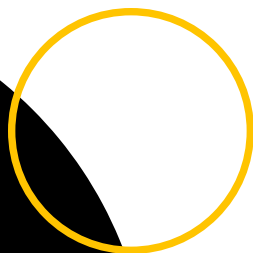
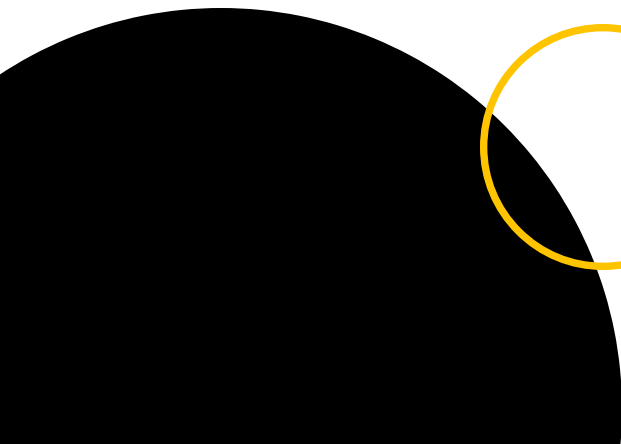
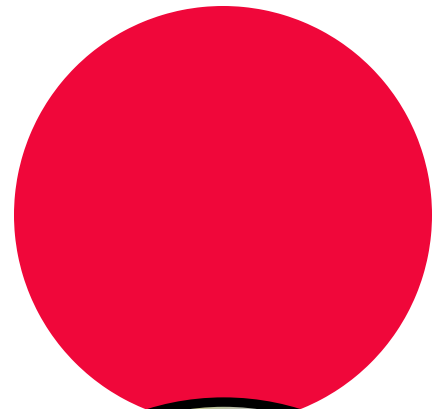
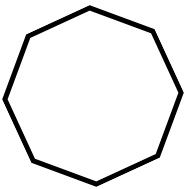


# Elementary Student Handbook



**EDEN PRAIRIE SCHOOLS**  
Inspiring each student every day



# 2018-19 Elementary Handbook

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## Introduction and welcome

Dear Eden Prairie Schools Families,

Eden Prairie Schools believes parent and family involvement is one of the primary keys to student success. In working together, all of us - staff members, parents, students and community members - work together to achieve the very best for our students.

I believe it is our purpose to create an environment of care and support where each student is inspired every day. In partnership with the School Board, the district has developed comprehensive policies and procedures that define our students' rights and responsibilities and provide for a positive learning environment.

This handbook serves as a resource for students and families to help understand these policies and their alignment with district procedures. Eden Prairie Schools parents/guardians are asked to review this important handbook with their student(s). In addition, schools will review the handbook with students at the beginning of the school year.

Thank you for taking the time to review this important resource. Together we can continue to inspire each student every day.

Sincerely,

A handwritten signature in blue ink, appearing to read "Josh Swanson", with a long horizontal flourish extending to the right.

Dr. Josh Swanson

## Schools and daily schedules

Cedar Ridge Elementary  
8905 Braxton Drive  
Eden Prairie, MN 55347  
Phone: 952-975-7800  
School Hours: 8:40 a.m. – 3 p.m.

Eagle Heights Spanish Immersion  
13400 Staring Lake Pkwy  
Eden Prairie, MN 55347  
Phone: 952-975-7700  
School Hours: 9:05 a.m. – 3:25 p.m.

Eden Lake Elementary  
12000 Anderson Lakes Pkwy  
Eden Prairie, MN 55344  
Phone: 952-975-8400  
School Hours: 9:20 a.m. – 3:40 p.m.

Forest Hills Elementary  
13708 Holly Rd  
Eden Prairie, MN 55346  
Phone: 952-975-8400  
School Hours: 8:40 a.m. – 3 p.m.

Oak Point Elementary  
13400 Staring Lake Pkwy  
Eden Prairie, MN 55347  
Phone: 952-975-7600  
School Hours: 9:05 a.m. – 3:25 p.m.

Prairie View Elementary  
17255 Peterborg Rd  
Eden Prairie, MN 55346  
Phone: 952-975-8800  
School Hours: 9:20 a.m. – 3:40 p.m.

## Academic Success

The Eden Prairie School District is committed to the academic success of all students. We know you have entrusted your student's education to us, and we promise to work as hard as possible to educate each child in a caring, safe environment.

## i-Learn Expectations

The mission of Eden Prairie Schools is "To inspire each student to learn continuously so they are empowered to reach personal fulfillment and contribute purposefully to our ever changing world". Our world is changing with a new generation who never knew life without the Internet. Technology is a major tool in our personal lives as well as many professions. Our students will be prepared to demonstrate digital responsibility, technological awareness and the ability to use technology to create, research, communicate and produce in the academic and professional setting. *i-Learn@EP* is about creating engaging curriculum, dynamic learning environments and students who are better prepared for the world beyond our school doors; it is not about the device, but rather how to use the device in education.

## Eden Prairie Schools Expectations for Student Learning:

- Engaging and relevant learning experiences and development of life skills
- Learning experiences that encourage cooperation, collaboration, and innovation
- Use current technology to create, research, communicate and produce academically sound products
- Demonstrate respect, self-control, ethical behavior and empathy as classmates and members of our communities
- Being responsible citizens in our schools and communities, as well as the digital world

## Family Involvement

Learning at Home: Research supports that families are the earliest and the most significant teachers in a child's life. A child's value of education and lifelong learning is also impacted by teachers, caregivers, and outside influences. Families know their child best, and can help foster learning by linking current and past experiences, by asking questions that help the child reflect, and by supporting the child's growing knowledge of self and what works best for him or her. More information about how families can take an active role in their students' education can be found at [www.edenpr.org](http://www.edenpr.org).

## Student Support Services

- **English Language Services**
  - Specialized English language instruction and support is available at each school for English Learners. Instruction is directed at acquiring both social and academic language.



In addition to specialized services, enrichment occurs within the classroom through teacher differentiation of curriculum and instruction for our multi-language learners.

- **Extended Day Math and Reading Program (Targeted Services)**
  - Before- or after-school math and reading programs are offered at each elementary school. Teachers work with students who are not yet proficient in reading and mathematics.
  
- **Psychologist**
  - Each elementary school has available the services of a school psychologist. This individual is involved with children, families, and school teams to support students and their educational programming needs.
  
- **Instructional Specialists**
  - These content specialists support students and staff to ensure high-quality instruction and student achievement in the areas of reading and/or math.
  
- **Social Worker**
  - Each elementary school has available the services of a school social worker whose role is to support the emotional/social growth of children. The school social worker works with families, teachers, and other staff to address concerns about student achievement, behavior, etc., and facilitates connections to needed social and mental health services.
  
