



**MEETING AGENDA**

*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.*

- 1. **Convene - 7:30 a.m.** **(Roll Call)**  
**Call to Order:**  
School Board Roll Call  
Karla Bratrud, Lauren Crandall, Dave Espe, Elaine Larabee, Holly Link, Adam Seidel, Terri Swartout
- 2. **Agenda Review and Approval (7:35 a.m.)** **(Action)**  
Approval of the agenda for the Monday, July 22, 2019 meeting of the School Board of Independent School District 272, Eden Prairie Schools, Eden Prairie, MN.  
**Motion** \_\_\_\_\_ **Seconded** \_\_\_\_\_
- 3. **Approval of Previous Minutes (7:35 a.m.)** 3  
Approval of the Minutes from the June 24, 2019 Regular Business Meeting of the Independent School District 272, Eden Prairie, MN.  
**Motion** \_\_\_\_\_ **Seconded** \_\_\_\_\_
- 4. **Board Work (7:40 a.m.)** **(Action)**
  - A. Required Board Action
    - 1) Resolution: "Call the General Election" **(Roll Call)** 8  
Holly Link Yes\_\_ No\_\_ Karla Bratrud Yes\_\_ No\_\_  
Terri Swartout Yes\_\_ No\_\_ Lauren Crandall Yes\_\_ No\_\_  
Elaine Larabee Yes\_\_ No\_\_ Dave Espe Yes\_\_ No\_\_  
Adam Seidel Yes\_\_ No\_\_  
**Motion** \_\_\_\_\_ **Seconded** \_\_\_\_\_
    - 2) Extracurricular Activities **(Roll Call)**
      - a. Executive Summary 15
      - b. Resolution 16  
Holly Link Yes\_\_ No\_\_ Karla Bratrud Yes\_\_ No\_\_  
Terri Swartout Yes\_\_ No\_\_ Lauren Crandall Yes\_\_ No\_\_  
Elaine Larabee Yes\_\_ No\_\_ Dave Espe Yes\_\_ No\_\_  
Adam Seidel Yes\_\_ No\_\_  
**Motion** \_\_\_\_\_ **Seconded** \_\_\_\_\_
    - 3) New Candidate PowerPoint Presentation (Pre-Election) **(Action)** 17  
**Motion** \_\_\_\_\_ **Seconded** \_\_\_\_\_
    - 4) Scheduled Dates for New Candidate Information Sessions **(Action)**
      - a. Monday, July 29, 2019, 6:30 p.m. - 8:30 p.m. and  
Monday, August 5, 2019, 6:30 p.m. - 8:30 p.m.  
**Motion** \_\_\_\_\_ **Seconded** \_\_\_\_\_
    - 5) New School Board Director Handbook (Post-Election) **(Action)** 37  
**Motion** \_\_\_\_\_ **Seconded** \_\_\_\_\_
- 5. **Superintendent Consent Agenda (7:55 a.m.)** **(Action)**  
Management items the Board would not act upon in Policy Governance, but require Board approval from outside entities.  
**Motion** \_\_\_\_\_ **Seconded** \_\_\_\_\_
  - A. Resolution of Acceptance of Donations 53
  - B. Monthly Reports

1) Human Resources Report	54
2) Business Services Report	57
3) 2019-2020 Student Handbooks	
a. Eden Prairie High School	
(1) EPHS Student Handbook - Summary of Changes	58
(2) <i>Draft</i> : EPHS Student Handbook with Changes	59
b. Central Middle School	
(1) CMS Student Handbook - Summary of Changes	125
(2) <i>Draft</i> : CMS Student Handbook with Changes	126
c. Elementary School Handbooks	
(1) Elementary Student Handbook - Summary of Changes	162
(2) <i>Draft</i> : Elementary Student Handbook with Changes	163
d. Appendix for All Handbooks from Minnesota Department of Education (MDE)	
(1) MDE & EP Parent/Guardian Refusal for Student Participation in Statewide Testing	187
C. Updated District Policies	
1) District Policy 205 - Open Meetings and Closed Meetings	190
6. <b>Board Action on Committee Reports &amp; Minutes: <u>8:00 a.m.</u></b>	<b>(Action)</b>
A. Board Development Committee (D. Espe, H. Link, E. Larabee)	
1) Committee Minutes from 07/12/2019	199
	Motion _____ Seconded _____
B. Community Linkage Committee (L. Crandall, T. Swartout, K. Bratrud)	
C. Negotiations Committee (E. Larabee, A. Seidel, L. Crandall)	
D. Policy Committee (E. Larabee, T. Swartout, A. Seidel)	
7. <b>Board Work Plan: <u>8:05 a.m.</u></b>	<b>(Action)</b>
A. School Board Work Plan Changes	200
	Motion _____ Seconded _____
B. 2019-2020 School Board Annual Work Plan	201
8. <b>Adjournment - _____ a.m.</b>	<b>(Action)</b>
<b>MOTION</b> to adjourn the Monday, July 22, 2019 Meeting of the Eden Prairie School Board at _____ a.m.	
	Motion _____ Seconded _____

INDEPENDENT SCHOOL DISTRICT 272 ~ EDEN PRAIRIE SCHOOLS  
UNOFFICIAL MINUTES OF THE JUNE 24, 2019  
SCHOOL BOARD MEETING

---

A Regular Business Meeting of the Independent School District 272, Eden Prairie Schools, was held on June 24, 2019 in the Administrative Services Center, EDC Meeting Room, 8100 School Road, Eden Prairie, MN 55344.

1. **Convene: Call to Order – 6:00 p.m.**

*Present:* Karla Bratrud, Lauren Crandall, Dave Espe, Elaine Larabee, Holly Link, Adam Seidel, Terri Swartout  
*Present:* Superintendent Swanson

2. **Pledge of Allegiance:**

3. **Agenda Review and Approval: MOTION** by T. Swartout, **Seconded** by L. Crandall to approve the agenda for the Monday, June 24, 2019 meeting of the School Board of Independent School District 272, Eden Prairie Schools – Passed Unanimously

4. **Approval of Previous Minutes: MOTION** by D. Espe, **Seconded** by K. Bratrud to approve the UNOFFICIAL Minutes of the School Board Business Meeting on May 20, 2019 – Passed Unanimously

A. May 20, 2019 Minutes

5. **Public Comment:** None to report

6. **Announcements:** Superintendent Swanson

- Seniors **Allison Spears** and **Aaron Martinka** on receiving **EPHS Triple "A" awards**. The [Triple "A" Award](#) recognizes and honors high school seniors who have excelled in the classroom, on the athletic field, and in the fine arts. Triple "A" Award recipients are selected through a multi-level process involving member schools of the Minnesota State High School League, the League's administrative regions, and a special committee of educators, business leaders, and members from the fine arts and athletic communities.
- Eden Lake Elementary fifth grade [Math Masters](#) teams **Eden Lake Flying Eagles**, **Eden Lake Soaring Eagles**, and **Eden Lake Eagles** on earning first, third place and seventh place respectively at the regional Math Masters Challenge on April 26-27.
- Prairie View Elementary fifth grade [Math Masters](#) teams **Team Extreme**, **Team Add 'em Up** and **Team 360** on earning fourth, second and first place respectively at the 2019 Math Master Competition on April 27.
- Eden Prairie High School senior **Dzao Vu** on receiving the [Rose Rees Peace Award](#). The award honors exceptional high school seniors from 25 local schools who have demonstrated a special interest in and commitment to international relations and world peace.
- **Nine Eden Prairie High School seniors** were honored at the 14th annual [Above and Beyond Awards Ceremony](#) on April 29 at Eden Prairie High School by the [Eden Prairie AM Rotary Club](#) and Eden Prairie Schools. The ceremony was established to honor graduating seniors who have faced and overcome significant challenges, who have contributed a high degree of service on behalf of others, or who have made important gains in their personal or school career.
- [School Lunch Hero Day](#) was Friday, May 3, 2019. Eden Prairie Schools expresses its deep appreciation to each **school nutrition employee** who prepares and serves school meals to help nurture our students through their daily interaction and support. You are valuable employees and we commend your good work on behalf of children.
- **Oak Point Elementary** on being selected as a [2019 Minnesota PBIS \(Positive Behavior Interventions and Supports\) Sustaining Exemplar School](#). Oak Point will be officially recognized and awarded at the 2019 Summer Institute at the Minnesota Department of Education on June 11 – 12, 2019.

- **Prairie View Elementary** on being selected as a [2019 Minnesota PBIS Sustaining Exemplar School](#). Prairie View will be officially recognized and awarded at the 2019 Summer Institute at the Minnesota Department of Education on June 11 – 12, 2019.
- The **Prairie View Student Council** on being a recipient of the [2019 Faces of Change Award](#), presented by the Youth Advisory Board of Pacer’s National Bullying Prevention Center. The PV Student Council has been recognized for their efforts in building a positive school culture, volunteering and much more. The award will be presented on May 22, 2019.
- Eden Prairie High School senior **Quentin Matsui** on this selection to compete in the 14th-annual [Under Armour All-America Lacrosse Game](#) on June 29 at Johns Hopkins University’s historic Homewood Field with students from around the United States.
- Central Middle School eighth grader **Ryan Stoltz** on being one of two students honored from Minnesota in the nation's capital for his outstanding volunteer service during the 24th annual presentation of [The Prudential Spirit of Community Awards](#) at the Smithsonian National Museum of Natural History.
- Eden Prairie High School senior **Miske Ali** on receiving the [2018 Human Rights Youth Award](#) by the City of Eden Prairie's Human Rights and Diversity Commission. The award recognizes a local individual, youth, nonprofit organization and/or business who have worked to create an inclusive community spirit through actions, activities or programs.
- Cedar Ridge Elementary teacher **Jen Heyer** on being awarded [The Presidential Innovation Award](#) from the United States Environmental Protection Agency. The Presidential Innovation Award for Environmental Educators recognizes outstanding kindergarten through grade 12 teachers who employ innovative approaches to environmental education and use the environment as a context for learning for their students. She will receive her award in Washington D.C. in July. She was also featured on [KARE 11](#) for her outdoor teaching.
- Eden Prairie High School’s **Softball Team** for clinching the [Lake Conference title](#) with a win over Hopkins.
- Eden Prairie High School's **Career Technical Education students** for earning first in electric urban concept and third overall urban concept in the [Minnesota High School Supermileage competition](#).

