to all family members in attendance at the school event.

- Students are expected to demonstrate treatment of school property including but not limited to the school computer, scanner, curriculum, materials, and any other resources provided through ISMN. Misuse of hardware or software may be ground for exclusion from the school.
- Students are expected to demonstrate appropriate language in all correspondence related to ISMN, such as Emails, written correspondence, telephone conferences, etc.
- Students are expected to demonstrate acceptable behavior while in attendance at the ISMN function. Behavior deemed unacceptable may result in an expulsion from ISMN sponsored events. Inappropriate behavior would include, but is not limited to: bullying, fighting, disrespect shown to other students and adults, and inappropriate language.
- Students are expected to demonstrate acceptable behavior while in attendance at any ISMN online session. Behavior deemed unacceptable may result in disciplinary action. Inappropriate behavior would include, but is not limited to: inappropriate language, disrespect shown to other students and adults, and misuse of online tools.

Virtual Classroom Conduct

Teachers and students are expected to utilize webcams during small group, classroom, and homeroom connect sessions. Exceptions may be made based on accommodations. Student webcams are not recommended during large assembly sessions.

For a virtual classroom session to be educationally effective for students, all students should abide by a standard set of rules. The following rules govern student conduct in the virtual classroom:

- Students' written and oral communications must be free of vulgar, belittling, or offensive language.
- Students must follow the ISMN dress code while on webcam. (See Dress Code on next page)
- Students must abide by rules established by the course instructor.

Insight School of Minnesota and Brooklyn Center Community Schools is committed to using Restorative Practices to build community and repair harm. If issues arise because of conduct within the virtual classroom, we will work with students and families to repair harm and teacher students how to best

engage in their virtual classes. If continued issues occur, students may lose access to the use of their camera and chat functions.

If this happens, students will still have access to receive instruction in their live classes and through class recordings. At Insight School of Minnesota, our goal is to ensure every student has access to a safe, welcoming and enriching academic environment.

Use of Language and Images

Students enrolled at ISMN are encouraged to use common sense when communicating with fellow students, teachers, administration, etc. Students are not to use vulgar, obscene, abusive, harassing, threatening, or demeaning language, writing, pictures, signs or acts in written or oral communications, including email, Email, discussion board, Class Connects, student websites, and/or in photographs. Students are prohibited from posting content from or links to suggestive, lewd, or otherwise inappropriate websites.

ISMN staff members monitor messages posted within the ISMN network and will remove messages that are considered offensive. Students posting harassing, inappropriate, vulgar and/or threatening material may be reported to the ISMN Administration. Consequences for violating this policy range from loss of network access up to and including expulsion from the ISMN for a period of 12 months.

While it is impractical to list every possible violation of our policies, the above should be used as a guideline. As a student of ISMN, you are encouraged to report serious violations of this code of conduct to teachers, the school counselor, or directly to the ISMN Administration. Please refer to Appendix A; COMPUTER/HARDWARE/NETWORK ACCEPTABLE USE AGREEMENT for more information about ISMN expectations related to computer and network usage.

Profile Picture or Images:

Only appropriate pictures and images may be used as a profile picture/image.

Examples of inappropriate profile pictures/images may include:

- Images that are sexually provocative, immodest and/or offensive
- Images that advertise or reference drugs, alcohol and/or tobacco
- Images of weapons
- Images that are gang affiliated

Staff and administration reserve the right to determine appropriate profile pictures/images.

Dress Code

Appropriate attire shall be worn at all school activities, face to face meetings and on webcam during any session hosted by an ISMN staff member.

Examples of inappropriate attire include:

- Clothing or head coverings that are sexually provocative, immodest and/or offensive
- Clothing or head coverings that advertises or references drugs, alcohol and/or tobacco
- Images of weapons
- Costume masks
- Clothing that is gang affiliated

Staff and administration reserve the right to determine appropriate attire.

Harassment and Violence

The policy of the school is 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, or disability. As outlined in our district policies: <https://www.bccs286.org/Page/2407>, ISMN prohibits any form of harassment or 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, or disability.

ISMN has a zero-tolerance policy towards intimidation, harassment, bullying and/or fighting. Intimidation, bullying, fighting and/or racial, religious, or sexual harassment are violent acts against others. If issues arise, ISMN staff will work with students and families to repair harm and ensure that future instances of the harmful behavior do not occur. On some rare occasions, this could result in a student losing access to their camera and chat functions.

ISMN administration will promptly and thoroughly investigate reports of harassment and bullying, whether of a physical or of a non-physical form. If it is determined that either has occurred, the school will act appropriately within the discipline codes of the district and will take reasonable action to end bullying. If you are aware of any harassment or bullying behavior, please reach out to ISMN staff immediately.

Sexual Harassment

Sexual harassment includes all unwanted, uninvited, and non-reciprocal sexual attention as well as the creation of an intimidating, hostile or offensive school or work environment. This can include:

- Sexually suggestive looks or gestures
- Sexual jokes, pictures or teasing
- Pressure for dates or sex
- Sexually demeaning comments
- Deliberate touching, cornering, or pinching
- Attempts to kiss or fondle
- Threats, demands, or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances

ISMN administration will promptly and thoroughly investigate reports of sexual harassment. If it is determined that harassment has occurred, the school will act appropriately within the discipline codes of the district and will take reasonable action to end the harassment.

Bullying and Cyberbullying

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property, at school-related functions or within the online academic platforms. This applies not only to students who directly engage in an act of bullying/cyberbullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This also applies to any student whose conduct at any time or in any place constitutes bullying/cyberbullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying/cyberbullying regardless of whether such acts are committed on or off school property and/or with or without the use of school resources. Refer to District policy 514

(<https://www.bccs286.org/site/handlers/filedownload.ashx?moduleinstanceid=2792&dataid=3291&FileName=514%20Bullying%20Prohibition.pdf>) for a complete outline of school policy relative to bullying and cyberbullying.

Defiance

Students should follow the requests of school staff; failure to do so is defiance toward school personnel or rules. Defiance is defined as defying a reasonable request from school personnel, the bold resistance of school authority, and/or contemptuous behavior or attitude that is manifested by breaking of school rules. Acts of defiance may result in disciplinary action.

Hazing

ISMN prohibits any form of hazing activity on the part of any student, employee, or agent of the school. This prohibition includes planning, directing, encouraging, aiding, or engaging in hazing, as well as permitting, condoning, or tolerating hazing. This hazing prohibition applies to all students online, offline or during an ISMN school sponsored activity. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Further, any person violating law or school policy in order to be initiated or affiliated with a student organization will be subject to discipline.

School District Policy:

<https://www.bccs286.org/site/handlers/filedownload.ashx?moduleinstanceid=2792&dataid=3315&FileName=526%20Hazing%20Prohibition%20.pdf>

Restraint or Seclusion

In the event at a face-to-face event or state testing location a student is exhibiting behavior that is a danger to him/herself or others, ISMN staff will take the necessary precautions to ensure the safety of all students.

Pupil Fair Dismissal Act

ISMN adheres to the processes and procedures for suspension and/or expulsion as stated in the Minnesota Pupil Fair Dismissal Act. For a copy of the Pupil Fair Dismissal Act, please visit: <https://education.mn.gov/mdeprod/groups/educ/documents/basic/mdaw/mda2/~edisp/006059.pdf>

Readmission

A student who has been long-term suspended or expelled from ISMN and wishes to be considered for entrance or readmission to ISMN must appeal to ISMN Administration.

Non-Discrimination Policy

Brooklyn Center Schools does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, gender identity and expression, disability, age, or status in regard to public assistance in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle 504 non-discrimination inquiries:

Deirdra Yarbro, Special Services Director
Shingle Creek Parkway, Suite 286
Brooklyn Center, MN 55430
763-450-3386 x3202
dyarbro@bccs286.org

The following person has been designated to handle all other Title IX inquiries regarding the non-discrimination policies:

Tammy Albers, Human Resources Director
6300 Shingle Creek Pkwy, Suite 286
Brooklyn Center, MN 55430
763-450-3386 x1002
talbers@bccs286.org

Academic Freedom/Student Rights

In addition to other rights established by law, each student served by or on behalf of a common school district shall possess the following substantive right, and no school district shall limit these rights except for good and sufficient cause:

- No student shall be unlawfully denied an equal education opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, gender, sexual orientation, pregnancy, marital status, previous arrest, previous incarceration or a physical, mental, or sensory handicap.
- All students possess the constitutional right to freedom of speech and press, the constitutional right to peaceably assemble (see Freedom of Assembly) and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such right.
- All students possess the constitutional right to be secure in their persons, papers and effects against unreasonable searches and seizures.
- All students shall have the right to be free from unlawful interference in their pursuit of an education while in custody of a common school district.
- No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law.
- The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the State of Minnesota or the rights retained by the people.