- **Special Education**
  - Special Education services are available to any student eligible for specific disability services as defined by state and federal law. Disability areas include speech/language, emotional behavioral disorders, other health disabilities, physically impaired, traumatic brain injury, visually impaired, deaf/hard of hearing, specific learning disabilities, autism spectrum disorder, visually impaired, cognitive disabilities, and severely multiply impaired. A student may also be eligible for services because of a specific developmental delay through age seven. Students may be referred for a Special Education assessment by parents or teachers. Parents will be involved in a review of the evaluation and the decisions regarding eligibility and services. Services are described through the development of an Individual Education Plan (IEP). Students are served in accordance with district, state, and federal guidelines.
  
- **Assessments**
  - During all testing, please ensure that your child gets plenty of rest and a nourishing breakfast. District-wide, these assessments are used to evaluate curriculum and instructional effectiveness. Individually, the tests are used to evaluate each student's progress. Test results are shared with parents after each testing period.

- **Fast (FastBridge Learning)** assessments are administered to K-6th grade student in the fall, winter and spring.
- **F&P (Fountas & Pinnell)** are administered to K-6th grade students in fall, winter and spring,
- **MCA-III (Minnesota Comprehensive Assessment)** in Math and Reading are given to all 3-6 grade students in the spring. Science MCA assessment are given to 5th grade students in the spring.
- [The Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form has been revised and is posted on the MDE website and on our district website.](#)
- **CogAt 7** assessments will be administered to all students, grades 2 and 4 in October.
- **Fast and F&P** as well as other assessments may be administered to some students at other times of the year in order to monitor progress.

## Personalized Learning

### Gifted and Talented Services:

KEY is a program for gifted and talented students in second through sixth grade. KEY students engage in activities utilizing problem solving, higher level thinking skills and advanced topics. Parents or teachers may recommend a child for these KEY services. When this occurs, students are assessed using multiple criteria. A district team then reviews and evaluates the data to determine whether this child will benefit from inclusion in the program. In addition to specialized services, enrichment occurs within the classroom through teacher differentiation of curriculum and instruction. The KEY program is separate from the Mosaic program. The district also has an acceleration policy for core subjects in those rare instances where subject or grade acceleration best meets the student's educational needs.

### MOSAIC - Full Day Program for Highly Gifted Learners

Elementary Eden Prairie Schools has implemented MOSAIC, a full-day classroom program for highly gifted students, with 4 classrooms at Eden Lake Elementary and 4 classrooms at Prairie View Elementary. This program will provide challenging curriculum at an accelerated pace while meeting the unique academic and social/emotional needs of highly gifted learners in a supportive educational environment. Currently these classrooms are serving qualifying students in grades 3 through 6 from across the district. There is an application process and criteria for entrance to the Mosaic program.

## Communications

### Alerts

The district has the ability to call and email all district families. In order to help ensure that you receive these important messages, please go to [www.edenpr.org](http://www.edenpr.org) and make sure that we have the correct email

address and phone numbers for us to use. You can update your email address and cell phone number yourself by logging into the parent portal and click on "Family Members". Make the necessary changes and click "Update" in each cell that you change. If you have moved or changed your primary home phone number, please contact your students' schools to have that information updated in the system. Contact us with questions at (952) 975-7094 or [helpline@edenpr.org](mailto:helpline@edenpr.org).

Families can also receive time-sensitive notifications, such as school closures and weather-related information via the [district mobile app](#). The app is free and available for Apple, Android or Windows devices.

### **Backpack**

Elementary school students frequently bring home information from the classroom and the office for parents/guardians to review. Please watch for this information in your child's backpack.

### **Changes in Student Information**

If you have any address, home or work phone number changes during the school year, it is very important that families notify your child's teacher and the office. The office needs current telephone numbers in case you need to be reached during the day. Also, these changes will be used to keep school district census information up-to-date. Families will then be assured of receiving all school-related mailings.

You can update your email address and cell phone number yourself by logging into the parent portal and click on "Family Members". Make the necessary changes and click "Update" in each cell that you change. If you have moved or changed your primary home phone number, please contact your students' schools to have that information updated in the system.

### **Conferences**

Eden Prairie Schools recognizes the importance of families and teachers working together. Families and teachers communicate and build relationships at conferences. There are two reporting conferences during the school year. Please come prepared with any questions you have concerning your child's education and social adjustment. This is also an opportunity to meet with art, music, physical education, world language, specialists, or special services teachers.

### **Contacting Your Child**

If you need to contact your child during the school day, call your school's office. Students are not permitted to use cell phones during the day. It is important that you contact your child's school before 2 p.m. if there are changes to your child's normal after school routine that affects their mode of transportation. Please do not email teachers with end of the day messages as they may not be received on time.

## Email

Email is one of the most cost-effective, timely, efficient ways for your teacher, principal, and the district administration to communicate with families. You can update your email address and cell phone number yourself by logging into the parent portal and click on "Family Members." Make the necessary changes and click "Update" in each cell that you change. If you have moved or changed your primary home phone number, please contact your students' schools to have that information updated in the system.

## End of Semester Report Cards

End of semester report cards will be available online by logging onto the district website, [www.edenpr.org](http://www.edenpr.org), with your username and password. If you need assistance with your username or password, contact the website helpline at [helpline@edenpr.org](mailto:helpline@edenpr.org) or (952) 975-7094. The timeline for grading and reporting will be posted on the district's website; school officials will inform families when report cards are ready to view.

## Parent Problem Solving How To's

Throughout the school year, situations regarding the program at your elementary school may arise which cause concern for parents, teachers, students, or community members. The process described below is structured to promote resolving situations quickly to the satisfaction of all parties involved. This process also encourages those people closest to the situation to examine and develop solutions to concerns. A positive resolution of these situations enhances communication, builds trust between members of the school community, and benefits the educational program for the students. These are the steps designed to resolve problem situations quickly and satisfactorily. Please use these steps if you have a concern:

- **Step 1 – Contact the appropriate staff member:** The first step in resolving a concern is to discuss it with the staff member(s) involved, i.e. the teacher, associate principal, principal, etc. More than 95 percent of all concerns are resolved at this level.
- **Step 2 – Contact the principal:** If Step 1 does not resolve the concern, discuss it with the principal. He/she is the instructional leader in charge of the school and the person responsible for handling concerns regarding the school's operation. The principal can share school information and explain policies, guidelines and procedures. He/she is open and willing to listen to your concerns.
- **Step 3 – Contact the appropriate district administrator:** If the previous steps have been unsuccessful, contact the appropriate district administrator or the superintendent. We sincerely hope that we can work together to solve problems as they arise. Please know we believe clear, open, honest, and two-way communication is the key to preventing problems, miscommunication, misinterpretations, or other concerns.

## Publications

Families with students attending Eden Prairie Schools receive print and electronic publications from the district. To ensure you're receiving electronic communication from the district and your school, log onto the district website, [www.edenpr.org](http://www.edenpr.org). You can update your email address and cell phone number yourself by logging into the parent portal and click on "Family Members". Make the necessary changes and click "Update" in each cell that you change. If you have moved or changed your primary home phone number, please contact your students' schools to have that information updated in the system. Each school uses electronic communication. Communication includes news on upcoming events, changes in school policy, and reminders. Classroom teachers also keep parents informed with electronic communication through websites, Schoology, and e-mails. This information is also posted on your school website and can be obtained through requested hard copy.

