DEPARTMENT OF CORRECTIONS

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| **Policy Number:** | **770.010** |
| **Title:** | **Post-Secondary Education Student Code of Conduct and Academic Integrity** |
| **Effective Date:** | **01/02/25** |

**PURPOSE:** To provide consistent behavioral expectations for all post-secondary education students and a shared understanding for students about expectations for honesty in academics.

**APPLICABILITY:** All students housed in a Minnesota correctional facility and enrolled in a post-secondary education institution's prison education program.

**DEFINITIONS:**
**Academic deceit** – any deceptive or fraudulent act that creates or attempts to create an advantage or disadvantage for any student in a DOC post-secondary academic program.

**Academic evaluation** – any academic assignment, project, paper, performance, quiz, exam, comprehensive exam, or other evaluation assigned or offered for credit, intended to fulfill an academic requirement, or considered by the post-secondary education institution to provide an academic experience.

**Restorative justice** – a process that seeks to examine the harmful impact of a behavior on self and others, and then determines what can be done to repair that harm while holding the person who caused it accountable for his/her/their actions.

**Student code of conduct** – specific behavior that is accepted or prohibited in the education setting as well as any setting that is related to the education program.

**PROCEDURES:**
A. Student Code of Conduct
1. Student Responsibilities
All students have the responsibility:
a) For their behavior and for knowing and following all facility and education program rules, policies, and procedures;

b) To attend school regularly, except when excused, and to be on time to all classes and learning labs;

c) To follow facility-specific classroom seating requirements;

d) To make necessary arrangements for making-up work when absent from the class;

e) To respect and maintain facility and education program's property and the property of others;

f) To dress and groom in a manner that meets the expectations of the facility;

g) To conduct themselves in an appropriate physical and verbal manner; and

h) To recognize and respect the rights of others.

2. Behavior Expectations

a) Incarcerated/Resident students are subject to all DOC behavior-related policies, including such examples as:

(1) DOC Policy 105.040, "Workplace Violence Prevention and Response;"
(2) DOC Policy 202.057, "Sexual Abuse/Harassment Prevention, Reporting, and Response;"
(3) DOC Policy 301.030, "Contraband;"
(4) DOC Policy 301.040, "Tool Control;"
(5) DOC Policy 303.015, "Informal Sanctions;" and
(6) DOC Policy 303.010, "Discipline," including 303.010I, "Discipline Rules;"

b) In addition, the following are examples of unacceptable behavior in the post-secondary program which are subject to disciplinary action by the education partner as well as by the facility. These examples are not intended to be an exhaustive list. Any student who engages in any of these activities may be disciplined in accordance with DOC policy, or the post-secondary education program.

(1) Violations against property including, but not limited to, damage to or destruction of facility or education property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
(2) The use of profanity or obscene language, or the possession of obscene materials;
(3) Violation of Policy 770.030, "Post-Secondary Education Student Attendance and Movement;"
(4) Opposition to authority using physical force or violence;
(5) Engaging in physical touch with a post-secondary education employee or another student including body to body contact and/or object to body contact;
(6) Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation) or being under the influence of alcohol or other intoxicating substances or look-alike substances;
(7) Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation) or being under the influence of narcotics, drugs or other controlled substances, or look-alike substances, including one student sharing prescription medication with another student;
(8) Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including such examples as drugs or drug paraphernalia;
(9) Using, possessing, or distributing weapons, look-alike weapons, or other dangerous objects;
(10) Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
(11) Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;

(12) Possession, use or distribution of any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration, or detonation;
(13) Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the facility;
(14) Using any battery outside of its intended purpose (for example, stingers, arcing devices);
(15) Acts disruptive of the educational process, including, but not limited to, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
(16) Violation of Policy760.030, "Post-Secondary Education Student Use of Electronic Devices;"
(17) Possession or distribution of slanderous, libelous, or pornographic materials;
(18) Falsification of any records, documents, notes, or signatures;
(19) Tampering with, changing, or altering records or documents of the facility or post-secondary education institution by any method including, but not limited to, computer access or other electronic means;
(20) Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of technology to accomplish this end;
(21) Impertinent or disrespectful language toward post-secondary education institution staff;
(22) Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons, or which otherwise endangers the health, safety, or welfare of teachers, students, facility personnel, or other persons;
(23) Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
(24) Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
(25) Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people.
(26) Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
(27) Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, or status regarding public assistance, disability, national origin, or sexual orientation;
(28) Disobedience or insubordination to teachers or facility personnel;
(29) Violation of rules, regulations, policies, or procedures, including but not limited to, those policies specifically enumerated in this policy; and/or
(30) Other acts, as determined by the facility or post-secondary education institution, which are disruptive of the educational process or dangerous or detrimental to the student or other students, or which violate the rights of

others or which damage or endanger the property of the facility, or which otherwise interferes with or obstruct the mission or operations of the facility or the safety or welfare of students or employees.

c) If students violate a DOC policy, especially those listed in section A.2.a), above, the education partner employee must notify the post-secondary education director. If a dangerous infraction occurs in class, the education partner employee must summon help from DOC staff.