Academic Integrity

Students are expected to conduct their education with honesty and integrity. With that understanding, the expectation held by the staff and administration at ISMN is that the work turned in by a student as his/her own truly is his/her own. As found in each K12 course, the academic integrity policy states:

“Assessments, such as quizzes, and tests, are a critical part of any academic program. They offer important information about your progress toward mastery. But this information is helpful only if it is accurate. And it can be accurate only if the assessment represents your work and only your work.

Unless otherwise instructed by your teacher or by a specific assessment, you are expected to honor the following principles while taking assessments:

- You and you alone will take the assessment.

- You will not copy or redistribute any part of the assessment in any way—electronically, verbally, or on paper.
- Your answers will represent your work and only your work, free of any outside assistance. You will not plagiarize in any way.
- You will not confer with other students, family members, or acquaintances, either in person or through electronic communication, during the assessment.

In circumstances where the authorship of an assessment or any such graded academic requirement is in question, the student may be required to meet online with an instructor for the purpose of verifying their performance on any such graded assessment or requirement. If it is found that the student was helped by an outside source and cannot demonstrate their knowledge during a live Blackboard session with the teacher, the ISMN Administration will be informed of the infraction and the grade in question will become a zero. Similar to the policy for plagiarism, students will also be placed on internal academic watch.

File Attachments/Submissions

There may be times when a student unintentionally attaches or uploads the wrong file when submitting an assignment. When that happens, the teacher will inform the student and offer the opportunity to resubmit. However, in the event a student continually submits attachments that are unrelated to the assignment, the teacher will contact the Learning Coach to inform him/her of the concern. If the behavior continues, the ISMN Administration will be contacted, and the student may be required to submit assignments and/or provide their work in a different manner.

Academic Dishonesty

ISMN has a zero-tolerance policy for academic dishonesty which includes plagiarism and cheating.

ISMN students are expected to uphold the highest standards of Academic Integrity by expressing their own thoughts, language, and expressions, and to respect and acknowledge any other author's works with proper documentation in all assignments. Academic Dishonesty or plagiarism is the act of using another person's work to claim as your own.

Examples of Academic Dishonesty are:

- Copying answers word for word from any portion of an outside source such as Yahoo Answers, Wikipedia, or Ask.com
- Intentionally paraphrasing ideas from any outside source without proper acknowledgement.
- Submitting in whole, or in part, the work of another student.

- Submitting in whole, or in part, an assignment written for another course by someone else.
- Intentionally allowing one's essay, assignment, or test answers to be copied by another student

Plagiarism and cheating are taken very seriously. Students who use all or part of someone else's work, without appropriate credit or citation, are in violation of these policies.

Definition of Cheating: Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test or examination; discussion at any time of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent the same.

Definition of Plagiarism: Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, works cited, or commentary. Examples of plagiarism include, but are not limited to the following: the submission of a work, either in part or in whole completed by another; failure to give credit for ideas, statements, facts, or conclusions which rightfully belong to another; failure to use quotation marks (or other means of setting apart, such as the use of indentation or a different font size) when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing without credit or originality; use of another's project or programs or part thereof without giving credit. Citing and lifting a partial or complete answer is plagiarism, as is turning in answers sourced from the internet, including homework sites, collaborative groups, or responses from any writer other than the student submitting the work.

ISMN uses Turnitin.com to ensure plagiarism does not occur within assignments

Websites Commonly Used for Plagiarism:

- Mathaway.com
- Chat GPT
- Wikipedia
- Yahoo! Answers
- Answers.com

- SlideShare
- OPPapers
- Scribd
- Course Hero
- Medlibrary

Special Programs

ISMN provides an opportunity for students whose needs are not well met for a variety of reasons in traditional classroom settings. In addition to the services and programs required by state and federal law, ISMN provides enrollment counseling to all students who currently have an Individualized Education Program (IEP) pursuant to IDEA.

The process begins with the self-identification by the student and/or family that the student has a need of special services. This occurs during the online application process for enrollment at ISMN (mn.insightschools.net).

After the family has submitted all required compliance documents for enrollment, the student's special education (SPED) records are requested from the resident district. These records are received and stored in a protected environment. In accordance with FERPA and IDEA requirements, only those who have legitimate educational reasons for viewing the records can obtain access to them. Any staff hired by ISMN to assist special needs students must meet the minimum requirements of IDEA for qualified staff.

Every effort will be made, prior to enrollment, for the SPED team to conduct an enrollment counseling session with the student and parent/legal guardian. The counseling process is led by an ISMN licensed SPED teacher.

The counseling process has two intended outcomes. First, it is an educational process for students and families; it helps them become familiar with the requirements and unique challenges that online learning could pose given the student's need. Second, it allows the school to better understand the student's needs and make adequate provisions for servicing those needs.

Once the counseling session has been completed, a determination is made, with the IEP team, including the parent/guardian, as to whether Insight School of Minnesota serves as the least restrictive environment. If not, a continuum of services within the Brooklyn Center School District will be offered to the student/family.

The IEP team will meet to develop the IEP and ensure the student's goals and accommodations will be met in an online setting.

ISMN offers several types of academic support for students, based on their evaluation needs, on IEPs. ISMN offers different levels of rigor in most core academic classes. Students with special needs who are admitted to the school will be placed in the level of each core course that best corresponds to their current needs and abilities, as well as to their target performance goals. Course placement decisions are made jointly by the SPED case manager and the ISMN Counselor.

ISMN will provide accommodations, modifications, or contracts for services to address the needs of students based on their IEP. Questions regarding accommodations, modifications and other services should be directed to the student's case manager.

Child Find

Insight Minnesota (ISMN) strives to identify, locate, and evaluate all enrolled children who may have disabilities. Disability, as stated in IDEA, includes such conditions as hearing, visual, speech, or language impairment, specific learning disability, emotional disturbance, cognitive disability, other health or physical impairment, autism, and traumatic brain injury. The process of identifying, locating, and evaluating these children is referred to as Child Find.

As a public school, we will respond vigorously to federal and state mandates requiring the provision of a Free Appropriate Public Education regardless of a child's disability or the severity of the disability. To comply with the Child Find requirements, ISMN will implement procedures to help ensure that all ISMN students with disabilities, regardless of the severity of their disability, who are in need of special education and related services—are identified, located, and evaluated—including students with disabilities who are homeless or students who are wards of the state.

Parent/Guardian permission and involvement is a vital piece in the process. Once a student has been identified as having a "suspected disability" or identified as having a disability, ISMN will ask the student or the student's Parent/Guardian for information about the child such as:

- How has the suspected disability or identified disability hindered the student's learning?
- What has been done, educationally, to intervene and correct the student's emerging learning deficits?
- What educational or medical information relative to the suspected disability or identified disability is available to be shared with the school?

This information may also be obtained from the student's present or former teachers, therapists, doctors, or from other agencies that have information about the student.

All information collected will be held in strict confidence and released to others only with parental permission or as allowed by law. In keeping with this confidence, ISMN will keep a

record of all persons who review confidential information. In accordance with state regulations, parents have the right to review their child's records.

As part of the Child Find process, some services may include a complete evaluation, an individualized education program designed specifically for the child, and a referral to other agencies providing special services.

If you have questions about the need for additional support in Special Education, 504 plan or English Language support, please contact the Special Programs Manager Suzanne Schlichte at sschlichte@bccs286.org

Student Support Team

Students who may need additional support but do not qualify for special programs such as Special Education will be reviewed using a multi-tiered system of support (MTSS) developed for Insight School of MN. During staff meetings, teachers and support staff will identify students who may need additional support in academics, credit earning and/or social/emotional support. If you have questions about the need for additional support, please contact the ISMN Counselor at 763-656-2800 ext. 2004.