### **Registering your child**

If your child attended an Eden Prairie School last year, they will automatically be registered for the current school year and you will receive information from your child's teacher prior to the beginning of the school year. Preschool children who are listed on census information will automatically be sent kindergarten registration information. Census information forms are sent out each year via the district office. If you are new in the area, please contact our District Central Registration Office for registration materials. You may either pick up the forms at the Administrative Services Center or call 952-975-7008 and have them mailed to you.

### **Weather-Related Closing**

District families will be notified of any emergency school closures through the emergency phone system and district emails. If you don't see or hear any announcement, assume that school will be in session.

Additional Resources:

Website: [www.edenpr.org](http://www.edenpr.org) Radio: WCCO radio (830 AM)

Phone: (952) 975-7000 TV Channels: 4, 5, 9, and 11

Emergency School Closing Forms will be completed by all families at the beginning of the school year, so that if school dismisses early students will have a backup plan in place. Students may not remain at school since staff will also face hazardous travel home. If school dismisses early, the building will be closed for after-school and evening activities (such as sports, scouts, PTO meetings, and community education classes). If your child goes to an after-school program at a location other than school, please check with them regarding their closing policy. Again, have a backup plan in place.

### **Website**

Our district website, [www.edenpr.org](http://www.edenpr.org) allows you to stay in closer contact with Eden Prairie Schools – click the "Schools" menu to find the website for your school. Information available online includes general information, teacher web pages, supply lists, calendar, lunch menus, newsletters, parent involvement, etc.

## Student Behavior

### Expectations of Adults and Students

#### Philosophy of Behavioral Expectations for Adults and Students

##### Adults will:

1. Create a balanced approach for all learning
2. Create a climate for learning that includes:
  - Opportunities for students to explore and construct their learning through choice, practice, trial, error and reworking
  - Knowing the students culturally, and individually, by being fully cognizant of their strengths and interests
  - Co-creating classroom rituals that maximize learning bell-to-bell
  - Creating a climate that respects difference and allows for multiple perspectives without hurting others
  - Fostering opportunities for students to determine responsibility in meeting academic, social, and emotional expectations in monitoring their self-control

##### Students will:

1. Participate fully in the learning experience, including curricular, co-curricular and extracurricular activities, from the moment he/she is on the bus until s/he is returned home, at all district activities and events.
2. Participate actively in the learning experience by being fully engaged, fully prepared, raising engaging questions, and effectively and positively communicating with all students and staff.
3. Participate actively in the learning experience by sharing information about themselves— strengths, weakness, and culture to create common bonds in curricular, co-curricular and extracurricular activities.
4. Participate actively in the learning experience by respecting differences while asserting perhaps a divergent viewpoint, doing so without harm to the other students, staff, team, other leader, and property.
5. Demonstrate empathy (knowing others) to build fruitful relationships that create a cohesive learning opportunity for all and through self-control behave in an ethical manner from the moment he/she is on the bus until s/he is returned home.
  - **If a student is unable to demonstrate how to be Safe, Responsible, and Kind and disrupts the learning for other students, adults may:**
    - Re-direct and re-instruct, work with and ensure that student fully understands the expectations
    - Work in partnership with family, students, staff and other significant adults to determine additional strategies and/or consequences
    - Create an accountability system with the student and parent/guardian with clear consequences or processes for resolution for additional violations
    - Refer to Peer Mediation or Conflict Resolution or other proven processes

- Determine if there are extenuating physical, emotional or mental challenges
- Submit referral as required
- Move to remove from class, suspension, or expulsion

### **Severe Behavior**

The Eden Prairie Schools' student management program is based on the foundation that students have a right to be educated in a manner which is not disrupted by the behavior of other students. Teachers or adults in authority have the responsibility to require appropriate behaviors of all students so they can deliver instruction effectively. Behaviors which are considered "severe" will be met with a stricter set of consequences, depending on the severity of the behavior, the frequency of the occurrence, and the student's age. Severe behavior incidents are as follows:

- Repeated refusal to cooperate
- Fighting/assault/or causing physical harm to another
- Use/possession of controlled substances including tobacco
- Written or verbal threats
- Property damage
- Stealing
- Possession of a weapon or toy replica weapons
- Harassment of another individual, including hazing, sexual or racial harassment, or verbal abuse
- Attempting to access inappropriate websites when working on the computer
- Other behaviors that cause excessive disturbance to the school day

These behaviors are subject to one or more of the following consequences:

- Parent phone call and conference
- Restitution
- In-school or out-of-school suspension
- Referral to outside agencies
- Referral to Eden Prairie Police Department
- Recommendation for expulsion

The Pupil Fair Dismissal Act (Statutes 121A.40-121A.56) will be followed with reference to any out-of-school suspension.

### **Safe and Supportive Schools**

Eden Prairie Schools believes each student, regardless of age, race, gender, ability level, religious beliefs, national origin, sexual orientation (actual or perceived), or physical attributes, deserves the right to be educated in an environment that does not interfere with their educational opportunities or ability to participate in school functions or activities or receive school benefits, services, or privileges. To that end, acts of bullying towards another student or groups of students will not be tolerated and will be dealt with in a swift and serious manner.

According to the Minnesota Safe and Supportive Schools Act bullying means any intimidating, threatening, abusive, or harming conduct that is objectively offensive in nature. Furthermore, there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is **repeated or forms a pattern**. The act of cyber-bullying which refers to bullying others by using technology or other electronic devices, or retaliation for asserting, alleging, reporting, or providing information about bullying or knowingly making a false report about bullying in any form are prohibited as well. **Bullying does not refer to a one-time argument or disagreement between students.**

Our intent is to create and maintain a safe and welcoming environment by taking a proactive rather than reactive approach. To prevent or stop bullying or cyber-bullying behaviors we will provide ongoing training around anti-bullying techniques and strategies for all staff and students.

If bullying occurs on any district property (i.e. school building, school grounds, bus stop, walking route to and from school, school bus, school related vehicles) or at any school-related function, school-sponsored activity, event, or trip, the incident should be reported to the building's designated primary contact person (principal, associate principal, or social worker) who will begin an investigation as soon as possible. If bullying/cyber-bullying takes place off of school property and impacts the educational process, it should be reported to the school. In the event an act of cyber-bullying has occurred the same protocol will be followed.

If the result of the investigation concludes bullying or cyber-bullying took place the offender(s) could receive consequences ranging from written conduct reports to loss of privileges during the school day to in or out of school suspensions depending on the severity of the incidents.

## **Student Life**

### **Attendance**

We believe each student should be in school every day. Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. Class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. Eden Prairie Schools is a participant in the Hennepin County Attorney's Office be@school program. This program seeks to improve school attendance and increase the opportunity for Hennepin County's children to realize their potential. In collaboration with the County efforts, Eden Prairie aims to have each student attend school every day. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in



session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

### **Late Arrival/ Early Departure**

**Eden Prairie students arriving late or leaving early must have parents call the attendance line.** The message should include the parent/guardian's name, student name, and reason for absence. Excused reasons for being late or leaving early will follow the same listing as excused absences. Students who are late due to oversleeping or missing the bus are considered unexcused and may be counted as tardy or in some cases, as an unexcused absence.