7. **Spotlight on Success:** Community Education - Eagle Zone Success

8. **Board Education & Required Reporting**

A. Designing Pathways Academic Choice Update

9. **Board Work:**

A. Required Board Action

1) Awarding the Sale of Bonds

- a. Executive Summary
- b. Ehlers Presentation

c. Resolution: **MOTION** by A. Seidel, **Seconded** by L. Crandall, *BE IT RESOLVED*, the Eden Prairie School Board of Independent School District No. 272 adopts and approves the *Resolution* awarding the sale of General Obligation School Building Bonds, Series 2019B, in the original aggregate principal amount of \$37,765,000.00 as presented:

D. Espe, L. Crandall, A. Seidel, K. Bratrud, T. Swartout, H. Link, E. Larabee – Yes - 7; No - 0

**MOTION** Passed 7-0 T. Swartout

2) ISD 287: 10-Year Facilities Maintenance Resolution

- a. Executive Summary
- b. ISD 287 LTFM 10-Year Plan

c. Resolution: **MOTION** by A. Seidel, **Seconded** by L. Crandall, *BE IT RESOLVED*, the Eden Prairie School Board of Independent School District No. 272 adopts and approves the

Resolution authorizing Intermediate School District No. 287's Long-term Facility Maintenance Program Budget as presented:

D. Espe, L. Crandall, A. Seidel, K. Bratrud, T. Swartout, H. Link, E. Larabee – Yes - 7; No - 0  
**MOTION** Passed 7-0

3) Fiscal Year 2019-2020 Budget

a. Executive Summary

b. Fiscal Year 2019-2020 Adopted Budget Document

c. Presentation: **MOTION** by H. Link, **Seconded** by A. Seidel to approve the 2019-2020 Adopted Budget Document as presented:

D. Espe, L. Crandall, A. Seidel, K. Bratrud, T. Swartout, H. Link, E. Larabee – Yes - 7; No - 0  
**MOTION** Passed 7-0

4) School Recycling Grant Resolution

a. Executive Summary

b. Resolution: **MOTION** by A. Seidel, **Seconded** by T. Swartout, *BE IT RESOLVED*, the Eden Prairie School Board of Independent School District No. 272 adopts and approves the *Resolution* for a Grant Agreement with Hennepin County to receive school recycling grant funding as presented:

D. Espe, L. Crandall, A. Seidel, K. Bratrud, T. Swartout, H. Link, E. Larabee – Yes - 7; No - 0  
**MOTION** Passed 7-0

5) Re-authorization of Previously Board Approved Levy

a. Executive Summary

b. Resolution: **MOTION** by A. Seidel, **Seconded** by D. Espe, *BE IT RESOLVED*, the Eden Prairie School Board of Independent School District No. 272 adopts the *Resolution* Reauthorizing a previously authorized Board approved Referendum Authority as presented:

D. Espe, L. Crandall, A. Seidel, K. Bratrud, T. Swartout, H. Link, E. Larabee – Yes - 7; No - 0  
**MOTION** Passed 7-0

B. Policy Monitoring:

1) EL 2.9 Communication and Support to the School Board:

**MOTION** by H. Link, **Seconded** by D. Espe to accept EL 2.9 OI, by exception, as reasonable – Passed Unanimously

**MOTION** by H. Link, **Seconded** by D. Espe, to accept the Evidence supporting the OI for EL 2.9, by exception, in compliance – Passed Unanimously

2) Ends 1.1, 1.2, 1.3 OI (2019-2020)

a. Executive Summary

b. Ends Policy 1.1 OI (2019-2020) – **MOTION** by T. Swartout, **Seconded** by K. Bratrud to accept the OI for Ends 1.1, Each student graduates and is academically prepared to progress to multiple opportunities after high school, as reasonable – Passed Unanimously

(1) Ends Policy 1.1.1 – **MOTION** by H. Link, **Seconded** by T. Swartout to accept the OI for Ends 1.1.1, Each student is reading at grade level by the end of third grade, as reasonable – Passed Unanimously

(2) Ends Policy 1.1.2 – **MOTION** by T. Swartout, **Seconded** A. Seidel to accept the OI for Ends 1.1.2, Each student achieves individual growth and proficiency expectations annually in, but not limited to Language Arts, Math and Science, as reasonable – Passed Unanimously

(3) Ends Policy 1.1.3 – **MOTION** by T. Swartout, **Seconded** by A. Seidel to accept the OI for Ends 1.1.3, Each student receives a broad-based education that exceeds the Minnesota State Graduation Requirements, as reasonable – Passed Unanimously

- c. Ends Policy 1.2 OI (2019-2020) – **MOTION** by H. Link, **Seconded** by A. Seidel to accept the OI for Ends 1.2, Each student has the 21<sup>st</sup> century skills needed to succeed in the global economy – Passed Unanimously
  - d. Ends Policy 1.3 OI (2019-2020) – **MOTION** by L. Crandall, **Seconded** by H. Link to accept the OI for Ends 1.3, Each student has the knowledge that citizens and residents of the United States need to contribute positively to society, as reasonable – Passed Unanimously
- C. Record of Board Self- Evaluation
- 1) Record of Board Policy Monitoring - Ends & EL's (*no updates*)
  - 2) Record of Board Self-Evaluation - Governance Policies (*no updates*)
10. **Superintendent Consent Agenda: MOTION** by H. Link, **Seconded** by L. Crandall to approve the Superintendent's agenda as presented – Passed Unanimously
- A. Monthly Reports
- 1) Resolution of Acceptance of Donations
  - 2) Human Resources Report
  - 3) Business Services Report
    - a. Board Business
    - b. Financial Summary
- B. EPS 10-Year Facilities Maintenance Plan
- 1) EPS 10-Year Facilities Maintenance Plan - Executive Summary
  - 2) EPS 10-Year Facilities Maintenance Plan
- C. Q-Comp Annual Report 2018-2019
- D. Q-Comp MOU - Letter of Agreement 2019-2020
- E. MSHSL (Minnesota State High School League) Resolution for Membership
- F. Approval of 2020-2021 School Calendar Shell
11. **Superintendent's Incidental Information Report:**
- A. Designing Pathway - Facilities Update (J. Mutzenberger)
  - B. Kindergarten Enrollment (B. Johnson)
12. **Board Action on Committee Reports & Minutes:**
- A. Board Development Committee (Dave Espe, Holly Link, Elaine Larabee) – No Updates
  - B. Community Linkage Committee (Lauren Crandall, Terri Swartout, Karla Bratrud)
    - 1) 6/04/19 Committee Minutes – **MOTION** by L. Crandall, **Seconded** by A. Seidel to accept meeting Minutes as presented – Passed Unanimously
    - 2) 6/14/19 Committee Minutes **MOTION** by L. Crandall, **Seconded** by A. Seidel to accept meeting Minutes as presented – Passed Unanimously
    - 3) Inspiring News Article - *Draft 1*
    - 4) Inspiring New Article - *Draft 2* – **MOTION** by T. Swartout, **Seconded** by L. Crandall to approve Draft 2 Inspiring New Article as presented. Yes – 6 (K.B, LC, EL, HL, AS, TS); No – 1 (DE); **MOTION** Passed 6-1
  - C. Negotiations Committee (Elaine Larabee, Adam Seidel, Lauren Crandall) – No Updates
  - D. Policy Committee (Elaine Larabee, Terri Swartout, Adam Seidel) – No Updates

13. **Other Board Updates (AMSD, ISD 287):**

- A. AMSD (Association of Metropolitan Schools) - Terri Swartout – Update to Board
- B. ISD 287 (Intermediate School District 287) - Adam Seidel – Update to Board

14. **Board Work Plan:**

- A. "Proposed" Work Plan Changes Document – **MOTION** by H. Link, **Seconded** by L. Crandall to approve the Board Work Plan Changes as presented – Passed Unanimously

**Eden Prairie School Board**  
**2018-2019 & 2019 & 2020 WORK PLAN CHANGES**  
**Proposed WORK PLAN CHANGES – June 24, 2019**

Date of Meeting/Workshop	Changes Requested
Monday, July 22, 2019	<b>ADD:</b> 1. Review/Discuss New Board Director PowerPoint Presentation (Post-Election) 2. Review/Discuss New Candidate PowerPoint Presentation Document (Pre-Election) - Determined presentation dates for 1&2
Monday, August 26, 2019	
Monday, September 9, 2019 – <b>Workshop</b>	
Monday, September 23, 2019	
Monday, October 14, 2019 – <b>Workshop</b>	
Monday, October 28, 2019	
Monday, November 4, 2019 – <b>Workshop</b>	
Wednesday, November 13, 2019	
Monday, November 25, 2019	
Monday, December 9, 2019	

**Placeholder – General Board Work**

- School Board Website Review/Discussion – Board Pages
- Workshop to Discuss: Monitoring Process and Communication
- EL 2.2 Treatment of Students – OI and Measurement Plan

**Placeholder – Policy Review**

- B. 2018-2019 Annual Work Plan (June 2019)
- C. 2019-2020 Approved Annual Work Plan

- 15. **Adjournment: MOTION** by T. Swartout, **Seconded** by K. Bratrud to adjourn at 8:13 p.m. – Passed Unanimously

---

Adam Seidel – Board Clerk

---

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 272  
(EDEN PRAIRIE)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a general meeting of the School Board of Independent School District No. 272 (Eden Prairie), State of Minnesota, was held in said school district on July 22, 2019, at 7:30 o'clock a.m.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO ELECTION OF SCHOOL BOARD MEMBERS  
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 272, State of Minnesota, as follows:

1. (a) It is necessary for the School District to hold its general election for the purpose of electing four (4) school board members for terms of three (3) years each.

(b) The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held on Tuesday, the 5th day of November, 2019, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the School District combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for said general election. However, because the City of Bloomington will be holding its municipal elections on November 5, 2019, the polling places for voters residing in the precincts in that city shall be the polling places designated by that city.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the School District is located, in whole or in part, at least seventy-four (74) days before the date of said general election. The notice shall specify the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of this adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the School District at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the School District for two (2) consecutive weeks, with the last publication being at least one (1) week before the date of said general election.