Homelessness (McKinney-Vento)

Students who have transitional housing may qualify for certain rights and protections under the federal McKinney-Vento Act. To qualify as homeless under this legislation, the housing arrangement must be temporary and due to an economic hardship or similar reason. Insight School of MN, in conjunction with Brooklyn Center Schools, has a process to determine eligibility and what services are available. All Insight School of MN staff receive training on referring and working with students/families who may qualify for benefits from the McKinney-Vento act. For more information about eligibility, available services, or any other general question/concerns, please contact Samantha Etim at 763-656-2800 or setim@k12insightmn.org or Dierdra Yarbrow, Director of Special Services, at Brooklyn Center School District @ 763.450.3386

More information about McKinney-Vento can be found on the Minnesota Department of Education website below: <https://education.mn.gov/MDE/dse/ESEA/home/>

Foster Care

Students who are currently in foster care face additional challenges to ensure stability of their education. To provide support for students in foster care, ISMN will work directly with social service agencies representing the student to provide a stable educational environment. Please contact the ISMN Administration for questions related to students in foster care. More information can be found on the Minnesota Department of Education website <https://education.mn.gov/MDE/dse/ESEA/foster/>

504 Plan

ISMN complies with Section 504 and the Americans with Disabilities Act (ADA). Any facilities of ISMN shall be accessible for all students with disabilities in accordance with the ADA.

Students who qualify for a 504 Plan, or are currently receiving accommodations or other services, are admitted as general education students meeting the minimum admission requirements. An ISMN counselor will review 504 Plans and discuss any accommodations required by the student with the parent/guardian. Questions regarding a 504 plan should be directed to Suzanne Schlichte, ISMN Academic Administrator for Special Programs.

English Language Learners

The ISMN English Language teacher meets individually with each family upon enrollment if the family answers any language other than English to the questions listed below. Every family is offered translation services at the beginning of the process. For families requesting translation in any other language, an enrollment appointment is scheduled with an interpreter. To request an interpreter, contact the ISMN Administration.

As part of the electronic application process to become a student at ISMN, a Home Language Questionnaire (HLQ) is completed by all families. The HLQ is then automatically uploaded into the student's electronic cumulative file. Responses on the HLQ help indicate if a student has a primary language other than English when answering the following questions:

- My students' first language?
- My student speaks?
- My student understands?
- My student has consistent interaction with?

Incoming students who have a home language other than English are given the WIDA Screener English proficiency placement test to determine eligibility for entrance into EL services. If a student enters with an ACCESS score from another district, this score is used instead to determine eligibility. The chart below details the criteria for entrance into EL services based on

these scores. If the results of this placement test assign an English proficiency level that meets the entrance criteria, that level will be used to recommend and determine the appropriate level of service. For students transferring from a U.S. school system, either Minnesota or another state, evidence of past participation in EL programs will also be considered.

Grades Tests Composite Scores Required for EL Identification & Program Placement

Grades	Tests	Composite Scores Required for EL Identification & Program Placement
6-12	Screener	Composite of 4.5 with no domain less than 4
6-12	Access - listening, speaking, reading, and writing	Composite of 4.5 with no domain less than 4

The district EL Coordinator and all EL teachers complete the required WIDA Training to administer the ACCESS English Proficiency Test, including yearly reviews of key areas. EL teachers have completed all online training and quizzes. Each teacher is recertified annually in the administration of the Speaking portion of the ACCESS test. Any questions regarding English Language Learner support or services should be directed to Heather Lyons at hyons@k12insightmn.org

Attendance, Truancy and Withdraw

Attendance

ISMN believes regular school attendance directly correlates to student success in academic work, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of these policies is to encourage regular school attendance. They are intended to be positive and not punitive. These policies also recognize that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and school administration.

ISMN Students are required to attend school by logging into their student account each day, Monday through Friday, for at least 6 hours total each day. Attendance at ISMN includes both attending Class Connect sessions in the “My Schedule” tab and coursework completion in the “Classes” tab. Students who do not show an active login in either category, Class Connect or

Coursework, daily will be marked absent for that day. Students can earn attendance any time Monday - Friday between 12:00AM and 11:59PM, but it is important that they attend beyond just logging in and earning attendance minutes in both categories, Class Connect and Coursework. Insight School of Minnesota's school year is 171 days in length and students should participate 6 hours a day for 5 days a week. Attending for less than 6 hours per day may lead to partial absences, so it is important that students are logging in regularly and spending time in both attendance categories, Class Connect and Coursework. On a daily basis, an ISMN staff member will monitor attendance and provide outreach if concerns arise. For students who do not show an active login, each morning an automated engagement email/phone call will be sent to the parent/learning coach on file with the school. For students who are at risk of not meeting attendance and/or course progress expectations, teachers and/or administration will notify parents/guardians of the attendance concern, discuss the situation, and escalate to community or county partners, if warranted.

RESPONSIBILITIES

a. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and to be aware of and follow the correct procedures when absent.

b. Parent or Guardian's Responsibility

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

c. Teacher's Responsibility

It is the teacher's responsibility to be familiar with all procedures governing attendance and apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missing assignments upon request.

d. Administration's Responsibility

It is the administration's responsibility to be familiar with all procedures governing attendance, apply these procedures uniformly to all students, and maintain accurate records on student attendance and absences. In addition, it is the administration's responsibility to inform a student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve any attendance issues.

Minnesota Attendance Requirements

In accordance with Minnesota Compulsory Instruction Law (Minnesota Statute 120A.22), every child enrolled in kindergarten through age 17 shall receive instruction, unless the student has been excused by the school board from attendance because the student has already completed the studies required to graduate from high school, has withdrawn, or has a valid excuse for absence.

Excused Absences

Legal Guardians are responsible for reporting all excused absences to the school prior to or on the day of the student absences. All absences can be reported by emailing the school attendance at attendance@k12insightmn.org or calling the school at 763-656-2800.

Students may be excused for the following reasons:

- Student illness (A doctor's note may be required to verify student illnesses)
- Family emergency
- Funeral and bereavement
- Medical or dental treatment
- Court appearances
- Religious instruction (not to exceed three hours in a week)
- Official school field trip or school sponsored outings
- Removal of student pursuant to suspension. Suspensions are handled as an excused absence and students will be permitted to make up work
- Vacation (with ISMN Administration approval prior to student/family vacation if 3 or more days)
- Technical Issues: (Verification with K12 Technical Support may be required)

Excused absences for above reasons for more than three consecutive days and/or excessive absences over an extended period may be subject to ISMN Administration approval and may require documentation. Excessive excused absences for a medical reason may require a doctor's verification of the absences. All other absences are presumed to be unexcused (Minn. Stat. 120A.22, Subd.12).

Vacations and Extended Breaks

Families wishing to take vacations or extended breaks during the school year must notify the attendance office of the absences and have approval from the school if the vacation is planned for more than three days. Failure to notify the school in advance of the absence will result in the day(s) being marked as unexcused absences and subject to all Minnesota school attendance laws. Students

on extended family trips (for example, students traveling or living with relatives outside Minnesota) are considered non-Minnesota residents while they are outside Minnesota and are ineligible to remain enrolled in ISMN. See Minnesota Department of Education's definition of 'residency' here (<https://education.mn.gov/MDE/fam/oll/>)

School Holidays and Vacations

Students are not required to attend school on days marked as school holidays or vacation days on the school calendar. Students will have access to their courses and may complete coursework on these days but will not count for attendance. Teachers and staff will generally not be available via phone or email on these days.

Truancy

Minnesota Truancy Laws & Definitions

Minnesota Compulsory Instruction Law (Minnesota Statute 120A.22) requires regular school attendance by all persons under the age of 17. Students, as well as parents and guardians, are held accountable for regular school attendance and are subject to appropriate legal consequences when the law is violated. Violation of the compulsory instruction law is labeled "truancy" by the state of Minnesota. If the student continues to be truant, the parent and student may be subject to juvenile court proceedings under chapter 260C. If the student is subject to juvenile court proceedings, the student may be subject to suspension, restriction, or delay of their driving privilege pursuant to section 260C.201

Continuing Truant

"Continuing truant" means a child who is subject to the compulsory instruction requirements of section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without valid excuse within a single school year for three or more class periods on three days if the child is in middle school, junior high school, or high school.

Habitual Truant

"Habitual truant" means a child under the age of 17 years who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school under section 120A.22, subdivision 8.

ISMN Truancy Requirements

Students at ISMN are considered absent if they do not earn attendance minutes in either category, Class Connect and/or Coursework, on a given school day (Monday – Friday). Students are reported with a full absence if they earn 0 attendance minutes in either category, Class Connect and/or Coursework, between 12:00AM-11:59PM on a school day. Students are reported with a partial absence if they earn less than 180 attendance minutes (3 hours) in either category, Class Connect and/or Coursework, between 12:00AM-11:59PM on a school day.