### **Excused Absences**

The following reasons shall be sufficient to constitute excused absences:

1. Illness
2. Serious illness in the student's immediate family
3. A death or funeral in the student's immediate family or of a close friend or relative
4. Medical, dental, or orthodontic treatment, or counseling appointment
5. Court appearances occasioned by family or personal action
6. Religious instruction not to exceed three hours in any week
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Official school field trip or other school-sponsored outing
9. Removal of a student pursuant to a suspension.
10. Religious observance
11. Family vacation (limited to 5 days per year) handled as excused absences and students will be permitted to complete make-up work
12. Family emergencies
13. A student's condition that requires ongoing treatment for a mental health diagnosis

In order for an absence to be excused, a parent needs to call the school attendance line prior to, or the day of the absence. The parent needs to state when the child will be absent and explain the reason for the absence. Students whose absences are excused are required to make up assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students who accumulate excessive absences, even when excused, will work with the school staff and parents to develop a plan to assure attendance at school daily.

### **Tardiness**

Students are expected to be in their assigned area at the start of school or the start of a class. Failure to do so constitutes tardiness.

### **Procedures for Reporting Tardiness**

Students tardy at the start of school must report to the school office to be signed in. Tardiness between class periods will be handled by the teacher.

### **Excused Tardiness**

Valid excuses for tardiness are:

1. Illness
2. Serious illness in the student's immediate family.
3. A death or funeral in the student's immediate family.
4. Medical, dental, orthodontic, or mental health treatment.
5. Court appearances occasioned by family or personal action.
6. Physical emergency conditions such as fire, flood, storm, etc.
7. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

### **Unexcused Tardiness:**

An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

### **Unexcused Absences or Truancy**

These are examples of absences that will not be excused:

1. Truancy which is an absence that is not approved by the parent and/or the school district
2. Any absence where the student/ family failed to comply with any reporting requirements of the school district's attendance procedures
3. Work at home
4. Work at a business, except under a school-sponsored work release program.
5. Vacations with family without prior notice and exceeding 5 days
6. Any other absence not included under the attendance procedures set out in this policy

### **Consequences of Unexcused Absences**

- School district staff will work with the parent, student and the Hennepin County Attorney's office be@school program and follow the three-day notification and six-day Parent Group Meeting process.
- If unexcused absences continue after following be@school process, the Hennepin County Attorney's office will follow with necessary legal action to ensure attendance at school.
- Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56.
- Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- Along with following the Hennepin County Attorney's be@school programs, the student or his or her parent or guardian may, within a reasonable time, request a conference with school

officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

### **Before and After School Activities**

All our elementary schools offer unique activity opportunities for students. Examples include Student Council, Run Club, and Destination Imagination. Ask for information about activities for your student from your school's office.

### **EPIC Offered through Community Education**

The EPIC program will ignite interest and challenge students in a fun, safe, and supportive atmosphere. Enrichment and recreational classes are open to all Eden Prairie students in grades k-6, and are conveniently held right at school (class days and fees vary). Flyers will be sent home from school with your child. Questions may be directed to Eden Prairie Schools' Community Education at 952-975-6940.

### **Dress Code**

Appropriate dress is a necessary component in providing an optimal learning environment. Students may not wear clothing that presents inappropriate language (as determined by each classroom teacher or administrator), drug or alcohol advertising, or ethnic, racial, or sexist put-downs. Your clothing must not become a distraction to the educational environment. Clothing that does not cover the shoulders, midriff and chest, clothing that does not cover undergarments, and undergarments that are worn as outer garments, are all examples of dress that creates a distracting environment. Students who wear such clothing will be required to change clothes. (The school will provide appropriate clothing.) Types and amounts of clothing worn should be appropriate for weather forecasts. Hats and caps must be removed inside the building. Students need to wear boots when there is snow or ice. Sweaters, jackets, snow pants, boots, hats, and mittens should be labeled with the student's name. Gym shoes are required for safety when participating in physical education activities.

### **Field Trips**

Field trips are designated for each grade level. Permission slips and information will be sent home prior to the trip. The permission slip and payment (if any) should be returned to your child's classroom teacher as soon as possible. No student will be permitted to go on a field trip without a signed permission slip. No child will be denied the opportunity to go on a field trip because of its cost. If your child needs financial assistance in order to participate in a field trip or other school activity, please contact your school principal.

### **Homework/Study Time**

Homework/study time policies vary from grade to grade, among the teachers, and from subject to subject. Literacy is the foundation of all student achievement; it is our expectation that all students

spend at least 15 minutes each day reading. Occasionally, parents misunderstand the difference between homework and “unfinished work” or “make-up work”. Unfinished work and make-up work are not considered to be homework/study time by the school. Rather they are an individual responsibility that the student is expected to complete on his/her own time.

### **Lockers**

Students are advised not to store valuables in their assigned lockers as the school district cannot reimburse families if personal property is stolen. Items left in lockers at the end of the school year will be donated to charity. School lockers and student desks are the property of the school district and may be searched by school authorities with reasonable cause. More information can be found under the Search Policy heading in back of this handbook.

### **Lost and Found**

Please label all items of clothing. Students always have access to the lost and found area at their school. Parents are encouraged to look through the lost and found items on conference days and times they visit the school. If you do not find a lost item, please ask in the office. Unclaimed items will be donated to PROP at various times throughout the year.

### **Lunch and Breakfast**

Students can either bring a lunch from home or purchase a lunch at school with milk included. School lunch choices include the daily menu in the mainline, soup and sandwich, or soup and salad. A student bringing a lunch from home can purchase milk. Reduced-price and free breakfasts and lunches are available for those who qualify. For more information about this program, please call 952-975-8055. Lunch menus and answers to frequently asked questions are available online.

### **Lunch PINS**

Each student is assigned an account with a personal identification number (PIN) at the beginning of the school year. Lunches will be paid for by a student entering the PIN number on a keypad at the end of the serving line and saying their first and last name to the cashier. Families must pay for meals in advance by sending a check to school payable to Eden Prairie Schools. Please print your child’s name and PIN number on the check. You will be notified when the account balance runs low. Money remaining in a student’s account at the end of the year will be transferred to the next year’s account, even if they are moving on to a different Eden Prairie School. Parents can also go to the Food Service webpage on the district website, [www.edenpr.org](http://www.edenpr.org) to make online payments with FeePay and review history and meal account balance. This is a secure, fast, and friendly online way for parents and guardians to manage their children’s school food service account.

### **Parental/Sibling Visits During Lunch**

Parents are welcome and encouraged to join their children during their assigned lunch period and do not need to notify the school in advance. Parents are encouraged to use their child’s PIN number.

### **Parties and Treats**

--Birthday Invitations: Birthday party invitations for personal parties should not be distributed at school. By adhering to this policy, we alleviate hurt feelings and friendship dilemmas. Please handle the

distribution of invitations outside of the school environment. The school directory may be helpful in this process.