The notice of election so posted and published shall state the offices to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place or combined polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this general election and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.



---

**GENERAL ELECTION BALLOT**

**INDEPENDENT SCHOOL DISTRICT NO. 272  
(Eden Prairie Schools)**

**NOVEMBER 5, 2019**

---

**INSTRUCTIONS TO VOTERS**

**TO VOTE, COMPLETELY FILL IN THE OVAL(S) NEXT TO YOUR CHOICE(S) LIKE THIS: **

---

**SCHOOL BOARD MEMBER  
VOTE FOR UP TO FOUR**

- 
- |                       |                  |
|-----------------------|------------------|
| <input type="radio"/> | Candidate A      |
| <input type="radio"/> | Candidate B      |
| <input type="radio"/> | Candidate C      |
| <input type="radio"/> | Candidate D      |
| <input type="radio"/> | _____            |
|                       | write-in, if any |
| <input type="radio"/> | _____            |
|                       | write-in, if any |
| <input type="radio"/> | _____            |
|                       | write-in, if any |
- 

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at each election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the School District will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by an election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a

---

sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the general election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the Office of the County Auditor, the administrative offices of the School District, and the office of any other local election official conducting the test.

10. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the general election and in the newspaper of widest circulation once on the day preceding the general election, or once the week preceding the general election if the newspaper is a weekly.

11. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditor or deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

12. The School District clerk shall make all Campaign Financial Reports required to be filed with the School District under Minnesota Statutes, Section 211A.02, available on the School District's website. The clerk must post the report on the School District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The School District must make a report available on the School District's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

---

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.





July 22, 2019

To: Dr. Josh Swanson  
From: Business Office  
Re: Board Control of Extracurricular Activities

Extracurricular student activity fund transactions are defined as extracurricular programs conducted for the motivation and enjoyment of students. These programs and activities are not offered for school credits nor required for graduation and the activities are generally conducted outside of school hours. The content of the activities is determined primarily by the students, under the guidance of a staff member or other adult.

Currently the Eden Prairie Schools student activity accounts are not under board control. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principals. The recent GASB Statement #84 and the related implementation guide is clear that student activities are now required to be reported in the District's General Fund where previously it was optional.

This new standard has minimal impact for Eden Prairie, but will require a change in reporting for the following activities: Senior Class, Key Club, National Honor Society, Prom, and Student Council. The attached resolution brings these activities in alignment with all other district activities and is effective July 1, 2019.

---

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 272  
(EDEN PRAIRIE SCHOOLS)  
STATE OF MINNESOTA

HELD: JULY 22, 2019

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 272 (Eden Prairie Schools), State of Minnesota, was held in said school district on July 22, 2019, at 7:30 a.m.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION REGARDING BOARD CONTROL OF EXTRACURRICULAR ACTIVITIES**

WHEREAS, Minnesota Session Laws 2019, 1<sup>st</sup> Special Session, CH. 11, Art. 1, Sec. 5 will require changes in the accounting for student activity funds and school boards must take charge of and control all student activities of the public schools in the district and that all money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the district;

THEREFORE, BE IT RESOLVED, that the School Board of Eden Prairie School District, Independent School District No. 272, directs the district's administration to implement the requirements of Minnesota Session Laws 2019, 1<sup>st</sup> Special Session, CH. 11, Art. 1, Sec. 5.

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and, upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

By: \_\_\_\_\_  
Chair

By: \_\_\_\_\_  
Clerk

Eden Prairie School Board

# Candidate Information Session 2019



**EDEN PRAIRIE SCHOOLS**

*Inspiring each student every day*

# Welcome

Thank you for your interest  
in becoming an  
Eden Prairie School Board Candidate



**EDEN PRAIRIE SCHOOLS**

Inspiring each student every day

# Eden Prairie School Board

Authority  
Responsibility  
Accountability

19



EDEN PRAIRIE SCHOOLS

# Eden Prairie School Board **Authority**

---

The Eden Prairie School Board receives its authority to act from the State of Minnesota as listed in Minnesota State Statute 123B.09.

20

The Board only has authority when acting **as a whole**. Individual board members have no authority in and of themselves.



# Eden Prairie School Board **Responsibility:** To Govern

## Governance responsibilities include:

- Set the vision for the District
- Hire the Superintendent to bring the vision about; evaluate at least yearly

21



- Connect with the community
- Set policies based on community values and monitor progress to reach those goals
- Approve the District budget
- Advocate for public education

# Eden Prairie School Board **Accountability**

---

The Board is accountable to the State of Minnesota to oversee the fulfillment of State Mandates regarding education of PreK-12 students.

The Board is accountable to the voters of Eden Prairie School District for the education of the community's youth and use of taxpayer funds to do so.

22



# Eden Prairie School Board

23

## Structure



EDEN PRAIRIE SCHOOLS

# The School Board:

The Board is comprised of:

Seven Directors (elected or appointed) and

One ex-officio non-voting member, the Superintendent.



# Board Meetings:

## Board Business Meetings and Workshops: (2 to 4 hrs/meeting)

- Generally, the Board holds one Business Meeting and one Workshop each month (with some exceptions due to holidays or state statute)

## Board Committee Meetings: (1 to 2 hours per meeting)

- Each member serves on at least one, but usually two committees that meet as arranged

## Outside organizations:

- Directors may also be appointed to other District or professional organizations, meeting times as announced



# School Board Director Compensation

- Directors currently receive \$400 per month as determined annually by the board.
- Board Directors are not employees of the District, and are therefore ineligible to receive employee benefits.
- The cost of many of the District and Community events attended by Board Directors are covered by the board budget.



# Eden Prairie School Board

## Candidate Filing and Election Facts

27



EDEN PRAIRIE SCHOOLS

# Candidate Eligibility Requirements

---

At least 21 years old

Eligible voter

School district resident for at least 30 days prior to election

28 Not convicted of a felony

Not have a conflict of interest (see next slide)



# Conflict of Interest Statement

## Eden Prairie School Board Policy

Governance Process Policy Title: [4.5 School Board Members' Code of Conduct](#)

4.5.2.3 School Board members will not use their School Board position to obtain employment in the district for themselves, family members, or close associates. *A School Board member who applies for employment will first resign from the School Board.*

2017 Minnesota Statutes - **123B.195 BOARD MEMBERS' RIGHT TO EMPLOYMENT.**

29

Notwithstanding section [471.88, subdivision 5](#), a school board member may be newly employed or may continue to be employed by a school district as an employee only if there is a reasonable expectation at the beginning of the fiscal year or at the time the contract is entered into or extended that the amount to be earned by that officer under that contract or employment relationship will not exceed \$8,000 in that fiscal year. Notwithstanding section [122A.40](#) or [122A.41](#) or other law, *if the officer does not receive majority approval to be initially employed or to continue in employment at a meeting at which all board members are present, that employment is immediately terminated and that officer has no further rights to employment while serving as a school board member in the district.*



# 2019 School Board Election Facts

School Board Directors are elected from among School Board Candidates during the November General Election.

This election cycle, there are **4 seats up for election**.

Each of the 4 seats is for a **3 year term**.



**2019 Election date: Tuesday, November 5th**

# Strong Candidate Characteristics

An interested resident who meets eligibility criteria and who is:

- **Motivated** by the best interests of **EACH** student
- **Passionate** about public education
- Able to make difficult **decisions**
- A strong **communicator** who is willing to listen
- A believer in the **democratic** process
- **Willing** and able to spend time and energy on Board business
- **Committed** to governance training
- **Collaborative** and willing to support the decision of the board publicly and privately



# Next Steps:

## State Mandated

## Suggested

32



EDEN PRAIRIE SCHOOLS

# State Mandated action

---

**File an “Affidavit of Candidacy” with the school district clerk**

Filing period: July 30, 2019 - August 13, 2019 at 5 pm.

Filing fee \$2.00.

- 33 You will receive a packet of information regarding campaign regulations and other documents to help you connect with Eden Prairie Voters.



# Suggested action: Get informed

Access the District Website <http://www.edenpr.org>

Click on “Community,”

Click on “School Board”

Click on dropdowns for information

**Attend School Board meetings**

Dates and times are posted on the website

Access the Minnesota School Board Association website

<http://www.mnmsba.org/>



# Things to consider:

---

## You may find it helpful to:

Draft a statement of **why** you want to be a School Board Director.

Obtain a high quality headshot for publication.

35 Determine a budget, document all expenses.

Determine a fundraising strategy, document all income.

Gather a support team: Campaign manager, Treasurer,

Designer (website, social media, print).

Order campaign signs and literature, follow statute for posting and distribution.



**Best of Luck to  
you in the coming  
election!**



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

**EDEN PRAIRIE SCHOOL BOARD  
HANDBOOK**



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



**2019-2020**

Intentionally left blank

# WELCOME TO THE BOARD!

Congratulations on being elected as an Eden Prairie School Board Director! You and your fellow Directors each bring a unique perspective and a wealth of life skills to the Board. Together, we seven Board Directors are the governing body of **Independent School District #272**.

We are accountable to our Eden Prairie taxpayers to ensure that “each student obtains an outstanding education that prepares them for their next stage of life in a manner that justifies the resources expended” (EPSB Ends Policy 1.0). We are also accountable to the State of Minnesota for improving equitable education that results in high achievement for each student in our district (MN Department of Education, ESSA Update, 2018).

This HANDBOOK serves as a guide for assuming your role as an Eden Prairie School Board Director, and as an ongoing resource throughout your term.

Thank you for willingness to serve as an Eden Prairie School Board Director!

## **Table of Contents:**

Key Concepts and Terms

Learning to Serve

School Board Service

MN State School Board Statutes

Quick Guide to School Board Meeting Prep

Exiting School Board Service

As you assume your role as a Director, it is helpful to review some key concepts and terms as used by the Eden Prairie School Board.