Students are considered truant under MN State Statute if they are absent for three or more partial school days within any school year, consecutive or not, without valid excuse from a Legal Guardian. Legal Guardians will be notified in writing when their student has not met ISMN attendance requirements and has been absent without lawful excuse for three or more partial school days. If a student is having attendance concerns, the school may require steps to resolve the issues. This may include student and parent participation in a school meeting with administration and creation of attendance plan. ISMN will also report to the resident county regarding student attendance violations as required.

Student Withdrawals

Mandatory Withdrawal

In accordance with Minnesota Law, students, regardless of age, who have been absent (excused or otherwise) from school for 15 consecutive school days during the school year must be withdrawn (Minn. Stat. 126C.05).

Involuntary withdrawal of a student does not excuse that student from following the Minnesota Compulsory Education Law (section B) as outlined in statute 120A.22. A student who has been withdrawn due to 15 consecutive absences may re-enroll by contacting the ISMN Operation Manager. Re-enrollment may require a meeting with the ISMN Administration and/or other ISMN staff.

Students with an IEP

In the event a student with an Individualized Educational Plan (IEP) has received a Habitual Truancy Notice and/or has 10 consecutive absences, an IEP team meeting will be scheduled. The purpose of the meeting is to determine whether the student's absences are a manifestation of the student's identified disability. At that time, the team will discuss if any additional accommodations or modifications should be made to help the student meet the attendance requirements.

Truancy Withdrawal Procedures

If a student is withdrawn from Insight School of MN due to 15 consecutive days of absences, the following procedures will be implemented:

- The Parent/Guardian and/or Learning Coach will be notified, by mail and/or email, of the withdrawal.
- The student's resident district, regardless of age of the student, will be notified by mail of the withdrawal.
- If truancy has been filed with the student's resident county, they will be notified either by mail, email, or phone.
- The student will be invited to re-enroll by contacting the ISMN Operations Manager.

Voluntary Withdrawal from School

Students aged 17 and under

The Legal Guardian/parent of a withdrawing student must contact the ISMN Operations Manager and/or School Counselor and notify them of their desire to withdraw as far in advance of the withdrawal as possible. At that time, the Legal Guardian must communicate the name and location of the school the student will be attending as required by the Minnesota Compulsory Education Law (Minn. Stat. 120A.22) which states all children aged 17 and under are required to be enrolled in an educational setting. A withdrawal form must be completed by the parent and enrollment at transferring school must be confirmed by ISMN school administration before a student is withdrawn.

All requests for transfer of student records will be initiated by the school in which the student will be enrolled. Records will not be transferred until all ISMN hardware and materials have been returned to the school. To return hardware and materials, students will receive pre-addressed postage-paid shipping labels. The student is responsible for packaging materials and returning all hardware and materials.

Students aged 17 and older

Any student who is 17 years old who seeks to withdraw from school, the student's parent or guardian must:

(1) attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities; and (2) sign a written election to withdraw from school (Minn. Stat. 120A.22).

Termination of Enrollment

The school district may terminate the enrollment of a non-residential student enrolled under Minnesota statute 124D.03 or 124D.08 at the end of a school year if the student meets the definition have a habitual truant under section 260C.007, subdivision 19, the student has been provided appropriate services under chapter 260A, and the student's case has been referred to juvenile court. A district may also terminate the enrollment of a nonresident student over the age of 17 enrolled under this section if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under section 120A.22, subdivision 8.

Work Release agreement

Students' requests for a work permit/release required by a potential employer should direct those requests to the ISMN Administration. Please include any form that is required for school personnel to sign. Should the employer request a document from the school without a standard form, state that in the request an ISMN staff member will create a release form to provide. Students requesting a work release should reach out to Principal Michael Miller at mmiller@k12insightmn.org.

Registration/Course Load

Course Registration

Students are encouraged to select their courses in advance of meeting with the School Counselor for course registration. The School Counselor is authorized to grant approval for courses requiring administrative approval as a prerequisite for enrollment.

Transfer Credits

Students may transfer credits from any accredited institution. Graduation requirements for students who transfer into ISMN after completing at least one semester of coursework at another accredited institution will be reviewed on a case-by-case basis. ISMN graduation requirements, including required credits, will be pro-rated as necessary to reflect student's progress toward graduation at past schools. Transfer students

must provide or authorize transfer of transcripts for all previous high school work prior to their first day of course work.

Students must comply with the state-mandated minimum graduation requirements and mandated testing.

Students wishing to transfer in credits based on homeschool work or portfolios or course work completed at a non- accredited institution may petition ISMN to have credits accepted. ISMN reserves the right to refuse transfer credits from non-accredited institutions or for homeschool experiences. In such instances, a placement examination may be recommended for admission purposes.

Late Start Students

Students starting at ISMN will need to provide a progress note or report card with grades from their previous school. If no report card or progress note is provided, students may need to show mastery of standards at teacher discretion (i.e., Unit Tests etc) for the courses enrolled in order to receive full or partial credit for the course at ISMN.

Add/Drop Period

Students may add or drop courses through the first 5 school days of the quarter. After that date, students may petition the ISMN Administration to add a course. Any student who drops or is dropped from a course, for any reason, beyond 5 school days, will lose the ability to earn credit in that course. Students who add a course after the first day are responsible to make up all assignments prior to enrolling in the course.

Course Load

Although students that enroll in ISMN after the start of their freshman year are eligible to transfer credits earned towards their graduation requirements, they must be enrolled full-time and complete at least three credits from ISMN before being eligible to earn a diploma.

A typical full time high school student will enroll in two semester length courses (Math and English) and two blocked courses each quarter for a total of four courses at any given time.

Throughout the school year, and potentially in the summer, students will have the opportunity to make up credits either by repeating the same course or, if available, in a credit recovery type format. With ISMN Administration approval, a student in grade 9-12 may be enrolled in more than a full-time course load not to exceed six courses at any given time.

Course Fees

ISMN is a publicly funded, tuition-free, online high school. Courses and related materials are provided for full-time students who are residents of Minnesota State at no charge. There may be additional fees for some elective courses.

Low-Enrolling Courses

Some elective courses are dependent upon enrollment. Students are encouraged to register early to secure their place in the course, or to ensure that the course carries. When a course is offered with a low number of students enrolled, at teacher discretion, attendance at office hours may be required in lieu of a weekly Class Connects session for that course.

Credit for Courses

Credit for coursework completed at ISMN can be earned in several ways: percentage/letter grade; pass/fail; credit/no credit; or satisfactory/unsatisfactory.

Unless a course is specifically designated as a pass/fail, credit/no credit, or satisfactory/unsatisfactory credit course, credit is assigned by percentage/letter grade.

To earn percentage/letter grade credit for a course at ISMN, students must earn at least 60% of the total points possible in the course. Any course-specific departures from this policy are clearly stated in the course syllabus and supersede this policy.

Students with extenuating circumstances may petition the ISMN Administration to receive pass/fail, credit/no credit, or satisfactory/unsatisfactory credit for an academic course.

Grading Policy

Grading policies are in compliance with applicable State and school guidelines. Grading information and other course-specific information are provided online within each course.

Grade Scale/Grade Point Value

The following grade scale will be used to determine letter grades:

Percentage	100-93%	92-90%	89-87%	86-83%	82-80%	79-77%	76-73%	72-70%	69-60%	59-0%
Letter Grade	A	A-	B+	B	B-	C+	C	C-	P	PN
Grade Point Average	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	0.0

Grade Point Average

All courses are valued at 4.0 points/credit. For the purposes of determining class rank and honors/high honors ranking, ISMN uses a cumulative unweighted 4-point scale (Cumulative is defined as all grades from previous schools grades 9-12). Honors (3.0-3.49 GPA)/High Honors

(3.5 and above GPA) will be determined by an unweighted GPA at the end of quarter three during the student's senior year. ISMN does not round up GPA's.

Transcripts generated for external audiences show a maximum unweighted GPA of 4.0.

The grade point average for ISMN students is calculated as follows:

1. Each student's grade point average is the sum of the point values of all the grades received for all the courses attempted divided by the sum of the credits for all courses attempted.
2. The grade point value is calculated by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.
3. The minimal passing mark is D (1.0).
4. Pass/Fail and Credit (P) / No Credit (PN) marks may be used as agreed upon by the instructor and school administrator. These non-numbered marks will be clearly identified and excluded from the calculation of grade point average.
5. Marks for Incompletes ("I") will be calculated as a 0.0 until the grade is replaced by a letter grade.
6. Courses marked as Withdrawals ("W") will not be included in GPA calculations.