B. Behavioral Consequences within the Post-Secondary Education Program

1. Restorative Justice
Students found responsible for behavior violations may be given the opportunity to participate in a student conduct process, which may include an agreement including both restorative justice as well as sanctions.

2. Cognitive Development Work

a) Students found responsible for behavior violations may be given the opportunity to participate in interventions or activities designed to promote critical thinking, problem-solving, decision-making, and other cognitive abilities. The goal is to support the intellectual development and growth of students, helping them acquire new knowledge, skills, and perspectives that can contribute to their rehabilitation, participation in post-secondary education, successful reentry into society, and overall well-being.

b) Cognitive development work and restorative justice may be used together to support and reinforce students as they learn from behavior violations.

3. Dismissal from Class
Post-secondary education teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, or other adult-related behavior management strategies. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher has the authority to dismiss the student from class and notify the appropriate facility staff immediately.

4. Removal from Program

a) Students found responsible for behavior violations may be given sanctions that include suspension or expulsion from the post-secondary education program.

b) Students found responsible for three or more behavior violations may be suspended or expelled from the post-secondary education program.

5. The director of post-secondary education must retain documentation of any students who receive post-secondary education specific discipline or are removed from the post-secondary education program.

C. Student Academic Integrity Obligations
All incarcerated/resident students participating in the prison education program must follow the student academic integrity policy of the partner post-secondary education institution. If the post-

secondary education institution does not have a student academic integrity policy, then students must meet the following requirements:

1. All students must act with honesty and integrity.

2. Students must not engage in any academic dishonesty, which includes attempting or engaging in any of the following:
   a) Academic deceit;

   b) Referring to unauthorized materials, sources, or devices (for example, Internet resources, audio recorders, personal electronic devices, text messages, crib sheets, calculators, solution manuals, or materials from previous classes) during an academic evaluation;

   c) Possessing, buying, selling, obtaining, posting on a site accessible to others, or reviewing materials from a site accessible to others, or using, without appropriate authorization, any materials intended to be used for an academic evaluation in advance of its administration;

   d) Using a substitute or acting as a substitute for another person in any academic evaluation;

   e) Relying on the aid of others, including other students or tutors, in connection with any academic evaluation to the extent that the work is not representative of the student's abilities;

   f) Providing inappropriate aid to another person in connection with any academic evaluation, including the unauthorized use of materials, electronic devices, photocopies, notes, or other means to copy or photograph materials used or intended for academic evaluation;

   g) Plagiarism, or the use of another's words, ideas, materials, or work from the Internet or any other source without properly acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work or materials and for acknowledging and documenting the source appropriately;

   h) Claiming credit for or submitting work done by another or through the unauthorized use of technology;

   i) Signing an attendance sheet for another student, allowing another person to sign on the student's behalf, or otherwise obtaining credit for attendance for oneself or another without attending;

   j) Falsifying or misrepresenting hours or activities; or

   k) Attempting to influence or change any academic evaluation, or academic record for reasons having no relevance to academic achievement.

D. Americans with Disabilities Act (ADA)

Students in need of ADA accommodations should be encouraged to refer to Policy 740.020, "Post-Secondary Education Standards for Student Accessibility/Accommodations," and Policy 204.035, "Secondary Education."

**INTERNAL CONTROLS:**

A. The director of postsecondary education retains documentation of any students who receive postsecondary education specific discipline or are removed from the postsecondary education program.

**REFERENCES:** Policy 105.040, "Workplace Violence Prevention and Response"
Policy 202.057, "Sexual Abuse/Harassment Prevention, Reporting, and Response"
Policy 204.035, "Secondary Education"
Policy 301.030, "Contraband"
Policy 301.040, "Tool Control"
Policy 303.010, "Discipline," and the attached 303.010I, "Discipline Rules"
Policy 303.015, "Informal Sanctions"
Policy 740.020, "Post-Secondary Education Standards for Student Accessibility/Accommodations"
Policy 760.030. "Post-Secondary Education Student Use of Electronic Devices"
Policy 770.030, "Post-Secondary Education Student Attendance and Movement"

**REPLACES:** All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** None

**APPROVALS:**
Commissioner of Corrections