--Birthday Treats: **In light of our district Wellness Policy, students should not bring birthday treats or gifts of any kind.** Our classroom teachers may acknowledge and celebrate the birthdays of their homeroom student in unique and individual ways.

### **Recess/Playground**

Students will have approximately 20 minutes for recess and will go outside for recess —Should there be a request for a child to stay indoors,-a doctor’s request / permission must be provided and should state how long the restriction is to remain in effect. It is important that children be prepared to go outside with appropriate outdoor clothing: boots, mittens, gloves, jackets, snow pants, and hats. Note: If students are in need of winter clothing, please contact the social worker. The Eden Prairie service organization, People Reaching Other People (PROP), provides us with warm clothing for children in need. All playgrounds are adult supervised and have the necessary equipment needed for recess activities. Students should not bring their personal equipment (balls, bats, footballs, frisbees, etc.) from home.

### **Playground Behavior**

Specific behaviors are necessary to provide a safe environment on the playground. These guidelines are shared with all students, posted in classrooms, and will be reinforced by the playground supervisors. If students choose inappropriate behavior on the playground, specific consequences may occur;

### **School-Aged Before and After School**

All elementary schools have before- and after-school childcare programs which run from 6:15 a.m. to the start of school and after-school to 6 p.m. On non-school days, a full day of programming is available. For more information, log onto [www.edenpr.org](http://www.edenpr.org).

### **Weather**

The decision on whether or not to keep the students indoors is made each day prior to lunch. The following weather conditions necessitate the students to remain inside for recess with alternative recreation provided: it is raining, the temperature drops below -10 degrees, or the wind-chill is -10 degrees. Other weather circumstances could also lead to students remaining inside for recess.

### **Student Telephone Use**

General student use of the school telephone is limited; students may use the telephone at school only when absolutely necessary. Arrangements for transportation, visiting or going home with another child, or other social reasons should be arranged before the child leaves home in the morning. Parents needing to leave a message for their child should contact the school office prior to 2 p.m. Parents should not contact their children via text, personal calls, etc. during the school day.

## Technology and Digital Learning

### Electronic Devices

All students are provided iPads as learning tools for all grade levels, K - 6. Your child's teacher will communicate with you regarding specific classroom procedures and expectations. Filtered and monitored internet access is provided when the student connects to our wireless network. If students bring a mobile device to school, the school is not responsible for loss, damage, or theft.

Students using personal electronic equipment during the day without teacher permission may lose possession of the item, and parents may be asked to pick the item up in the school office. Personal electronic devices such as laser pointers, electronic games and devices are not allowed at school.

### Responsible Digital Citizenship:

Being a responsible citizen in our schools, communities and the digital world requires responsibilities adapted for a changing world. We embrace the following conditions of being a digital citizen:

- Respect yourself. I will select names that are appropriate. I will consider the information and images I post online.
- Protect yourself. I will protect my personal details, contact details or a schedule of my activities.
- Respect others. I will NOT use technology to bully or tease other people.
- Protect others. I will protect myself and others by reporting abuse, and not forwarding inappropriate or hurtful materials or communications.
- Respect & protect intellectual property. I will suitably use and cite and all content use intellectual property (websites, books, media, software, etc.) according to the copyright or creative commons licensing.

**Access to Eden Prairie Schools' owned technology is a privilege and not a right. At any point access to devices, internet and the like can be revoked.**

### Student Digital Responsibility: As listed below, but not limited to:

#### Personal Safety

Do not send any message that includes your personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Do not send information regarding your schedule (where you are/will be, timing, dates, etc.).

#### Password Protection

Never share your password, steal or use another person's password. If a password is lost or compromised the student or teacher should call the technology helpdesk. A technology support specialist will help resolve the password issue.

#### Privacy

**Students and families need to know that files stored on school computers are not private.** Network and Internet access is provided as a tool for educational purposes only. Eden Prairie Schools (EPS) has

the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of EPS and no user shall have any expectations of privacy regarding such files.

### **Online Etiquette**

Follow the guidelines of accepted behaviors within your schools' handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use this device to make, distribute or redistribute jokes, stories, to bully anyone, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

### **Blogging and/or Podcasting**

Use of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home, or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other Web 2.0 tools.

### **Plagiarism/Copyright/Licensing**

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in your school's handbook. In addition, students must adhere to the copyright laws of the United States (P.L 94-553) and the Congressional Guidelines that delineate it regarding software, authorship and copying information. All students should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused.

### **Proxies**

The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

### **Accessing/Posting Inappropriate Material**

Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (including photos of students and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of this agreement.

### **Photos and Video**

Students are not to take pictures or videos of staff or students without staff permission. Any student use of cameras in Eden Prairie Schools should be part of a class or club activity. Unapproved camera use is a violation of this agreement.

### **Malicious Use/Vandalism**

Any malicious use, disruption or harm to the school unit's technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses, is a violation of this agreement.

No student shall obtain or try to obtain other students' accounts, files, and/or data. Students are NOT to remove or attempt to remove or circumvent the management system or modify the operating system and software installed on each iPad. Using or possessing hacking software is a violation of this agreement. Students who attempt to hack or "jailbreak" any EPS iPad will be in violation of this agreement.

### **Tech Support**

If technical difficulties arise with the iPad, or non-conforming content is discovered, the iPad will be restored by Tech staff. If the Technology staff needs to restore the iPad, the District is not responsible for the loss of content put on the iPad by the student.

## **Information Regarding the iPad in Eden Prairie Schools**

### **iPad General Precautions**

- Students should come to school each day with a charged iPad.
- **The iPad is Eden Prairie Schools' property.**
- The iPad must remain free of any writing, drawing, stickers, or labels that are not issued and placed onto the device by EPS staff.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- Never expose an iPad to extreme temperatures, direct sunlight, or prolonged periods of time in rooms that are not at a normal room temperature.
- iPads must be kept in a secure location at all times; it is the student's responsibility to know where their iPad is at all times. For students taking devices home, Do NOT leave unsupervised, or lend to friends or family members outside of your home. During times when the iPad is not needed, place the iPad in a secure location within the classroom.

### **iPad Cases**

Acknowledging the importance of a protective case for the iPad, Eden Prairie Schools invested in purchasing protective cases for all of the iPads. iPads need to be in the EPS issued protective case.

- The iPad should ALWAYS be in its protective case.
- For students taking devices home, the iPad should be charged (EPS provides a charger) and brought to school ready to use each day.
- Do NOT place your iPad in a book bag that contains food, liquids, heavy or sharp objects.



### **iPad Screen & Cleaning**

The screens are sensitive to pressure and therefore can be damaged; they are scratch resistant, **not scratch proof**.

- The screens are made of glass and can either break or shatter.
- **Do NOT use liquids to clean the iPad.** This includes, but is not limited to: window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives.
- PLEASE USE: A soft, dry cloth or anti-static cloth.