Pass/No Credit Grading Option

Some courses, such as Finding Your Path, are offered to students to earn partial credit with either a "P" pass or "NP" no credit. Based on the needs of the student, the ISMN Administration may approve and/or the Special Education team or 504 may place wording in the students document he/she will be completing one or more of his/her regular courses as a Pass/No Credit. Details as to what will need to be satisfactorily completed to demonstrate mastery of the state academic standards for the course in order to earn a "P" will be planned out with the student's teacher for that course. The teacher will determine if the quality of work completed is satisfactory in order to earn the "P".

Incomplete Grade

An Incomplete shows up as an "I" on the transcript until completed. If the student does not complete the course within the time allotted, the "I" will be replaced by the actual grade he/she earned for the course (points earned/points possible).

Students who do not complete a course by the end of the quarter/semester are eligible for an Incomplete under the following conditions:

- A documented significant illness has interrupted the student's work for an extended period of time during the course of the quarter;

OR

- Unavoidable family responsibilities have interrupted the student's work for an extended period of time during the course of the quarter;

Students must petition the ISMN Administration for an incomplete grade in any course. Students must contact the ISMN Administration two weeks before the end of the quarter to initiate the incomplete process and discuss the timeline for completion.

Course Retake for Grade Replacement

Students who have received a low or poor grade that is not consistent with the student's ability and ambitions in a core subject may replace up to four (4) quarter/semester grades during high school. Students may earn this replacement credit through the following programs:

- Retake the same course at ISMN. The grade being replaced will be changed to "PN" on the transcript and the new grade will be entered if that grade is higher than the previous grade received in the course.
- Retake the course at an accredited provider or through an approved Summer School program which is a comparable program including seat time. In this case, the original grade will remain, and the replacement course will show on the transcript as an additional course. No more than three .5 credit courses may be taken over the summer. Parent/Student will be responsible for any and all costs associated with courses taken above the maximum allowed during the summer.
- Retake the course at a college campus. In these individual cases, the counselor will specify the exact course which satisfies the requirements. As with the previous item, the original grade will remain, and the replacement course will show on the transcript as an additional course.

The student for any/all grade replacement course(s) must receive prior written approval by the school counselor and/or administrator or credit will not be considered for grade replacement. Approval cannot be granted retroactively

Appeals Process

Students wishing to appeal a final grade in a course must follow the appeals process, including:

- Submitting a written request for a detailed copy of the student's grade book from the course instructor.
- Identifying in writing any assignments that he/she would like re-evaluated.

- Explaining in writing why the student believes the grade on each of the identified assignments should be revised.
- Submitting identifications and explanations to the course instructor.

Class Rank

Class rank will be determined using the 4-point GPA scale calculation. Class rank information will be published on the student's unofficial and official transcript, as well as on official progress reports.

Honor Roll

Honor roll is awarded to students at the completion of every grading period. Students are recognized by receiving a certificate for their achievement.

A Honor Roll= 3.5 GPA or higher B Honor Roll= 3.0 to 3.49 GPA

Honors Recognition

Students who graduate from Insight School of Minnesota will have the opportunity to graduate with honors or high honors based on their final cumulative GPA.

To earn high honors, students are required to obtain a cumulative GPA of 3.5 or higher at completion of their senior year and will be recognized with a white cord at graduation.

To earn honors, students are required to obtain a cumulative GPA of 3.0-3.49 at completion of their senior year and will be recognized with a yellow cord at graduation.

Grade In School (Graduation Standard Year)

Graduation standard year is calculated when the student enters 8th grade by adding five school years to determine when that student should graduate from high school. (A student who entered 8th grade in the fall of 2013 would have a graduation standard year of 2018; the year he/she should graduate from high school.) Insight School of MN assigns each student's grade in school based on the graduation standard year not on number of credits earned. The grade in school dictates which MN required test(s) each student will take in a given school year.

Re-Taking course Assignments/Exams

Students are expected to do their best on every assignment, test, exam, etc. Occasionally students want the opportunity to improve their grade but re-taking a test or exam. At the teacher's discretion, students will be allowed to retake for grade improvement.

Late Assignments

It is important that students complete assignments and stay on a schedule. Staying current with assignments will allow teachers to be better able to provide group, as well as individual, assistance. Completing assignments will provide the student with knowledge necessary to be successful in future coursework.

Our curriculum provides due dates for assignments. Students should complete assignments by the assigned due dates. In the event that a student does not complete the assignment, test, exam, etc. by the assigned due date, the teacher will enter a 50% into the grade book for that assignment, test, exam. Students will have the opportunity to replace the 50% with the points associated with their performance on the assignment, test, exam, etc. Each department will determine its own late policy. Please contact your teacher or review the course syllabus to view the late policy for each course. Concerns regarding a teacher's decision associated with late work should be directed to the ISMN Administration.

Course Extensions

Students may request an extension of up to 10 school days beyond the end of the term under the following circumstances:

- Students attempted at least 60% of the total points possible and maintained regular contact with the teacher in the course.
- Student cites the reasons for which he/she is requesting the extension and gives a detailed plan for completing the course within the requested extension.
- Must meet one of the acceptable reasons listed below, as documented by a teacher, SPED teacher, counselor, and/or ISMN Administration, during the semester:
 - Medical issues
 - Family issues
 - Psychological / Emotional issues
 - Employment / Commitment issues

Documented Significant Technology issues

Extensions are granted at the discretion of the course instructor. If the instructor denies an extension, the student may appeal the decision to the ISMN Administration. Appeals must be registered no more than three school days after the instructor's e-mail informing the student of his/her request status. A course extension for that semester will not be granted for any student in violation of the Academic Dishonesty policy.

Completion of 8th Grade

Students must have completed 8th grade in a public or private school setting OR demonstrate mastery of 8th grade content through state standardized testing and/or a portfolio of completed work to be enrolled in grade 9. Families of entering 9th graders must provide any and all documentation necessary to establish successful fulfillment of this requirement.

Grade Promotion

Students, in any grade, will be promoted to the next grade level prior to the next school year regardless of credits earned in the previous grade. Families wishing to discuss grade promotion should contact the ISMN Administration.

Learning Coach/Teacher Conferences

ISMN has an open-door policy; we encourage teachers, students, and learning coaches to communicate openly and regularly regarding a student's progress in his/her courses. A teacher may request a conference with a learning coach at any time. Learning coaches may also request a conference with a teacher at any time. The conference may be held as a conference call, via phone or internet, due to the potential distance between the teacher and learning coach. To schedule a conference, the learning coach should Email or call the instructor to arrange a meeting time. Student or learning coach complaints or concerns can usually be addressed simply by a phone call or Email with the teacher. For complaints and concerns that cannot be handled by the teacher, the learning coach or student should contact the ISMN Administration.

During district Parent-Teacher Conferences, ISMN staff will reach out to Learning Coaches to check-in on student progress, share important information and talk about Re-Registration (Spring Conferences).

Graduation

To earn a diploma through ISMN/Brooklyn Center Community Schools, students must meet the following three graduation requirements, which are outlined in [Brooklyn Center Community Schools School Board Policy 613](#).

Graduation Assessment Requirement

Students must meet the assessment requirements as defined in Brooklyn Center Community Schools Board policy 613. This includes, but not limited to, an opportunity to participate on a nationally normed

college entrance exam in grade 11 or grade 12, college career readiness tests in mathematics, reading and writing, and age-appropriate college and career planning.

Graduation Credit Requirement

Students must meet the minimum credit requirement as defined in Brooklyn Center Community Schools Board policy 613 linked above.

Subject	Credits
English	4.0
Math (One credit must be Geometry and one credit Algebra II)	3.0
Science (Must include one credit of Biology and one credit either Chemistry or Physics)	3.0
Social Studies (At least 3.5 credits encompassing United States history, geography, government and citizenship, world history, and economics.) (May require more than 3.5 credits to meet all social studies standards.)	3.5
Visual and Performing Arts	1.0
Electives	7.0
Minimum # of units of credit to graduate	21.5

Graduation Standards Requirement

Students must meet the required Minnesota Department of Education graduation standards in English language arts, mathematics, science, social studies, and physical education/health. With most students, meeting the graduation standards requirement will require a student to have more than the minimum 21.5 credits to receive a diploma.

Transfer students must complete a minimum of one semester of full-time coursework with Insight School of Minnesota (ISMN), (3.0 credits) and meet all Brooklyn Center Community Schools and Minnesota Department of Education graduation requirements to receive an ISMN diploma. Exceptions to this can be granted by the ISMN Administration.