### **What does it mean to *govern* as a Minnesota School Board**

**Director?** Altbach (2015) states that educational *governance* is “The exercise of authority in controlling the system of public education for the private and public good.” Our Board’s authority is granted by the State of Minnesota and is only in force when we are acting as a whole board. Individual Board Members have no authority.

### **What *governance structure* does the Eden Prairie School Board use?**

We have chosen to do our job within the *governance structure* known as **Policy Governance**® (John & Miriam Carver, 2016). This form of governance clearly states the difference between the roles and responsibilities of the Board (to govern) and the Superintendent (to manage). When the Board and Superintendent work collaboratively while maintaining their distinct roles, the whole District benefits.

### **What is the difference between *governance* and *management*?**

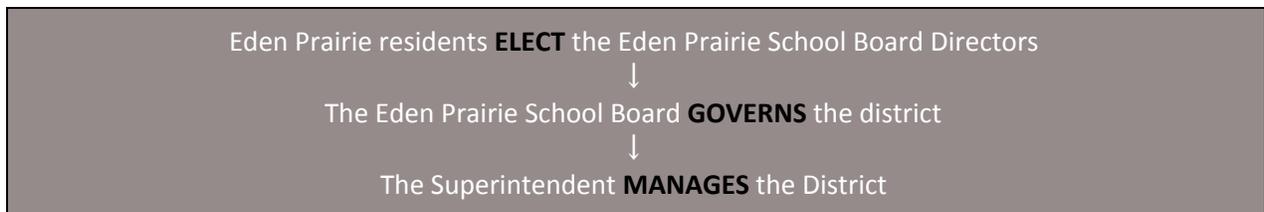
As **GOVERNORS**, the Board complies with all Minnesota State School Board Statutes:

- Sets a vision for the district based on community values
- Hires a superintendent who shares that vision and works to bring it about
- Writes and monitors policies that clearly state:
  - ✓ End goals of education in the district (**ENDs**)
  - ✓ Limitations within which the Superintendent must stay while accomplishing the ends (**ELs**)
  - ✓ Board work delegated to the Superintendent (**BMDs**)
  - ✓ How the Board does its job (**GPs**)
- Approves a district budget in line with the Board’s Ends
- Advocates for the District with the State Legislature
- Engages in intentional ongoing dialog with the community
- Evaluates the Superintendent’s accomplishment of the Ends

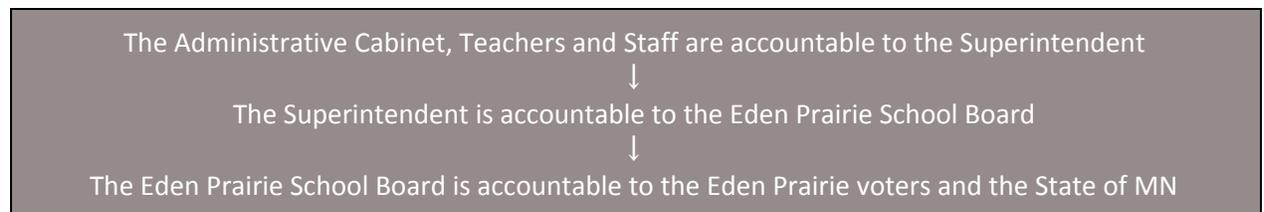
As a **MANAGER**, the Superintendent complies with State Statute, Board Policies and District Policies:

- The Superintendent serves as the Board’s **sole point of connection** with the District
- Reasonably interprets each Board written Ends and Executive Limitations policy, describing what evidence will show compliance with the policy, and how that evidence will be measured.
  - The Superintendent’s Operational Interpretation (OI) of the policy, Evidence, and Measurement Plan must be approved by the Board.
  - Once approved, the outcomes are monitored for compliance, usually on an annual basis, but they may be monitored more frequently.
- Uses whatever means necessary, within the Board’s limitations, to accomplish the Ends. The Superintendent manages the District which has approximately 9,000 enrolled students in grades PreK-12. District Programs and Schools include:
  - Community Education: Early Childhood, Little Eagles Preschool, Youth and Adult enrichment
  - Elementary schools: Cedar Ridge, Eagle Heights Spanish Immersion, Eden Lake, Forest Hills, Oak Point, and Prairie View
  - Central Middle School
  - Eden Prairie High School
  - Tassel Transition Program (18-21 year old students with special needs)

**What is the flow of *responsibility* within the District?**



**What is the flow of *accountability* within the District?**



**What is the *term length* and *compensation* of an Eden Prairie School Board Director?** Each School Board Director elected in 2019 will serve a term of 3 years. Beginning with the general election in November, 2020, each newly elected School Board Director will serve a term of four years.

Directors receive *compensation* for Board Service in an amount approved annually by the Board. Twice monthly compensation payments may be deposited directly into a Board Member's personally designated bank account; the Executive Assistant has the necessary forms for you to complete. A Board Member may also elect to open a Public Employees' Retirement Association (PERA) account and designate an amount to be routinely deducted from your compensation and deposited into the pension account. See the Executive Assistant for necessary enrollment forms. No other district benefits are extended to Board Directors.

**Learning opportunities:** Throughout your term, you will have the opportunity to learn continually. Initially your learning will be a combination of self learning and orientation meetings with the Board Chair and District Administration. Print resources furnished by the School Board include *Policy Governance™RealBoard Toolkit* (4 book series); Alsbury, T. (2015). *A Balanced Governance Approach*; *Robert's Rules of Order*. You may elect to have a peer mentor.

Soon after being sworn in, you will complete *training mandated by the State of Minnesota*, and conducted by the Minnesota School Board Association. You will also gain skills through "on the job" practice at the Board table during workshops and monthly business meetings. The District Executive Assistant will send you invitations to Board related meetings, trainings and District and community events. Eden Prairie School Board members commit to *ongoing self learning and periodic whole board learning* in accordance with Governance Process (GP) policy 4.9. The cost of state mandated and Board required individual board member and whole board training is covered by the Board Budget. Additional training, subject to prior approval, may be covered by the Board Budget.

Below is a list of learning and activity benchmarks with suggested completion times. If you have questions about anything on this list, ask the Board Chair or Board Development Committee Chair.

Eden Prairie School Board Member Learning Path and Responsibilities				
	Suggested Completion Date			
	Member Elect	Year One	Year Two	Year Three (& Four)
<b>Action: <i>*Italics denote optional action</i></b>				
Meet with Board Chair	x			
<i>Select and meet with Mentor</i>	x	x	x	
Read through Board Manual	x	x	x	x
Read through Board Policies	x	x	x	x
Read through RealBoard Toolkits (Moore)	x	x	x	x
Access district website, Community-School Board page	x	x	x	x
Prepare for and attend Board Meetings and workshops	x	x	x	x
Be sworn in at first January meeting	x	x	x	x
Receive district computer, access, training on use		x		
Access Board e-mail, respond promptly to meeting invites		x	x	x
Access BoardBook® for meeting agendas, supporting documents		x	x	x
Meet and greet with Superintendent, staff		x		
Meet and greet with fellow Board Directors individually		x		
Serve on appointed school board committee(s)		x	x	x
<i>Serve as Chair of board committee</i>			x	x
Serve as appointed board rep for outside organization		x	x	x
<i>Serve as Board Officer</i>			x	x
<i>Serve as Board Director Peer Mentor</i>				x
Attend Policy Governance Training		x		
Attend Minnesota School Board Assn. Training I		x		
Attend Minnesota School Board Assn. Training II		x		
Attend Minnesota School Board Assn. Training III or Chair Approved Alternative			x	
Attend Minnesota School Board Assn. Training IV or Chair Approved Alternative			x	
Attend Minnesota School Board Assn. Convention		x	x	x
Participate in other scheduled Board development training		x	x	x
Participate in periodic Board discussions or surveys to check for understanding		x	x	x
Monitor Policies		x	x	x
Monitor Superintendent		x	x	x
Monitor Board Governance		x	x	x
Attend Community Linkage meetings		x	x	x
Attend School Site visits		x	x	x
Attend School recognition events		x	x	x
<i>Attend School recreational events</i>		x	x	x
Attend High School Graduation		x	x	x
Attend community organization events		x	x	x

# SCHOOL BOARD SERVICE

We each have a unique background and motivation to serve on the Eden Prairie School Board. Together we strive to govern effectively to positively impact equitable and high student achievement within our District.

## **Eden Prairie School Board Directors:**

**Fulfil the responsibilities of a Board Director (to govern)** and understand how this role differs from that of the Superintendent (to manage).

**Are prepared for Board service:** An EPSB Director spends about 10-20 hours per month on Board related business including training, preparation for meetings, Board Meetings and Workshops, Committee Meetings, Board District Meetings and District/Community Events. Time commitments may increase during the final two months of the school year, and during a year in which the District places a referendum question on the ballot. Board Directors attendance is required at every scheduled Board and Committee Meeting, and arrival is expected prior to the start of each meeting. Directors are prepared to participate in meaningful and informed deliberation on important issues for the Board and District.

**Cultivate trusting, professional relationships with fellow Board Directors, Superintendent and the community** within the limitations of the role of a Board Director.

**Abide by Board policies, processes and procedures:** When working together at the board table or in committee, the Board follows its policies including the Ends, Executive limitations, Governance Processes and Board Management Delegation. Board members may not always agree, and deliberation is encouraged. On any issue, a member may present their viewpoint and ask questions to understand other's views. Each Director is free to vote on a motion based on their conviction of what is **best for the District** ("What good, for whom, at what cost"). However, once the Board reaches a decision on a specific topic, the Board speaks with one voice, supporting the decision publicly and privately.

**Are aware of the Board Work Plan, and understand its cyclical nature:** According to Policy 4.3, the Board drafts and routinely updates an evolving yearly Board Work Plan of Board actions for each Board Business Meeting and Workshop. Some of these actions follow roughly the same cycle annually, others are unique and placed on the plan as needs arise. Proposed changes and additions to the plan are discussed at workshops and business meetings, and approved by the Board at regular Board business meetings. The most current Work Plan is included in the final pages of the boardbook® Board Packet that you receive prior to each meeting, or from the District Website School Board Information Page.