### **iPad Care**

- Only labels or stickers approved and placed onto the iPad by EPS staff are acceptable.
- Never leave an iPad unattended. It is your responsibility to keep your iPad stored in a safe, secure, temperature appropriate space.
- Do NOT dismantle or attempt to repair the internal workings of the iPad or the iPad case.
- If your iPad is not working take your iPad to the Media Center as soon as possible and have EPS technology support specialist examine it. If your iPad needs to be worked on for an extended period of time, you will be issued a temporary iPad until yours is working properly.

### **Earphones**

Eden Prairie Schools did not purchase earphones; earphones are requested as part of the K-6 Elementary Supply List.

- Earphones shall not be used within or on school property unless a teacher specifically requests or allows students to do so.
- If allowed to use earphones, the appropriate level is when only the person wearing the earphones can hear the sound.

### **Storing Documents**

There will be limited storage on the device and academic files take priority over personal. Several backup options exist to cloud storage or personal computers. Students should backup their files.

### **Applications and Content**

Students, with the support and permission of parents may install apps or other content having an educational purpose on their iPad. Applications or content that does not have an educational purpose and is disruptive to the educational process or at home will be removed from the device.

### **Student Discipline**

If a student violates any part of the above policy, he/she will be subject to disciplinary action. The disciplinary action for a violation will range from the student needing to check his or her iPad in and out of school each day for a period of time, to having all iPad privileges revoked.

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**In instances where the student has put his/her own safety or the safety of others at risk (i.e. bullying), iPad privileges will be revoked immediately.**

### **iPad Statement of Responsibility for Parent/Guardian and Student**

We understand that instances of damage, destruction, or loss of the assigned iPad. These instances will be dealt with on a case-by case basis. Incidents of gross negligence or repeated incidents may result in financial restitution from the family, up to the cost of the entire device if warranted. If the device is damaged beyond repair or lost the cost of replacement is \$400. Samples of approximate repair and replacement cost of individual parts are listed below. If there is damage that can be repaired the student will be charged for the actual cost of repair.

- Replacement iPad - \$400
- iPad Brick - \$13
- iPad Cable - \$7
- iPad Glass Damage - \$100
- iPad Case Replacement - \$32

## **Volunteering**

### **District Volunteers**

A variety of district-level committees and advisory councils, such as the Curriculum Advisory Council, Finance Advisory Committee, Special Education Advisory Council, and Community Education Advisory Council, are important ways parents can help shape district policies, procedures, and programs. For more information, log onto [www.edenpr.org](http://www.edenpr.org) or call (952) 975-7150.

### **Parent-Teacher Organizations**

The Parent-Teacher Organization (PTO) at each elementary school is comprised of parents working to enhance your child's school experience. The group sponsors family-oriented social and/or academic activities during the year and also organizes a wide variety of parent volunteer programs. The PTO plans events that serve as fundraisers with money used for programs and curriculum supplements that directly benefit students.

### **School Volunteers**

**Opportunities:** Elementary schools offer a wide variety of volunteer opportunities that can vary by school and school year depending on need. Some of the possibilities include volunteering in the classroom, computer room, art classes, on the playground, or at lunch. Parents can also help with "Box Tops for Education," vision and hearing screening, events, field trips and the PTO. If you are unable to make it to school, there are some opportunities to work on projects from home.

**Procedures:** Volunteer forms will be available at your school at the beginning of the school year. Please fill one out and return it at any time. Volunteers are required to follow the school security sign-in

procedures. Staff are instructed to ask if they can help any visitor without a volunteer badge. This procedure has been developed in response to safety concerns. As you work with staff and students, information of a confidential nature may be shared with you. The problems, abilities, relationships, and confidences of students, their parents and staff should never be discussed with anyone who does not have a professional right or need to know. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school.

## Notices

### **Asbestos/Pesticide/Air Quality Notices**

The Environmental Protection Agency requires school districts to annually notify parents, guardians, and staff about the presence of asbestos in district facilities as well as planned abatement activities. Eden Prairie Schools performs routine six month periodic inspections of all asbestos-containing building material to ensure materials are in good condition. Records of these inspections are available for viewing in each building maintenance office and the Facilities and Safety Department at the Administrative Services Center. Anyone is welcome to review these plans with prior notice during normal working hours Monday through Friday. No planned asbestos abatement is scheduled for the 2012-2013 school year. If you have any questions or concerns, please contact the district's Asbestos Designated Person, Jim Anderson, at 952-975-7126. More information on Asbestos can be found at: [www.epa.gov/asbestos/pubs/asbestos\\_in\\_schools.html](http://www.epa.gov/asbestos/pubs/asbestos_in_schools.html)

The Parents' Right-To-Know Act that was passed by the Minnesota Legislature requires schools to notify parents, guardians, and staff regarding pesticide application in schools. The district uses Orkin Pest Control to conduct planned pesticide applications during the school year. Applications will be done as needed, but will always be on the fourth Thursday of each month while school is not in session. However, the schedule may change due to inclement weather. Parents, guardians, and staff may request to be notified of any changes in the application schedule by contacting any of the school offices. If you have any questions or concerns, please contact the Facilities and Safety Department at 952-975-7121. More information on Pest Management can be found at: [www.mda.state.mn.us/en/plants/pestmanagement/ipm/ipmschools.aspx](http://www.mda.state.mn.us/en/plants/pestmanagement/ipm/ipmschools.aspx)

Eden Prairie Schools has developed an Indoor Air Quality (IAQ) Management Program as required by the Minnesota Department of Education. The program includes information for concerned parents, guardians, and staff regarding the IAQ in our schools as well as an overall building walkthrough inspection that is conducted in all school district buildings annually. The program also includes a written set of procedures that describe ways to correct the identified IAQ problems, prevent future problems, and respond to emergencies and concerns. The district's Indoor Air Quality Coordinator is Jim Anderson, Facilities and Safety Director. He can be reached at 952-975-7126. More information on Indoor Air Quality can be found at: [www.health.state.mn.us/divs/eh/indoorair/schools/index.html](http://www.health.state.mn.us/divs/eh/indoorair/schools/index.html)

## **Background Checks, Employment**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## **Curriculum Content Review**

As part of its policy, the district has specified a procedure for a parent, guardian, or adult student 18 years or older to review the content of instructional materials, address concerns, and propose alternative instruction for an individual student. The procedure spells out three action steps beginning with an informal meeting of the adult and responsible staff members. If the concern is not resolved, it will be taken to the building principal. If resolution cannot be reached, the parent/guardian/adult student will be asked to complete a form and a meeting involving representatives of the district and site Teaching and Learning staff will be convened.

## **Fees**

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an all-inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact your school's principal.