Graduation Requirements

Graduation requirements for students who transfer into ISMN after completing at least one quarter of course work at an accredited institution will be amended on a case-by-case basis. District graduation

requirements, including required credits, will be pro-rated as necessary to reflect student's progress toward graduation at past schools. Transfer students must provide or authorize transfer of transcripts for all previous high school work prior to their first day of course work.

Factors to be considered in the evaluation of student's progress toward graduation will include:

- The number and type of credits earned at previous school(s);
 - The number of credits possible in a given quarter;
 - The definition of credit at previous school
 - A transcript analysis and course matching conducted by ISMN; and
 - The number of quarters left until graduation;

Students must comply with the state-mandated minimum graduation requirements.

Physical Education

Students are required to meet MN and District standards for Physical Education. This can be achieved by passing the high school Life Fitness course at ISMN or have completed a high school Physical Education course at a previous school.

Make-Up Credit Options

- Make up credit options or credit recovery is only for students who are enrolled full time at ISMN and have previously failed or received an NC in the course he/she is requesting to make up.
- Many life experiences can lead to students falling behind and failing a course, resulting in them being credit deficient. This credit deficiency can prevent students from graduating and can be due to excessive absences, inability to keep pace with the rest of the class, personal difficulties, and learning disabilities, to name a few reasons. Credit Recovery provides students with the opportunity to earn their credits and make progress towards their graduation requirements.
- At ISMN, students are provided with a Credit Recovery program designed with strategies individualized to the student's needs for the core subject areas. The Credit Recovery program utilizes tailored course material to maximize learning and improve retention. Credit Recovery courses are aligned to state standards and students must demonstrate mastery before receiving credit.

Make Up Classes Assignment

- During the scheduling process, the counselor identifies students who are credit deficient/have failed a core class and schedules them in the appropriate credit recovery course (if applicable). Once students have demonstrated mastery, the teaching staff complete a grade escalation so the counseling staff can award the earned credits. The credit deficient students are closely monitored

by both the teaching staff and counseling departments to ensure that they are back on track to meet the state graduation requirements.

- Priority enrollment in CR is given to 11th/12th graders, and then 10th graders.
- Students' schedules will be reviewed on an individual basis to determine if they will be placed in the next level core course while taking the Credit Recovery course or if they will only take Credit Recovery. This is to ensure that students have the best chance possible to be successful in their courses while also addressing the deficient credits.
- Students can take credit recovery courses through ISMN during the school year utilizing the K12 Credit Recovery courses. In addition to teaching live sessions to help with mastery of material, Credit Recovery teachers send communication to the students and an assigned counselor if the students are struggling in the course, are not working, or have not logged in.

Early Graduation

As outlined in Brooklyn Center Community Schools policy 613 will be considered when upon meeting the following conditions:

- a. All course or standards and credit requirements must be met;
- b. The ISMN Administration conducts an interview with the student and parent/guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision, and
- c. The ISMN Administration shall be in writing and may be subject to review by the superintendent and school board.

Diploma Authorization

Students who graduate from ISMN will earn a diploma from ISMN authorized by the Brooklyn Center Community Schools.

Instruction

Employee Qualifications

ISMN will recruit professional, effective, and qualified personnel to serve in administrative, instructional, instructional support, and non-instructional support capacities. ISMN believes that all its employees play a key role in creating a successful learning environment and will recruit qualified employees. ISMN employees will meet or exceed qualifications required by Minnesota State law and will be required to comply with the professional codes and standards approved by the Minnesota Department of Education, including standards for ethics or conduct.

Brooklyn Center Community Schools job postings and the hiring process will be free of discriminatory practices on the basis of race, ethnicity, religion, gender, sexual orientation, national origin, disability, or veteran status.

Instructor Certification

Parents have the right to review instructor certification. A copy of certifications for the ISMN Administration, counselors and instructional staff is available at the Minnesota Professional Educator Licensing and Standards Board website: <https://public.education.mn.gov/LicenseLookup/educator>

Curriculum

Alignment to State Standards

ISMN core academic courses are aligned to Minnesota State standards where required by applicable state law. Standard mappings are documented by ISMN, and necessary content is developed by curriculum teams under the direction of ISMN. Specific Minnesota Department of Education academic/graduation standards met in each course can be found on the course syllabus.

Curriculum Review

As stated in Brooklyn Center Community Schools policy 606, “Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.” Requests for review must be submitted in writing to the Insight School of MN ISMN Administration. Families wishing to discuss, exempt and/or remove objectionable materials should first start with the student’s teacher. If unresolved, should contact the ISMN Administration.

Mandatory Testing

All students enrolled and attending sixth through twelfth grade at ISMN are required to participate and take part in all statewide assessments developed by the Minnesota Department of Education, as well as all other Insight School of Minnesota required assessments (i.e., Star360).

Minnesota Comprehensive Assessment (MCA) Requirements

Testing has been determined to be a vital component in assessing the academic progress of our students. Students enrolled full-time with the academy are required to participate in all state standardized testing. Failure to do so places the entire ISMN program at risk and the absence of only a few families removes the virtual academy from good standing with the state, which brings significant repercussions. As this is a

required portion of our curriculum and school calendar, participation is required. Students who do not participate and have not formally ‘opted out’ will receive an unexcused absence for testing days. Please see the Minnesota Department of Education’s testing brochure provided at the end of this handbook for further information regarding MCA testing in public schools.

Students are required to participate in their designated grade level MCA assessment as listed below:

6th grade - MCA Reading and Math

7th grade - MCA Reading and Math

8th grade - MCA Reading, Math and Science

10th Grade - MCA-III Reading

11th Grade - MCA-III Math

10-12 Grade - MCA HS Science (This is taken during year student is in Biology)

Graduation Assessment Requirements

All ISMN students in grades 9-11 are mandated by the state of Minnesota to participate in graduation assessments. Based on the revisions to Minnesota Statutes, section 120B.30, there are different routes to meeting graduation assessment requirements depending on what year students were first enrolled in grade 8. Parents/guardians should contact their guidance counselor for further information about specific requirements. Additional details and information will be provided on the Minnesota Department of Education’s (MDE) website as needed <https://education.mn.gov/MDE/dse/gradreq/>.

College and Career Readiness:

- Students will have the opportunity to participate in a college entrance exam at the Brooklyn Center location of Insight School of MN.

STAR 360

All ISMN students in grades 9-11 are **required** to participate in Star360 during the academic school year. ISMN High School teachers use Star360 to create benchmark/interim assessments for their courses which will be administered to the students several times during the year. The purpose of this tool is to provide ongoing assessments which give teachers feedback to provide on-target instruction and scaffolding to improve student achievement. The information gathered from these tests assists teachers in making data-driven decisions, such as: Identifying students for small group instruction Grouping students for remediation Pairing students for advanced work Diagnosing and targeting specific deficient skills Star360 occurs online during a specified length of time. ISMN will provide as much advance notice of the testing as possible to facilitate scheduling and planning. All Star360 student data collected remains with ISMN and is shared only with learning coaches

Refusal for Student Participation in Statewide Assessments (Opt. Out)

While ISMN requires all students to participate in the MCA's and other required statewide assessments, Parents/Guardians have the right to opt out of state testing. A form to be completed will be sent via DocuSign in the Spring, prior to State MCA testing.

State Standardized Proficiency Testing

ISMN will participate in all components of the Minnesota State Assessment program including AYP, State Report Card results, and on-going state-specific results. These measurements can be easily compared to those of other schools within the district and throughout the State.

National Standardized Achievement Testing

Because the following standardized achievement and proficiency tests are often important to college admissions, ISMN will post test information, including registration deadlines, testing dates and locations, test fees, etc., for the following College Board/ACT tests on the school calendar and/or announcements section of the student information system:

- ACT (American College Testing)
- PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test)
- PSSS (preliminary SAT Scoring Service)
- SAT (Scholastic Aptitude Test)
- AP (Advanced Placement)
- CLEP

The ISMN counselor will provide a school code for College Board testing and test preparation modules for state and national.

A student with a history of behavior issues may be required to have a parent/guardian and/or Learning Coach available during state required testing.

Operations

Change of Student Information

Students should inform the main office of changes in address, telephone number, emergency contact(s), or any other important directory information within two (2) school days of the change. Please contact us at 763-656-2800.

Student ID Numbers

Upon registration in ISMN, administrative personnel obtain the student's State Identification Number.