**Understand Board Officer Roles:** There are four Officer Roles on the Board: Chair, Vice Chair, Treasurer, and Clerk. Officers serve for one year. The **process of Officer nomination** can be found in the “Eden Prairie School Board Officer Election Process.” **Board Officer specific duties** can be found in Policy GP 4.4.

**Serve on Board Committees, District Committees and other organizations as appointed by the Board Chair:** Each committee consists of 3 Board Members, one of whom is the Chair of the Committee. Committee meetings are posted and subject to the “Open Meeting Law.” (See 4.8 School Board Committee Structure, 4.7 School Board Committee Principles, and Eden Prairie School Board Committee Business Process.)

**Board Committees and their responsibilities:**

**4.8.1 Community Linkage Committee:** This committee facilitates multiple methods of School Board communication with owners that provide input and inform the School Board of ownership values as they relate to School Board policies, as well as provide valuable information to owners.

**4.8.2 Policy Committee:** This committee meets at the request of the School Board to create and recommend new School Board policies and/or School Board policy revisions for School Board consideration. The Policy Committee may bring forward additional recommendations on reordering or re-wording related policies to ensure consistency. In addition, this committee will maintain the necessary processes and procedures for the School Board's review of the Ends and Executive Limitation policies.

**4.8.3 Board Development Committee:** This committee ensures ongoing School Board development and oversees self-monitoring of the School Board's performance related to Governance Process and Board-Management Delegation policies.

#### **4.8.4 Negotiations Committee:**

This committee, which is defined as at least one member of the three member committee, observes selected bargaining unit contract negotiations to ensure the School Board's parameters are applied to all settlements.

#### **District Committees:**

**Core Planning Team:** A group of parent, staff and community members who have developed and annually monitor the District's Strategic Five Year Plan. A board member may participate at the invitation of the Superintendent.

**Financial Advisory Committee:** To assist the Eden Prairie School District in financial analysis and long range financial planning. The Board Treasurer is a member of this committee.

**Parent Teacher Organization (PTO) Presidents Council:** Each Eden Prairie school has its own Parent Teacher Organization. The PTO Council is a district-wide umbrella organization that connects all of the school PTOs. The PTO Council, along with each school's PTO, are separate 501(c)(3) non-profit organizations. A board member may attend the monthly meeting **as an observer**.

#### **Outside Educational Organizations:**

In addition to serving on a Board or District Committee, there is an opportunity to serve as a representative of Eden Prairie School District to the organizations listed below. The role of the representative is to "attend and participate at scheduled organization meetings, and to share information gathered at the meetings with the Eden Prairie School Board and interested district staff."

**[Association of Metropolitan School Districts \(AMSD\)](#):** An organization of metropolitan school districts to "advocate for metropolitan school districts and advance legislation that supports student achievement." AMSD is governed by one superintendent and one appointed representative from each participating district.

**[Independent School District 287](#):** Consists of member school districts with a goal to address shared challenges and provide educational resources tailored to meet the needs of at-risk learners, and their teachers, to help students earn a high school diploma.

**[Minnesota School Board Association \(MSBA\)](#):** The Minnesota School Boards Association is the leading advocate for public education by supporting, promoting and

strengthening the work of public school boards. All board members are invited to attend MSBA meetings and training opportunities throughout the year.

**[Minnesota State High School League](#)**: A voluntary, nonprofit association of public and private schools with a history of service to Minnesota's high school youth since 1916.

**Community Organizations:**

As an elected official and leader in the community of Eden Prairie, you might consider joining Eden Prairie philanthropic and leadership organizations. Membership expenses for these organizations are not paid for by the Board; they are the personal responsibility of each member. Some organizations in which school board members have participated include the Eden Prairie Community Foundation, Eden Prairie Chamber of Commerce, Eden Prairie Rotary, Eden Prairie Optimists, Eden Prairie Lions, etc.

**Approve the District Budget:** The District Budget is drafted by the Superintendent and his cabinet, within the parameters set by the State of Minnesota and the School Board. The Budget is approved annually by the Board and monitored throughout the year.

**Monitor policies, results and the overall performance of the School Board and the Superintendent:**

**Policy and results monitoring:**

Is done according to the Board Work Plan. Depending on the type of monitoring, it may be done at each meeting, bi-annually, or annually. The Board reserves the right to monitor more often, as it deems necessary.

**School Board governance monitoring:**

Governance Process, Governing style Policy 4.16 states:

“The School Board will monitor and discuss the School Board's process and performance at each meeting. Self-monitoring will include comparison of School Board activity and discipline to policies in the Governance Process (GPs) and Board-Management Delegation (BMDs) categories.”

**Individual School Board Member governance monitoring:**

Board Directors Govern in accordance with Governance Process Policy 4.1 “Governing Style.” They meet a stated Code of Conduct in compliance with Governance Process Policy 4.5 “School Board Members’ Code of Conduct,” and comply with policy on an ongoing basis. Violations of policy are managed according to Governance Process Policy

4.6 “Process for Addressing School Board Member Violations.” Directors also complete State of Minnesota mandated and Board required training.

**Evaluate the Superintendent’s performance, approve Superintendent’s contract:** The Superintendent is evaluated annually (or more frequently as deemed necessary by the Board) in a state approved closed session, and in accordance with Board-Management Delegation Policy 3.3 “Superintendent Accountability and Performance.” Evaluation is based solely on the results of Ends and the Executive Limitations (ELs) monitoring and any agreed upon specific performance goals as stated in a Memorandum of Understanding.

# MN STATE SCHOOL BOARD STATUTES

The Eden Prairie School Board operates in accordance with the laws of the State of Minnesota and in an orderly manner in compliance with Governance Process (GP) Policy 4.10 “Operation of the School Board Governing Rules.”

## [Minnesota State regulations](#) for School Board Meetings:

The state has determined regulations and mandates by which all Districts must comply, regardless of their governance structure. Some of those are:

**Quorum:** A quorum is the minimum number of members of an assembly that must be present at any of its meetings to make the proceedings of that meeting valid. Since there are seven Eden Prairie School Board Directors, a quorum is met whenever four or more Directors are gathered in an official capacity.

**Unintentional quorums:** Care must be taken to ensure that unintentional Board quorums do not occur due to ad hoc gatherings of more than three of the School Board Directors. Board Directors of any number may appear together in an official capacity at various community events, unofficially (as private citizens) at District or community gatherings, at meetings of organizations in which they hold common membership.

**Open Meeting Law:** Minnesota’s Open Meeting Law (M.S. Ch. 13D) requires all school board meetings to be open to the public with few exceptions. Scheduled public Board meetings are posted on the District Website and announced in the local papers, in a timely fashion so that possible attendees are adequately informed of the date, time, place and agenda of the meetings. To learn more about Open Meeting Law: [MSBA website](#).

**Minnesota Department of Education (DOE) and the Every Student Succeeds Act (ESSA):** In 2015, the federal government enacted the Every Student Succeeds Act which ensures equitable and high quality education for each student. Each state submitted their own plan to the federal government for approval describing how the state

planned to work with local educational governance (school boards and Superintendents) to achieve those results. Minnesota's plan was approved, and communicated to School Boards and Superintendents throughout the state. It is the responsibility of each school district to demonstrate achievement of the Act's requirements. Districts not meeting the benchmarks are offered guidance to develop and implement strategies toward achievement. Use this [MN Department of Education](#) link for additional information regarding this important piece of legislation.

# QUICK GUIDE TO BOARD MEETING PREP

## **Check Board Email:**

It is possible to **set up your mobile devices to receive District email alerts and meeting invites**. For assistance with this, or any technology concerns, contact the Technology Desk at the Administrative Services Center.

## **Respond to Calendar invites:**

Invitations for Board related meetings and events are sent by the Administration (to avoid violating open meeting law). Prompt replies are appreciated. If you wish to send an invite to committee members or to the board, send a request through the Board Administrative Assistant.

**Access [boardbook](#)**<sup>®</sup>: Use your personal user ID and password. This site is a repository for the Board Packet which contains the agenda and supporting documents needed for Board Business Meetings and Workshops.

## **Prior to the Board Meeting:**

Read through the Board Packet which includes agendas for the prior meeting/workshop and for the upcoming meeting, assertions of policy compliance written by the Superintendent, and additional presentations, committee meeting minutes, proposals, etc. The Policy Monitoring Protocol resource can be a helpful guide for evaluating an assertion, and drafting motions you wish to make at the meeting.

If you have a question regarding a Superintendent's assertions, you may email a **clarifying** question to them. To comply with "Open Meeting" law, do **not** include other Board Members in your email.

## **The day of a Board Business Meeting and/or Workshop:**

Arrive prior to the start of the meeting to connect with fellow Board Members, and review any handouts at your seat at the Board table. Be mindful that Board Business Meetings and Workshops are open to the public, and there is generally a member of the Press in attendance. Business meetings are videotaped, and workshops may be audio recorded.

# EXITING BOARD SERVICE

## **Voluntary exit from Board service:**

A Board Director may, for personal reasons, leave Board Service mid term (moving out of the District, etc.).

At the end of their elected term, a Board Director may decide not to run for re-election.

## **Involuntary exit from Board Service:**

A Board Director may fail to win re-election to their seat.

A Board Director may be removed from the Board based on disciplinary action as stated in Board policy GP 4.5 and 4.6.

## **Actions to complete upon ending Board Service:**

### **Inform the Administrative Assistant of current contact information:**

It is important for the District to have this information to send important tax and other documents to you in a timely manner.

### **Return to the Board:**

- The RealBoard® toolkit series of 4 books
- Alsbury, T. (2015). *A Balanced Governance Approach*.
- *Robert's Rules of Order*

### **Return to the Administrative Assistant:**

- District issued laptop
- District ID badge
- District School Board magnetic name tag

***The District thanks you for your dedicated service as a School Board Director!***

**Resolution of Acceptance of Donations**

BE IT RESOLVED by the School Board of Independent School District No. 272 that the School Board accepts with appreciation the following contributions and permits their use as designated by the donors:

---

**Eden Prairie Schools – Community Education:**

- Donation of \$4,772.00 (2,724.00 from FEPS and \$2,048 from other donors, including Grace Church and individual Community Members – funds will support the Back-to-School Supplies Program (distribution is for students in need across the district)

## SUPERINTENDENT CONSENT AGENDA

### A. Semi-Monthly Reports

#### HUMAN RESOURCES

##### 1. Human Resources – Administrative/Supervisory/Technical (AST)

###### a. Change in Assignment

Greimel, Adelaide – Early Childhood Supervisor, 204 days/year, Lower Campus, Community Education, effective 8/6/2019.