## **Parent Right to Know**

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

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

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

## **Pledge of Allegiance**

Students will recite the Pledge of Allegiance to the flag of the United States of America weekly. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

## **Release of Directory Information**

The Family Education Rights and Privacy Act requires school districts to notify parents/guardians and students that certain information from student records may be released and made public without the written consent of the parents or students 18-years-of-age or older. This information is called "directory information." Directory information includes name, residential mailing address, telephone number, date and place of birth, grade in school, major field of study, participation in officially organized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, previous school attended, and photos. These publications could include district-initiated publications such as calendars, newsletters, annual reports, and brochures. They also include school-initiated publications such as student newspapers and yearbooks. In addition, media, including weekly community newspapers, metro daily papers, and television stations may ask to take photos of district students. **Parent/guardians or students of majority age who do not want directory information released for internal and/or external use should indicate this on the annual "Directory Release Form" located on the parent portal by October 1. If you need a hard copy of the form, please contact your child's school. Hard copies of the form should be turned into the school office by October 1.**

## **Student Records**

Eden Prairie Schools has adopted a policy about the rights of parents and students with respect to school records. This policy complies with federal and state laws guaranteeing the right to examine and

challenge the contents of student records. The Minnesota Legislature has said that all school records are deemed private. This means that the district cannot release any information without permission except directory information. A summary of census information along with grades and attendance data is stored electronically when students leave the school system.

### **Student Surveys**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. If you have questions related to the rights of parents/guardians and eligible students about conducting surveys, contact your principal.

## **Health**

The Health Services staff work in partnership with educational staff to provide students with high quality and consistent health care and health management. Find Health Services forms online at [www.edenpr.org](http://www.edenpr.org).

### **Allergies (Animals, Fragrances, Latex)**

Animals and pets are not allowed to visit inside schools without principal permission and specific policy requirements. This policy is in place because of student and staff health needs and air quality issues. Some exceptions may be made; please check with the principal before bringing any animals into the classroom.

Eden Prairie Schools encourages a fragrance aware and latex limited environment. “Fragrance Aware” means that we will try to have a fragrance and scent-free environment. “Latex Limited” means that no latex gloves or latex balloons are allowed.

### **Communicable Disease**

Your school’s Health Services office should be notified when a student has a communicable condition (i.e. chicken pox, strep throat, head lice) so appropriate measures may be taken. Notices may be sent home with other students when these conditions occur in a classroom. For a list of common childhood diseases, symptoms, communicability, and source of infection, log on to the district website, [www.edenpr.org](http://www.edenpr.org).

### **Health Conditions**

The school nurse will work closely with students who have an acute or chronic health need such as asthma, cancer, diabetes, allergies, or other illness. Parents will want to notify Health Services about their student’s specific health needs. The student and parents will work with the school nurse to determine how best to manage the health conditions and plan for any potential life threatening emergencies.

### **Homebound or Hospital Instruction**

Homebound or hospital instruction is provided for children who are absent from school due to prolonged illness or disability. If your child is going to be absent longer than 15 school days, please contact the school.

### **Illness/Injury**

When should my child be kept at home, and when can he/she attend school?

- Fever of 100 degrees Fahrenheit or more – child should stay home until 24 hours after the temperature returns to normal
- Vomiting or diarrhea – child should stay home until 24 hours after the last episode
- Rash that may be disease-related or the cause is unknown – check with your health care provider before sending the child to school

If the child is ill at home, call the school attendance line daily to report the reason for absence. It is helpful if specific symptoms and/or diagnosis are reported. When a student becomes ill or is injured at school, first aid and illness management will be provided by the health paraprofessional and 911 will be called if it is needed. The parent/guardian will be contacted using the health and emergency information form. It is important that the names and phone numbers listed on the form are current and updated. Please list people who can pick the student up from school if you are not available.

### **Immunizations Up-to-Date**

Eden Prairie Schools is part of the “No Shots, No School” program. All students must have proof of vaccine to start school. Students who have special medical problems and cannot be vaccinated, or whose parents conscientiously object, may receive legal exemption. Contact Health Services for assistance with accessing immunizations or to get information on exemptions.

### **Insurance**

Eden Prairie Schools does not carry accident, disability, or medical insurance for students. Coverage is through the student’s family medical coverage, including the cost of ambulance services. The district does carry public/general liability coverage for district premises and/or employee negligence. MinnesotaCare health insurance is available for those families who qualify based on monthly income and family size. Questions about this plan can be directed to the school nurse or social worker.

### **Medications**

Students are not usually permitted to administer their own medication at school. Parents requesting that prescription or non-prescription medication be administered during school hours are required to provide:

- A physician’s order/signature for medication during the school day
- Parent’s signature on a Medication Authorization Form or a note
- Medicine in original prescription bottle labeled with student’s name, etc. Please ask the pharmacy to put prescription medication in two bottles completely labeled – one for home and one for school.

All non-prescription medications must be provided in their original labeled container. No medications can be dispensed when provided in envelopes, plastic bags, etc. Medication Authorization Forms are available in the nurse's office.

### **Restricted Activities**

Written doctor's excuses are required for students who need to be kept in from recess at elementary school or who need to miss physical education. The note must state how long the restriction will be in effect.

### **Screening (Vision and Hearing)**

Students will be screened according to the Minnesota Department of Health recommendations. Parents or teachers can also request vision or hearing screening any time if they have a concern about their child. If a student does not pass the vision or hearing screening procedure, the screening will be repeated. If the student does not pass the screening the second time, a physician referral notice will be sent to the parent. Parents are strongly encouraged to return the referral form to the school's Health Services office.

## **Policies and Guidelines**

### **Bullying Prohibition**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property or at school-related functions.

### **Distribution of Nonschool-Sponsored Materials on School Premises**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner.

### **Equal Education Opportunity**

The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. The school district also makes reasonable accommodations for disabled students.

### **Equal Employment Opportunity**

The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.



### **Harassment and Violence Prohibition**

It is the policy of the school district 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. The school district 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.

### **Hazing Prohibition**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy.

### **Internet Acceptable Use Policy**

Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. In accordance with the Children's Internet Protection Act, the district filters Internet access. Students are directed to inform staff immediately if they receive any image or communication that is inappropriate.

### **Nondiscrimination**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. If you have questions about this policy, please contact your principal.

- **Disability Nondiscrimination:** The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- **Student Sex Nondiscrimination:** The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

### **Notice of Violent Behavior by Students**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

### **Search and Seizure of Student Possessions**

School officials may, without a search warrant, search a student and/or their personal possessions based on a reasonable suspicion. Reasonable suspicion means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Personal possessions include, but are not limited to purses, backpacks, book bags, packages, clothing, cell phones, and vehicles. Pursuant to Minnesota statutes, school lockers and student desks are the property of the school district. At no time does the school district relinquish its exclusive control of lockers and desks provided for the convenience of students. Inspection of the interior of lockers and student desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

### **Tobacco-Free Schools**

School district students and staff have the right to learn and work in an environment that is tobacco-free. School policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. Contact the school principal or another staff member if you have questions or wish to report violations.

### **Weapons**

The district has adopted a weapons policy. Anyone who has reason to believe a weapon is on a school site, bus, or at a school-sponsored activity has a duty to report that information to the site administrator, police officer, or any adult supervisor. Possession is defined as, but not limited to, having a weapon on one's person or in an area subject to one's control in a school environment. Weapons are defined as any object, device, instrument, or substance designed as a weapon or through its use capable of threatening or producing bodily harm, or which may be used to inflict self-injury, including, but not limited to: firearms, loaded or unloaded, functional or non-functional, look-alike or facsimile or having the appearance of a weapon; all knives; objects designed to be worn over fists or knuckles; blackjacks, clubs, nunchucks or throwing stars; explosive or incendiary devices; bows and arrows, slingshots, razors; poison chemicals including mace, pepper gas, or similar sprays; firearm muffler, silencer, or ammunition; any object modified to serve as a weapon; articles designed for other purposes such as pencils or scissors but used to inflict bodily harm or intimidate others.