School Identification Numbers differ from State Identification Numbers in that School ID numbers are automatically generated by the Student Information System when the student's information is entered into the system. School ID numbers are seven digits long.

Report Cards

Report cards will be generated and mailed at the end of each semester as noted on the school calendar. Student grades are accessible via student and learning coach accounts throughout the quarter/semester. They are available until the grades are finalized sometime after the end of the quarter. To request a report card please contact Jenny Ryan, Operations Manager at jeryan@k12.com.

Transcripts

Transcripts requested by students will be forwarded to colleges, educational institutions and/or employers to which students are applying, provided there are no unpaid fees or fines.

Transcript Requests

To request an official transcript, students should contact 763-299-7991.

Transcript requests will be processed within ten (10) business days.

Obtaining a username and password

When registration has been completed, learning coaches will create their own username and password as well as their student's username and password. Learning coaches will be able to view their students' progress throughout the school year using the learning coach username and password. Learning coaches are responsible for setting up a student account that will allow their students to access the courses. Students should keep their username and password information in a safe place. All student work should be completed using a student's D2L account, not the learning coach's account. Use of ISMN course materials, class connects, Email and the LMS pages by anyone not enrolled in an ISMN course is prohibited.

Unofficial Transcripts

Unofficial transcripts contain all the information contained on an official transcript. Insight School of Minnesota generates unofficial transcripts at the end of each quarter.

Transcript Information

The following information will be included on the student's official and unofficial transcripts:

- Student’s full legal name;
- Other names used by student;
- Student’s birth date;
- School logo;
- School name;
- School address;
- School phone number;
- School district name;
- School district number;
- District identification number;
- Report date;
- Graduation date;
- GPA scale table;
- Parent(s)/Guardian(s) name(s);
- Class rank;
- ISMN course work and credit earned;
- GPA (Unweighted 4.0 scale) (each quarter and cumulative);
- GPA scale table;
- Explanation of Course Credit Codes;
- Number of credits (each quarter and cumulative);
- Number of credits granted for non-ISMN course work (identified as transfer credits);
- Names of institutions from which ISMN is accepting credits toward graduation;
- Graduation Requirements;
- Identification of security features (official transcript only)
- College and Career Readiness Indicator
- Immunizations

The following credit codes will be used on official and unofficial transcripts for assigning credit for course work completed at ISMN:

Course Code	Meaning
A, B, C, D	Letter grade: credit earned for course
CR	Credit
F	Fail
I	Incomplete
PN	No Credit
P	Pass
S	Satisfactory
U	Unsatisfactory
W	Withdrawal after drop period

Educational Benefits

There are many potential advantages for qualifying families in filling out the application for educational benefits. Each qualifying family has the option of using school-provided computer hardware. Information regarding family income is kept strictly confidential and is only used for the purposes of state reporting.

You may request a paper copy of the form by contacting our offices.

Internet Reimbursements for those families qualifying for educational benefits as determined by the Free and Reduced Meals (FARM) application, a partial internet reimbursement is available at the end of each semester. Qualifying families must request this payment at the close of each semester and be able to provide copies of billing statements encompassing the time period for which they are requesting the reimbursement.

Vision and Hearing Screening

School setting children in grades Kindergarten (males screened for color blindness), 1, 3, 5, 7, and 10 should be screened. In addition, a screening should be done when there are parent or teacher concerns and for any new students. Any child with a diagnosed eye condition should be screened in accordance with the doctor's recommendations. Prior to placement in a special education program, a child's risk factors should be reviewed to determine if there is a need for an exam by an eye specialist. Please contact the ISMN Administration if you have questions about the location in Brooklyn Center to receive the free vision and hearing screening.

Brooklyn Center Schools Wellness Website - <https://www.bccs286.org/site/Default.aspx?PageID=1300>

Student Medical Conditions and/or Medications

We acknowledge that some students may require prescription medication and/or have a medical condition we should be aware of prior to a face-to-face setting such as a field trip, social activity, or state testing. Parents and/or Learning Coaches are encouraged to inform the school of prescribed medication or medical conditions, such as inhalers, injection medications, seizure disorder, low blood sugars or allergies, the student may need or experience during these face-to-face opportunities. Parents and/or Learning Coaches may be requested to stay in the area of the event to help administer the prescribed medication or manage a medical condition. Prior to a school event or state testing, please contact the school office at 763-561-2120 ext. 2710 and speak with, Yazmin Guzman Gonzalez, Community Schools Site Coordinator, to discuss specific medical concerns regarding a school event.

Insight School of MN follows Brooklyn Center School District's policy 516 covering Student Medication while at all school face-to-face events.

Extracurricular Activities

If a high school student who is enrolled with ISMN chooses to participate in extracurricular or non-coursework programs outside of ISMN, the student will follow the guidelines set forth by the Minnesota State High School League (MSHSL). Please reach out to Counselor Samantha Etim or Principal Michael Miller with any questions.

School Events

Conduct at School Events

“School Location” includes any school building or grounds whether leased, rented, owned, or controlled by the school or locations of school activities in the area of entrance or departure from school premises or events, all locations where school created functions are conducted and anywhere students are under the jurisdiction of the school district or ISMN.

ISMN students are encouraged to participate in formal and informal school events, including field trips, dances, and the commencement ceremony. Students must abide by the student code of conduct when attending these events at the “School Location” determined by Insight School of Minnesota. Below are student expectations for any ISMN related activity and/or event, including an ISMN testing school location.

- Students are not to be in possession of, or under the influence of tobacco, alcohol, or any other drug.
- Students are not allowed to possess or use a weapon as defined below.

ISMN prohibits real and look-alike weapons, including but not limited to:

- a. All firearms, whether loaded or not
- b. Other guns of all types, including pellet or B-B guns, air guns or stun guns
- c. Knives, including switch blades or automatically opening knives or other blades
- d. Explosives, including live ammunition, bullets or other projectiles designed to be used in or as a weapon and fireworks or any substance or combination of substances prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation
- e. Flammable liquids or combustibles or any compound or mixture, the primary or common purpose of which is to function as an explosive
- f. Clubs, metal knuckles, nun chucks, throwing stars, mace and other propellants, poisons, chains, or arrows

g. Any object or device or instrument designed as a weapon, modified to serve as a weapon, or through its use is capable of threatening or producing bodily harm, or which may be used to inflict self-injury.

- Students are expected to demonstrate proper behavior. Unacceptable behavior may include, but not limited to inappropriate language, bullying, harassment, hazing, threatening behavior and/or fighting.

Violations of the above expectations will result in disciplinary action ranging from a warning up to and including expulsion from the Insight School of Minnesota for a period of 12 months. If necessary, police will be contacted.

Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

Field Trips

Field trips are optional learning opportunities for students. Students are encouraged to attend, but course grades will not be negatively affected by a student's inability to participate.

As an optional learning opportunity, students and their families are responsible for any costs associated with the activity or experience, as well as transportation to and from the event.

A student with a history of behavior issues may be required to attend a field trip with a parent/guardian and/or Learning Coach.

Informal Events

Students and families are encouraged to hold and participate in informal ISMN events. Students/families interested in sponsoring an informal ISMN event must obtain approval from the ISMN Administration. If approval is not obtained, the event is not an ISMN sponsored event.

Informal ISMN events must be chaperoned by responsible adults. Students must follow the Code of Conduct. Students/families are responsible for transportation to and from the event.

Dances

ISMN dances may be held at locations in the state and will be chaperoned by administrators and instructional staff. Students are expected to abide by the Student Code of Conduct. Transportation to and from the event is the responsibility of the student and/or family.

ISMN students inviting non-ISMN students must notify the ISMN Administration or designated staff member using a form provided by ISMN Administration.

Graduation Ceremonies & Exercises

ISMN graduation exercises will be held at the Brooklyn Center Secondary School auditorium. To participate in the ceremony, students must have met all credit, district, and State graduation requirements. All school fines/fees must be paid in full prior to the graduation ceremony. In addition, students currently under suspension or other behavior consequences may jeopardize their participation in the commencement ceremony.

Family and friends of graduates are welcome to attend commencement and graduation exercises.

Grievance Policy and Procedure

School District Policy:

<https://www.bccs286.org/site/handlers/filedownload.ashx?moduleinstanceid=2792&dataid=3338&FileName=Grievance%20Procedure.pdf>

Title IX Information

Title IX protects people of all sexes, genders, gender expressions and sexual orientations. Title IX prohibits sexual harassment in educational settings. It states that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." (Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106)

We are committed to promoting and protecting the safety and security of every member of our community. Sexual harassment of any kind is antithetical to this commitment. More information about Title IX can be found on the [United States Department of Education](#) website.