Nielsen, Katelyn – Early Childhood Supervisor, 260 days/year, Education Center, Community Education, effective 7/1/2019.

###### b. Resignation/Retirements

Maloney, Jennifer – Instructional Excellence Coordinator, Administrative Services Center, effective 6/28/2019.

##### 2. Human Resources – Eden Prairie Supervisors & Specialists (EPSS)

###### a. Change in Assignment

Hagberg, Cole – Maintenance Operations Coordinator, Transportation & Grounds, 8 hours/day, 5 days/week, 260 days/year, effective 6/24/2019.

##### 3. Human Resources - Licensed Staff

###### a. New Hires

Adkins, Kathryn – Grade 6 Teacher, 1.0 FTE, Eagle Heights Spanish Immersion Elementary, effective 8/26/2019.

Hansen, Sarah – ELL/ESL, 1.0 FTE, Eden Prairie High School, effective 8/26/2019.

Petersen, Valerie – Early Childhood Special Education Teacher, 1.0 FTE, Education Center, effective 8/26/2019.

Riess, Amy – Family & Consumer Science, 1.0 FTE, Eden Prairie High School, effective 8/26/2019.

Stankewicz, Lisa – Little Eagles Preschool Teacher, 0.8 FTE, Community Education, effective 8/26/2019.

Steinberg, Andrea – Little Eagles Preschool Teacher, Community Education, 3.44 hours/day, 4 days/week, 147 days/year, effective 8/26/2019.

Swirski-Lubin, Miriam – Little Eagles Preschool Teacher, 1.0 FTE, Community Education, effective 8/26/2019.

Torborg, Kayla – Grade 6 Teacher, 1.0 FTE, Eagle Heights Spanish Immersion Elementary, effective 8/26/2019.

###### b. Change in Assignment

Dozier, Lori – Speech Language Pathologist Intake Specialist, 0.5 FTE, Early Childhood Special Education, effective 7/1/2019

###### c. Resignation/Retirements

Buls, Jessica – Early Childhood Family Education, 1.0 FTE, Community Education, effective 6/7/2019.

Forston, Jessica – Little Eagles Preschool Teacher, 0.5 FTE, Community Education, effective 6/7/2019.

Johnson, Lucenia – Licensed School Nurse, 0.8 FTE, Central Middle School, effective 6/7/2019

4. Human Resources - Classified Staff

a. New Hires

BUILDING SERVICES

Barrientos Chavez, Martin – Custodian (Non-Licensed), Forest Hills Elementary, 8 hours/day, 5 days/week, 260 days/year, effective 6/21/2019.

Herrera, Maria – Custodian (Night-Non-Licensed), Forest Hills Elementary, 8 hours/day, 5 days/week, 260 days/year, effective 7/15/2019.

MSEA

Auger, Anne – Little Eagles Preschool Paraprofessional, Community Education, 6.5 hours/day, 5 days/week, 200 days/year, effective 9/3/2019.

Bhaya, Shipra – Little Eagles Preschool Paraprofessional, Community Education, 3 hours/day, 4 days/week, 141 days/year, effective 9/3/2019.

Casey, Laura – Early Childhood Special Education Paraprofessional, Community Education, 3.17 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Hagen, Jonathan – Little Eagles Preschool Special Education Paraprofessional, Community Education, 8 hours/day, 5 days/week, 200 days/year, effective 9/3/2019.

Jama, Shugri – Little Eagles Preschool Paraprofessional, Community Education, 4.5 hours/day, 5 days/week, 178 days/year, effective 9/3/2019.

Murphy, Ashley – Little Eagles Preschool Paraprofessional, Community Education, 5.7 hours/day, 5 days/week, 200 days/year, effective 9/3/2019.

Rebbapragada, Ramanita – Little Eagles Preschool Paraprofessional, Community Education, 5.5 hours/day, 5 days/week, 200 days/year, effective 9/3/2019.

b. Change in Assignment

CLASS

Holloway, Nolana – Student Activities Finance Assistant, Eden Prairie High School, 8 hours/day, 5 days/week, 260 days/year, effective 7/9/2019.

MSEA

Osman, Nimo – Little Eagles Preschool Paraprofessional, 6 hours/day, 4 days/week, 141 days/year, effective 9/3/2019.

TRANSPORTATION

Powell, Steven – Bus Driver, Transportation, 5 days/week, 178 days/year, effective 6/10/2019.

c. Resignations/Retirements

FOOD SERVICE

Feuerborn, Jenny – Food Service Assistant I, Central Middle School, effective 6/6/2019.

MSEA

Hoolihan, Hannah – Eagle Zone Program Assistant, Community Education, effective 6/6/2019.

Illies, Christian – Special Education Paraprofessional, Central Middle School, effective 6/18/2019.

Koehler, Stacey – Early Childhood Family Education Paraprofessional, Community Education, effective 5/10/2019.

Thorne, Laurie – Playground Paraprofessional, Prairie View Elementary, effective 6/6/2019.

TRANSPORTATION

Nocton, David – Bus Driver, Transportation, effective 6/6/2019.

Thielges, Steven – Bus Driver, Transportation, effective 6/6/2019.

d. Terminations

Employee A – effective 7/22/2019.

## Board Business

### General Consent Agenda

#### Acknowledgment of Electronic Transfers June 2019

INVEST DATE	FROM	TO	INTEREST RATE	MATURITY DATE	PRINCIPAL
05/24/2019	PMA Financial	MNTrust	2.360%	06/25/2019	\$5,010,345.21
05/24/2019	PMA Financial	MNTrust	2.360%	06/25/2019	\$1,002,069.05
05/24/2019	PMA Financial	MNTrust	2.360%	06/25/2019	\$7,014,483.29
02/20/2018	PMA Financial	MNTrust	1.994%	07/15/2019	\$808,383.56

## **2019-2020 Summary of School Student Handbook Changes**

In addition to school administrative review. Eden Prairie Schools consulted with the Kennedy & Graven Law Firm to review and provide advice regarding the contents of the Elementary, Handbook.

### **Summary of Proposed Changes – EPHS**

- **Grading Policy:** Pass/No pass changed to align with NCAA grading standards
- **Junior Privilege:**
  - Permanent passes section removed.
  - Section added to provide clarity for students and parents regarding qualification for open hour and direct connections to credit attainment, progress toward graduation and student behavior expectations.
- **Student Rights and Responsibilities:**
  - Deletions, language updates per legal counsel.
  - Consequences updated to align with current procedures, staff restructures and PBIS protocol.
- **Webpage:** Section reformatting and now listed under website section. In addition, moved from teacher pages to department pages, as academic communication now handled through Schoology.
- Other changes reflect general reformatting and grammatical updates.

# 2019-20 EPHS Student Handbook

## Academic Expectations

Eden Prairie Schools and Eden Prairie High School (EPHS) are 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.

### Graduation Requirements

A student must successfully complete 54 credits to graduate and complete all courses required of their graduating class. In addition, students are required to take graduation exams required by the State of Minnesota. Eden Prairie High School expects students to make continuous progress toward graduation. Seniors will be allowed to participate in commencement exercises only if they have completed and passed all graduation requirements or are fewer than two credits deficient. Students who are deficient in credits may make them up by enrolling for extra classes or attending an approved night school, summer school, or independent study program. It is strongly recommended that the student confer with his/her counselor regarding progress toward graduation.

### Continued Education for Students Who do not Meet Academic Standards

Admission to a public school is free and available to any resident under 21 years of age and their personal learning plan will continue while enrolled. Please refer to [Minnesota Statutes, section 120A.20, subdivision 1, paragraph \(c\)](#) for age limitations for students who turn 21 after enrollment.

### Credit for Prior Learning

Credit for Prior Learning provides students the opportunity to demonstrate prior learning. A student may test out of most courses if s/he is able to demonstrate prior knowledge and mastery of the course outcomes. Each department determines the appropriate assessments and acceptable level of performance. A student may not test out of any course in which s/he has been or is currently enrolled. Testing will occur twice a year. All applications for this procedure must be completed by November 1 for terms 3 and 4 and April 1 for terms 1 and 2 of the next school year. Science courses require earlier application dates – see the Gifted and Talented Coordinator for more information. Credit for Prior Learning may not be used towards the Honors Diploma. Forms for the Credit for Prior Learning process are available from the Gifted and Talented Coordinator.

## Dropping Classes

- Class drops will be allowed only for students who have not met course prerequisites and/or are significantly misplaced as suggested by previous course grades.
- Students in grades 9-10 are expected to carry a full schedule throughout the school year. This means they will have a class every period of the school day.
- Students in grades 11-12 are expected to carry a minimum of 3 classes each term.

## Eden Prairie Independent Coursework (EPIC)

Independent Coursework is an option offered to allow a student to design his/her own learning plan, creating an option for credit. The goal of the program is to give students a learning opportunity which fits individual needs while maintaining a quality experience. This option is not intended for courses regularly offered in the EPHS Course Offerings Guide, and teachers are under no obligation to supervise students in this program. EPIC forms are available from the Gifted and Talented Coordinator.

## EPHS Staff Assistance Limited to EPHS Courses

EPHS staff are under no obligation to assist students taking non-EPHS courses. Examples of non-EPHS courses include: Post-Secondary Enrollment Option courses, Credit for Prior Learning, non-EPHS online courses, non-EPHS Advanced Placement courses, or Self-Study.

## Failing and Re-taking a Course

A student who has received a “D+” or lower has the option of re-taking the same course. The student may not earn credit multiple times for the same course. The student is responsible for requesting that the higher grade replace the lower grade on the transcript (i.e., the lower grade is eliminated from the transcript.) Registration will be on a space available basis. Students failing the preceding term of a multiple term class may continue in the course at the discretion of the teacher.