Violation of the weapons policy may result in one or more of these consequences: out-of-school suspension, confiscation of the weapon; notification of the police, recommendation for expulsion or exclusion from school for up to one year. Students with disabilities who violate the policy will be disciplined in accordance with the requirement of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

### **Wellness Policy**

Eden Prairie Schools has adopted a Wellness Policy to encourage students and staff to eat nutritiously and incorporate physical activity into a healthy lifestyle. A Wellness Advisory Committee was convened to monitor implementation of Wellness policies and guidelines, and to make recommendations to the district. Guidelines for healthy snacks, treats, and lunches from home were created. School district practices that have changed as a result of the policy include: lunch was moved after recess to discourage hurried eating, no pop is sold where students are present during the school day, classroom birthday treats are discouraged, staff is encouraged to model healthy behaviors, food and beverage rewards are discouraged, healthy snacks from home are encouraged (a snack guideline is available at each site), classroom/holiday parties should be limited and not centered around food, and staff are encouraged to create opportunities for physical activity for students.

## **Safety and Security**

### **Drills**

State law requires schools to have 11 emergency drills each school year, including fire drills, lockdown drills, and tornado drills. School staff train students on procedures required to observe each drill. During drills, staff will act immediately to assist students, visitors, and volunteers in evacuation to a safe location.

### **Emergencies**

During emergency procedures or evacuation, students, visitors, and volunteers are required to:

- Follow all emergency directions given by school officials.
- Report to designated area for attendance and further instruction.
- Report any suspicious activity/behavior, concern or information immediately to school officials.

### **Police Liaison**

Eden Prairie Police Liaison Officers are connected with each school. Some have offices on campus, others visit regularly to develop relationships with students and teach safety programs. Officers also assist school staff with some student behavior investigations. Police Liaison Officers and the Facilities Department work cooperatively to review district crisis management plans and site emergency procedures so that there is a coordinated response to emergencies by the school district and emergency responders.

## Visitors

We welcome and encourage volunteers and visitors to our schools. Parents are considered visitors during the school day. As a safety measure, everyone must enter and exit through the main doors during school hours. All other doors will remain locked throughout the school day.

All guests are required to report directly to the office where they will sign in through our Raptor system, present their driver's license, and will be given a visitor badge to wear during the school day.

The following standards are required of all visitors:

- Visitors must wear a visitor badge during their stay.
- Visitors must check in at the office prior to visiting the school playground.
- To avoid instructional interruptions, we ask that parents arrange classroom visits and volunteer opportunities with the teacher or administrator prior to the day of the visit.
- Visitors are asked to help maintain the consistency of the learning environment and are not allowed to observe in classrooms due to distractions and the importance of data privacy.
- Parents wishing to pick up their child(ren) from school prior to regular dismissal time must come to the office. The receptionist or office staff member will call your child to the foyer/office and ask you to sign him/her out.
- Only adults listed in CAMPUS as parents / guardians will be allowed to pick up a child. If a different adult will pick up a child, the child's parent / guardian must provide a signed note, email or verbal agreement and have it approved by the principal or designee.

## Transportation

Eden Prairie Schools is pleased to offer safe, dependable, cost-effective transportation. In accordance with state law, a bus is available to any student living further than two miles from their school and to any special education student regardless of where they live if it is part of their individual education plan. For all students who live two miles or fewer from school, bus transportation is available for a fee. More information about Eden Prairie Schools Transportation Department, including detailed student and parent/guardian responsibilities, is available at [www.edenpr.org](http://www.edenpr.org).

### Bus Assignment

The bus assignment process is as follows:

- June – Transportation Commitment Forms and payment are due. Families inform the district of how their student(s) will be getting to school the following year so the district can plan appropriately for bus routes and pedestrian and vehicle traffic at each school. Pay-to-Ride payment is due by date on form.
- End of August – Families receive student bus route information (bus number, stop locations, pick-up and drop-off times)

### Riding a Different Bus Home

Students may ride a different bus to or from school on a space available basis. Please check with the bus driver of the alternate route before planning on sending your child on a different bus. You must send a signed and dated note with your child saying what bus he/she is to ride and with whom they are to ride. The student must then have the note signed by office staff before giving it to the bus driver of the alternate route.

## **Rules and Consequences**

Transportation by school bus is a privilege, not a right, for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies or for violation of any other law governing student conduct on a school bus.

### **Rules**

1. Follow the driver's instructions.
2. Remain seated until the bus arrives at your stop.
3. Speak in a quiet voice.
4. Keep hands, feet, and objects to yourself.
5. Don't throw objects in the bus or out the window.
6. Don't use profanity (words or gestures).
7. Do not tease or harass others.
8. Do not spit, eat, drink, or chew gum.
9. Do not vandalize the bus.

### **K-6 Consequences (listed in severity order)**

1. Verbal warning & assign a disciplinary seat
2. Discipline appropriate to student's school
3. One-day bus suspension
4. Three-day bus suspension, conference with student, parent, school, driver, and Transportation Department
5. Five-day bus suspension
6. Loss of bus riding privileges for the remainder of the school year

Severe behavior moves immediately to step 3, 4, 5, or 6 at the administrator's discretion based on the severity of the action and/or previous bus violations.

### **Rules at the Bus Stop**

1. Stay away from the street, road, or highway when waiting for the bus. Line up at least three feet away from the street in an orderly fashion and wait until the bus stops before boarding.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Do not use offensive or foul language.
5. Avoid standing in and blocking sidewalks and driveways.
6. No pushing, fighting, harassment, intimidation, or horseplay.

7. Do not run to the curb when the bus comes. Stay back until the bus is actually stopped. (A push at the middle or end of the line can send the front person into the bus or under its wheels.)
8. Older students should be helpful to younger ones.

### **Safety**

Eden Prairie Schools has a well-trained staff of drivers and our buses are well maintained. We have an excellent safety record. Safety is everyone's responsibility. The majority of children injured in student transportation are not hurt on the bus but outside the bus. Students should be aware of the 10-foot area around the stopped school bus referred to as the "Danger Zone." Parents and community members are required by law to stop at least 20 feet from a bus with flashing red lights.

### **What's allowed on the bus?**

Students may bring items such as musical instruments that they can hold in their laps or between their legs during the bus ride. Objects like balls, ice skates, and in-line skates must be stowed in a backpack or bag. Examples of objects not allowed on the bus include: guns (including toy guns or look-alikes); knives or other sharp objects; skis, ski poles, hockey or lacrosse sticks, bats, golf clubs, snow sleds (unless they roll up); flammable items; glass items; laser pens; balloons; and any items of dangerous or objectionable nature