[Click here to download materials used to train our Title IX coordinators, investigators, decision-makers, and alternative dispute resolution facilitators.](#)

Title IX Coordinator

Tammy Albers, Human Resources Director
6300 Shingle Creek Pkwy, Suite 286
Brooklyn Center, MN 55430
763-450-3386 x1002
talbers@bccs286.org

Family Education Rights and Privacy Act - FERPA

The Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99, (“FERPA”) affords parents and students over 18 years of age (each an “Eligible Student”) certain rights with respect to the student’s education records. These rights are explained in this annual notice provided to all students at Insight Schools (the “School”).

Access to Student Education Records

The parents and Eligible Students have the right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or the Eligible Student must submit to ISMN Administration a written request that identifies the student education record(s) they wish to inspect. ISMN Administration shall provide access to inspect and review the student education records and set a date and time for such inspection and review.

The parent or eligible student shall examine the student’s education records in the presence of the ISMN Administration and/or other person(s) designated by the ISMN Administration. The record itself shall not be taken from the school building. However, upon request, one copy of the record shall be provided within a reasonable time to the parent or eligible student at a reasonable cost.

Right to Request to Amend Student Education Records

A parent or Eligible Student may ask the school to amend a student education record they believe is inaccurate, misleading, or otherwise violates the privacy rights of the student by writing to ISMN Administration [or appropriate school official] clearly identifying the part of the record they want changed and specifying why they believe it is inaccurate, misleading, or otherwise violates the privacy rights of the student.

If the school decides not to amend the record as requested by the parent or eligible student, ISMN Administration shall notify the parent or Eligible Student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or Eligible Student at that time, or sooner upon request by the parent or Eligible Student. Right to Consent to Disclosures of Personally Identifiable Information

Generally, the school must have written permission from the parent or the Eligible Student to release any personally identifiable information from a student’s education record. However, FERPA authorizes Schools to disclose education records without consent under certain conditions.

The school may disclose the student's education records without consent to School Officials (as defined below) with "Legitimate Educational Interest" (as defined below). Page 8 of 12

A "School Official" is:

- a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel);
- a person serving on the School Board;
- a person or company with whom the school has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or
- a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A School Official has a "Legitimate Educational Interest" if the official needs to review an education record to fulfill his or her professional responsibility. This term includes interests directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and a student's health and welfare. It includes a person's need-to-know to:

- Perform an administrative or professional task required in the school employee's or agent's contract, position description or service agreement.
- 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's financial aid. Private educational data on students may be shared with school officials who have a legitimate educational interest in the information.
- Monitor and provide support regarding student achievement, attendance, and referral services.

The school may also disclose education records, without consent, to officials of another school district in which the student seeks or intends to enroll.

Right to File a Complaint with the U.S. Department of Education

The parent or Eligible Student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of
Education 400
Maryland Avenue,

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Directory Information

Notwithstanding the above rights, the school may disclose “Directory Information” without written consent unless the parent or Eligible Student opts out of the sharing of any or all of the information designated as “Directory Information.” “Directory Information” may include:

- Name
- Address
- Telephone number
- Email address
- Date and place of birth
- Grade level
- Enrollment status (full- or part-time)
- Student/User ID
- Participation in officially recognized activities
- Weight and height of members of athletic teams
- Dates of attendance

- Diplomas and awards
- The most recent previous public or private school attended by the student

The school primarily uses “Directory Information” for such things as:

- School yearbooks and school newspapers
- Publication of student directories
- Commencement programs
- Honor rolls and other school information about students in the media
- College, university, or other post-high school recruiters
- Parent organization mailing lists

In addition, federal laws require the school to provide military recruiters, upon request, with certain Directory Information: names, addresses, and telephone listings of students. This information will be shared with military recruiters unless parents or Eligible Student have advised the school that they do not want their student’s information disclosed without their prior written consent.

Procedure regarding name change and gender requests

Please contact the school office to discuss with either the ISMN Administration or ISMN Operations Manager (763- 656-2800 ext. 2001)

Disclosure of Personally Identifiable Information

Parent(s)/guardian(s) who do not want personally identifiable information (otherwise known as directory information) contained within a student’s educational records made public may file a written objection with the ISMN Administration in regard to the release to the public of such information within ten (10) calendar days following notice of these rights to students.

Records to be maintained

Insight School of Minnesota will maintain and store the following records:

- Annual School Board Report;
- State Audit Report;
- Personal Education Plans;
- Student Information Forms/Demographics;

- National Test Results;
- Student Transcripts; and
- Financial Reports

Records Storage

Records will be stored in accordance with applicable state standards and district policies.

Photo Release Statement

Photos of students, who are not identified by name and/or student ID number, may be published on school websites, illustrating student projects and achievements. In addition, your daughter or son's full name may be considered for publication on his/her school's web site. If published, his/her name will appear on pages with a clear school related purpose and will be included in further instructional and/or co-curricular activities. Permission for such publishing does not grant permission to share any other information about your son/daughter, beyond that implied by their inclusion on the web page(s). If you do not want your child's photo or name to be published on the website, please inform the Insight School of MN Operations Manager.

Appendix A

Acceptable Use of External Image and Links to External Websites Guidelines and Procedures

The outlined guidelines and procedures listed below are an example of operational efforts used to support the example policy pasted below. Customize the procedures to fit your school/state/Board policy. K₁₂ requirements and best practices include the following state and Board requirements, and clearly outline what steps key personnel are to follow for using external images and links to websites.

Example Policy

Section H- Human Resources; Policy Title: Acceptable Use; Policy Code: HA

Example Acceptable Use

K₁₂ strives to assure that all of its students participate in a curriculum designed to help them achieve success. As such K₁₂' has developed guidelines regarding the use of external materials which can be found in the K₁₂ HR handbook. Generally, the policy discourages use of materials outside of the K₁₂ curriculum.

Use of External Images

1. The teacher must then obtain permission to use and properly cite the image from the owner of the image.
2. If the teacher cannot identify the owner of the image to obtain the required permissions, the teacher cannot use the image
3. If permission is obtained, the teacher must send the written permission for use along with any limitations for such use for each outside image to the Academic Administrator.
4. The Academic Administrator will keep a log of each external material being used at the school level together with the written permissions and limitations on such permissions.
5. The Academic Administrator will track all limitations (e.g. for one year) and make sure they are adhered to.
6. There are some clip art images that are in the public domain, and teachers may use these images without having to obtain permission.

7. Below is a resource on how to find images in the public domain.
http://google.about.com/od/searchingtheweb/ss/find_public_domain_images.htm

Creating/Using a Link to an External Site

1. If a teacher wants to create and use a link to an external site within a document, or create and place a link on a homeroom page, he/she must follow the same process as above to obtain the requisite permissions from K₁₂ and the external source which owns the rights to the site the teacher wants to link to.
2. The teacher must first obtain permission from the Academic Administrator.
3. If the Academic Administrator gives permission to use the link, the teacher must then obtain permission to use and properly cite the link from the owner of the website the teacher seeks to link to. Some websites will clearly state a policy for linking to the site, whereas others are silent
4. If the teacher cannot find the stated policy or identify the owner of the website to obtain the required permissions, the teacher cannot use the link.
5. If permission is obtained, the teacher must send the written permission for use along with any limitations for such use for each external link, to the Academic Administrator.
6. The Academic Administrator will maintain a log of each external link being used at the school level together with the written permissions and limitations on such permissions.
7. The Academic Administrator will track all limitations (e.g. for one year) and make sure they are adhered to.

Appendix B

*Adopted:
MSBA/MASA
Model Policy
514 Orig.
2003*

Revised: Rev. 2014

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational the environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the

complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this

policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for

authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/ MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA

Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act) Minn. Stat. § 121A.69 (Hazing Policy)

Minn. Stat. § 124D.10 (Charter School)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act) 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence) MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships) MSBA/MASA Model Policy 501 (School Weapons Policy) MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment) MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination) MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination) MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention) MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy) MSBA/MASA Model Policy 711 (Video Recording on School Buses) MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



Student/Parent Handbook Acknowledgement

Date:

We acknowledge that we have read and understand the policies and procedures that are outlined in this handbook.

We acknowledge that ISMN reserves the right to update the manual at any time.

Student Name Printed: _____

Student Signature: _____

Legal Guardian Printed: _____

Legal Guardian Signature: _____