## Grade Level Waivers

Grade level requirements for EPHS courses are listed in the Course Offerings Guide. Students may ask for a grade level waiver on a case-by-case basis by meeting each of the following criteria:

- a severe scheduling conflict or other extreme need, as determined by an EPHS counselor or administrator;
  - a high class ranking equivalent to Post-Secondary Enrollment Option status for the University of Minnesota (the student must have a GPA of 3.70 or higher);
  - completion of all other prerequisites for the course;
  - a strong teacher recommendation from the student’s most recent teacher in the subject area in question for the waiver;
  - several examples of where the student has shown strong interactive or discussion skills in a class or activity (especially highlighting interaction or discussion with older students);
- AND,

- an early request (i.e., during the spring registration period for the following school year) so that staffing levels can be addressed, or a later request if space is available in the class in question.

EPHS reserves the right to deny a grade level waiver if related administrative issues cannot be reasonably resolved. Forms to request a grade level waiver are available from the Gifted and Talented Coordinator.

## Grading Policy

These policies are established to reflect the EPHS philosophy that grades are a reflection of learning and our commitment to EACH student's learning. The purpose of grading is to communicate to parents/guardians, students, and the community the extent to which the student has met the objectives of a course. The 4.0 non-weighted grading system, standardized within courses and departments, should promote risk-taking, promote mastery, and allow for personalization. Letter grades are determined in each class as follows:

- **A:** 93-100%
- **A-:** 90-92%
- **B+:** 87-89%
- **B:** 83-86%
- **B-:** 80-82%
- **C+:** 77-79%
- **C:** 73-76%
- **C-:** 70-72%
- **D+:** 67-69%
- **D:** 63-66%
- **D-:** 60-62%
- **F:** 0-59%
- Pass/No Credit system: P = ~~73%~~ 60% and above NC = below ~~73%~~ 60%

- 
- Final term grades will be rounded up for point values of .5-.9 and rounded down for point values of 0-.4.
  - Grades are based on at least a 70% Academic Performance/30% Academic Practice split
  - No Extra Credit factored into grade
  - Re-takes/re-dos apply to course/team identified Essential Learning items in the Academic Performance category
  - Any re-take/re-do is worth 100% value
  - Cheating or unexcused absences on Essential Learning items in Academic Performance category will result in disciplinary responses, but re-take/re-do rule applies.
  - If students are missing Essential Learning items in Academic Performance category at the end of a term, the student grade may be reported as an incomplete until the student completes those items

## Pass/No Credit Option

The guidelines for the pass/no credit option are:

- The student must continue to meet all classroom expectations after choosing the P/NC option or the option will be revoked, and the student will be graded on an A - F scale. This includes completion of daily work, projects, and quizzes/tests. Class attendance is mandatory.
- The passing grade for all departments will be ~~73~~ 60 percent of the accumulated points or grades for the term.
- Students may exercise the option for up to two courses each year with no more than one per term.
- Many colleges and universities request courses be taken for the grade.
- Students must declare their intent in writing with required signatures by the second school day following parent/teacher conferences each term.

## Homework

When a student is absent from school, the student is encouraged to contact a classmate or contact a teacher by email, voicemail, and access Moodle/Schoology site to get assignments. If students need textbooks from a locker, parents/guardians are encouraged to stop at the high school and pick up the books from their student's locker. Students must turn in homework within an agreed upon time frame. Parents must call the attendance line, 952-975-8001, within 48 hours to excuse an absence.

## Academic Integrity

Eden Prairie High School strives to establish high ethical standards for all students in order to create a positive and stimulating learning environment. Integrity is essential to excellence both in education and life. Assessments and other schoolwork are measures of a student's academic performance. Honesty is required to ensure an accurate measurement of a student's academic knowledge. Student work must be evaluated on what the student knows or can do in order for the student and his/her family to have a clear and accurate accounting of the student's mastery of the material. When a student chooses to cheat and/or plagiarize on their schoolwork, they both compromise their integrity and project an inaccurate picture of their performance. As such, academic integrity violations will include both academic and disciplinary responses.

## Plagiarism

Plagiarism is the taking of someone else's product, words, ideas, or data and representing them as if they are one's own work. When a student submits work for credit that includes the product, words, ideas, or data of others, the source must be acknowledged by the use of complete, accurate, and specific references. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. On written assignments, if verbatim statements are included, the statements must be enclosed by quotation marks or set off from regular text as indented extracts. A student will avoid being charged with plagiarism if there is an acknowledgement of sources of information whenever one:

- Quotes another person’s actual words, or replicates all or part of another’s product.
- Cutting and pasting another person’s actual words.
- Uses another person’s ideas, opinions, work, data, or theories, even if they are completely paraphrased in one’s own words.
- Borrows facts, statistics, or other illustrative materials - unless the information is common knowledge.

## Incomplete Policy

Incompletes can be given to students who did not complete coursework due to extenuating circumstances that are beyond their control. If students are missing Essential Learning items in Academic Performance category at the end of a term, the student grade may be reported as an incomplete until the student completes those items. When a student earns a grade of (I) Incomplete, it will be reflected in the computation of his/her new GPA as a zero. This zero stays until the grade is changed. In order to resolve an incomplete, the student must make arrangements with the teacher to complete the missing work. If an incomplete is not completed by these arrangements the student has these options:

1. **Contract with their teacher to finish it:** If a student contracts with a teacher, the teacher stipulates what must be done and a deadline (at least 3 weeks after the end of the term) for completion of work. If a student contracts with teacher, and does not complete by the contracted deadline, the “I” turns into an “F”.
2. **Enroll in an in-school credit recovery class:** If a student enrolls in the in-school credit recovery class, they must finish the incomplete by the end of the term of enrollment. If they do not, the “I” turns into an “F”. This option is only available if the original class is able to provide materials to allow credit recovery. If the teacher can provide rubrics to correct the assessments associated with the incomplete, then the credit recovery teacher can do this. If not, then the original teacher will evaluate the work.
3. ~~Enroll in a 287 after school credit recovery class: If student enrolls in the 287 after school credit recovery class, they have one year from time of enrollment to complete the course (per 287 guidelines). If they do not, the “I” turns into an “F.” This option is only available if the original class is able to provide materials to allow credit recovery. If the teacher can provide rubrics to correct the assessments associated with the incomplete, then the credit recovery teachers can do this. If not, then the original teacher must evaluate the work.~~
4. **Enroll in a summer school class:** If a student enrolls in the summer school credit recovery class, **s/he** needs to complete credit in summer school. ~~If they do not, they must retake the class in the regular school year. The original grade of “I” turns into an “F.”~~ If the course is not completed, the original grade of “I” **will convert to** an “F.” This option is only available if the original class is able to provide materials to allow credit recovery. If the teacher can provide rubrics to correct the assessments associated with the incomplete, then the credit recovery teacher can do this. If not, then the original teacher must evaluate the work.

# Recognition

## Gold and Silver Cords for Seniors

- Gold Cords will be awarded to students with a 3.9-4.0 GPA
- Silver Cords will be awarded to students with a 3.75-3.89 GPA.

Designation of gold and silver cords will be determined at the end of term 3.

## Honor Roll

- “A” Honor Roll: Term GPA of 3.66 or above.
- “B” Honor Roll: Term GPA of 2.66 – 3.65.

## Honors Diploma / Red Cord

Graduating seniors who meet all of the following criteria, determined at the end of term 3, will be recognized at the graduation ceremony with an Honors Diploma and a Red Cord:

- 6 or more Advanced Placement (AP), College in the School (CIS), and/or most Project Lead the Way (PLTW) credits. Post-Secondary Enrollment Options (PSEO) courses that closely match AP, CIS, or PLTW courses also fit this criterion. Contact the Gifted and Talented Coordinator for current list of approved PSEO courses for the EPHS Honors Diploma.
- 3.5 or higher cumulative GPA.
- Minimum of 54 credits.

Graduating seniors who meet all of the above criteria after the pass/no credit drop date during fourth term will have “Honors Diploma” noted on their diploma at the end of the school year

## National Honor Society

EPHS senior NHS members, who remain in good standing and have met the required criteria, will receive an NHS medallion which will be worn at commencement. Specific information about criteria and guidelines is available from the NHS Advisor.

# Communication

## 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.

## Publications

Families with students attending Eden Prairie Schools receive print and electronic publications from the district. To ensure you're receiving electronic newsletters from the district and EPHS, 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.

## Contacting Your Student

Calls requesting that a message be given to a student during the school day must be limited to parents/guardians. Employers, friends, and siblings are not allowed to leave messages. Paging students to pick up messages is limited to passing times, before and after school only.

Messages not picked up by students will be discarded at the end of the day. Students are responsible, once paged, to report to their student center to pick up their message. Calling into a classroom is reserved for emergencies only. All emergency calls will be referred to the health office, the student's dean, counselor, or principal's office.

## Deliveries for Students

Deliveries will be accepted only from parents/guardians and only items related to school (lunches, books, etc.) will be delivered. Deliveries will be made to the Student Center South. Non-school related material or sealed items may not be left for students.

## 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.~~

## Newsletter-Eagle Nation News

Parent volunteers at EPHS publish the Eagle Nation News newsletter every month during the school year. It contains news on upcoming events, changes in school policy, reminders, and more. The newsletter is posted on our school website and can be obtained through requested hard copy.

## Parent communication with EPHS staff

As a community of learners, EPHS parents, teachers, and students work together to build a positive learning environment. Communicating with students and parents about student progress, school events, and classroom activities builds and maintains the learning environment. All staff members respond to requests for information and assistance in a timely and professional manner. Some tips for communicating effectively with teachers:

- Log in to the Parent Portal to access academic or attendance information.
- Utilize email and voicemail whenever possible to contact teachers; you can expect a response within two working days.
- Call the teacher in advance to schedule a meeting if you would like to discuss something with the teacher regarding your student.
- Strive to resolve a conflict directly with a teacher first; you are welcome to contact building administration if you are dissatisfied with the resolution.

## Publications / Parent Contact Information

Email is one of the most cost-effective, timely, efficient ways for your teacher, principal, and the district administration to communicate with families. Families with students attending Eden Prairie Schools receive print and electronic publications from the district. To ensure you're receiving electronic newsletters from the district and EPHS, 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.

## Parent - Teacher Conferences/Progress Reports

The Eden Prairie School District recognizes the importance of families and teachers working together. Students and their parents/guardians will have several opportunities to meet with teachers during the school year. Student Progress Reports include a letter grade, specific reasons for that grade (for example, test scores, missing work, etc.), and space for comments about behavior, performance, and attitude. Conferences are held in October, December, February/March. First, Second, and Third Term conferences are set-up through an on-line scheduler for the teachers/staff you'd like to meet with. Information and details are sent home by the second week of each term.

## Publication of Student Information

Students' names and photographs will appear in the EPHS yearbook and may also appear in other school district publications. If you do not wish to have your child's information included, 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. More information is available under the Directory Information heading in this handbook.

## 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

If school dismisses early, students will be told to go home on their regular buses – please be sure your child has 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

Students and parents have access to student information by logging onto the Eden Prairie Schools website at [www.edenpr.org](http://www.edenpr.org). Within that website, the following student information is available: attendance, grades, final report cards, and unofficial transcripts. In addition, the daily bulletin, the Eagles Nest (newsletter), calendar information, and time sensitive news releases are available. If there are problems logging into the website, call 952-975-7094 or email [helpline@edenpr.org](mailto:helpline@edenpr.org).

Each academic department has a webpage that includes teacher emails, available courses, and essential learning targets for each course. Teachers will include more specific information regarding class activities, homework, links to related course information, and other information via a Schoology course. Teachers and students will set expectations about how to use the Schoology course at the beginning of each term.

## Webpage

~~Each classroom teacher is assigned a web page that contains basic general information about the classes he/she teaches. Teachers may include more specific information regarding class activities, homework, links to related information on the internet, and other information. Teachers and students will set expectations about how to use the teacher's website at the beginning of the year.~~

# Student Life

## After-School Guidelines

The following guidelines must be met if a student is to remain after school:

- ~~Students are involved in an organized school activity, are completing academic work, or are waiting for pre-arranged parent/guardian transportation~~
- Any student staying after school for academic purposes must be in the media center, ~~test center~~, or a department resource center under the supervision of school staff.
- Once a student has completed their supervised activity, they must remain in a ~~designated area determined by security staff~~ ~~the East Commons~~.
- Students who ride the after-school activity bus must have a current school ID. Buses depart from the ~~activity center~~ ~~East~~ entrance.
- Students who fail to comply with these guidelines ~~may have a discipline referral~~ will be referred to their dean, ~~which may result in the loss of after school privileges~~ and / or a trespassing notice filed with the Eden Prairie Police Department.
- ~~All other students must leave the high school campus by 3 p.m.~~

## Backpacks/~~Book~~ Bags

Students are allowed to transport books to and from school in backpacks/~~book bags~~. Backpacks in the classroom will be subject to teacher discretion. ~~Backpacks/book bags/large purses are not allowed the final week of school.~~

## Communication Information Systems

The daily bulletin, video monitors, P.A. system, and bulletin boards are communication systems and their use is subject to administrative approval. Most information needed is posted on the EPHS website.

## Dance Policy

General: Guests are only allowed to attend the following three dances: Homecoming (Saturday), SELGAE’S, and Prom.

- Guests must complete the dance registration form available in the Student Activities office.
- All students must have a current school ID in order to be admitted to any EPHS dance.
- Guests must have a current school ID or driver’s license.
- Guests must be current 9th–12th graders or in their first year out of high school.
- Eden Prairie reserves the right to close any or all dances to guests.
- Once a student leaves a dance, s/he will not be readmitted.
- The supervisor(s) of the dance reserves the right to refuse admittance to any Eden Prairie dance.
- The supervisor(s) of the dance reserves the right to dismiss students from the dance for inappropriate dancing / [behavior](#).

**Prom:** A senior attending prom may invite a guest of his/her choice. The guest can be one year out of school. A junior attending prom is allowed to attend with a junior or senior only.

All EPHS students and guests must present their ID when purchasing their ticket and at prom. All guests must fill out a guest form prior to purchasing prom tickets. All guests must follow the general guest policy stated in the handbook.

[Out of district transportation \(i.e. “party buses”\) are not allowed to remain on school property once students have been dropped off at the dance.](#)

## Personal Electronic Devices

~~Students are allowed to access~~ [have](#) their electronic device ~~in any academic setting with teacher permission~~ [at school, and need to follow the expectations for the specific setting](#). ~~If an electronic device becomes a distraction in any school environment, it will be confiscated and school policies will be enforced. Failure to comply will result in further action. EPHS is not responsible for lost or stolen electronic devices. Please see individual teacher syllabus for classroom expectations regarding electronic items.~~

~~Some bus drivers allow use of electronic devices on the bus. If students have permission to use these items on the bus, they will need to store them out of sight during the day. If students store valuable items in their lockers, they assume any risk of theft that may result.~~ [Cell phones / electronic communication devices with picture taking option are not allowed to be visible in locker rooms or lavatories. If an electronic device becomes a distraction in any school environment, it will be confiscated and school policies will be enforced. Failure to comply will result in further action. EPHS is not responsible for lost or stolen electronic devices.](#)

## **Food and Beverages**

~~Food and beverages are allowed to be consumed only in the east and west commons. Food must be consumed in the commons from which it is purchased; transporting food is not allowed. At a teacher's discretion, food may be allowed in Connections. Food must remain in the Connections classroom. Students are responsible for leaving the Connections area clean. Food will not be allowed in hallways.~~

## **Lunch**

Lunch is available in either the east and south commons and must be consumed in the commons from which it is purchased; transporting food is not allowed. Food will not be allowed in hallways or amphitheaters.

## **Hennepin Technical College: Transportation**

Students may apply to drive or ride with another student to H.T.C. on a daily basis. Applications may be picked up at either student center. The application process must include:

- Completion of the application including an approved statement of need.
- Written parent permission on file.
- The school district may revoke driving privileges at their discretion.

## **Locker Rules and Responsibilities**

Student assigned lockers and physical education and athletic lockers are to be locked at all times. Do not bring large amounts of cash or valuables to school with you.

- The district cannot reimburse you if your personal property is stolen.
- Items left in lockers at the end of the school year will be donated to charity.

The Eden Prairie School District policy concerning lockers is as follows: School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's possessions, the school authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

## Media Center

The Library Media Center (LMC) supports all learners and staff by providing print and electronic collections, areas for collaboration, instruction, technology, and library services in a quiet academic atmosphere.

- The Library Media Center is a quiet study space. Please respect your fellow students by keeping noise / talking to a minimum.
- Library Media Center Conference Rooms can be checked out from the main desk if needed for group work.
- The Lakeside Lab is a space available for small group projects that require more communication.
- Food and drinks are not allowed in the Media Center and Lakeside Lab.
- All students are responsible for going to [www.ephs.edenpr.org](http://www.ephs.edenpr.org), then Library web page and applying the information provided in the text, tutorials and videos regarding orientation, resources, procedures, and services. The District Acceptable Computer Use policy is strictly observed. ~~respect for staff and students is demonstrated as defined in the Student Management plan, and food and drinks are not allowed.~~
- Backpacks are allowed in the LMC as long as they are under student desks and not left unattended.
- Hours are 7:15 a.m. – 4:15 p.m. Monday through Thursday, 7 a.m. - 3 p.m. Friday.

## Neighborhood

Eden Prairie High School is part of a neighborhood. Our neighbors have every right to expect that their property (house, yard, cars, business, etc.) will be treated with respect. Therefore, EPHS students are not to trespass on neighborhood businesses or private property.

## Parking

Students who choose to drive to school will operate their vehicles in conformance with all rules and regulations of the state of Minnesota, the city of Eden Prairie, and School District 272 Board of Education policy governing the reserved parking lot. Motor vehicles must be licensed and covered by insurance. The school is not responsible for the motor vehicle or its contents. **It is important to remember that driving to parking at school is considered a privilege and rules will be strictly enforced.** Students may not park their vehicles in the staff or visitor lots. Students parking on campus without a parking permit are subject to penalties.

## Parking Permits

Students who choose to park on campus must purchase a yearly parking permit for \$350 or \$200. Yearly passes are available by a seniority system. Limited daily parking permits are available for \$5 and must be purchased a day in advance. Permits are to be purchased at Student Center South. Students must have their driver's license and car license plate number to purchase a permit.

## Permanent Passes

~~Permanent passes to leave campus fourth hour are limited to juniors only with an open fourth hour. Freshmen and sophomores are not eligible for permanent passes. Junior passes may be issued on, but not limited to the following criteria:~~

- ~~• No discipline infractions in the previous term.~~
- ~~• Satisfactory progress towards graduation with a minimum of 24 credits and enrolled in a minimum of 12 credits for the academic year.~~
- ~~• No violation of the attendance policy.~~
- ~~• An application signed by parents/guardians.~~

~~These passes can be revoked at any time and must be renewed on a quarterly basis. Exceptions may be made at the discretion of the Deans or other school administrators.~~

## Privilege - Juniors

Junior students may earn a Junior Privilege to have an open hour in his/her schedule or leave campus during a 4th hour open period based on, but not limited to, the following criteria:

- Satisfactory progress toward graduation (verified by Counselor).
- No disciplinary infractions in the previous or current term (verified by Dean).
- No violations of the attendance policy (verified by Dean).
- No outstanding fines.

Process:

- Application available in counseling office
- Application signed by parents/guardians, Counselor, and Dean.
- Junior Privilege can be revoked at any time due to academic, attendance, or behavior concerns.
- Students may re-apply for Junior Privilege at the beginning of each term.
- Students with Junior Privilege may choose to work or study in the East Commons or Media Center.
- Students with a privilege will have a sticker on the back of their ID and must have this ID present at all times.
- Juniors who do not have a scheduled class and have not earned a privilege will be assigned to a study hall.

## Privilege - Seniors

~~Beginning the first term,~~ Senior students may earn a Senior Privilege to ~~leave campus during an open hour~~ have an open hour in his/her schedule or leave campus during an open hour or lunch based on, but not limited to, the following criteria:

- Satisfactory progress toward graduation (verified by Counselor).
- No disciplinary infractions in the previous term (verified by Dean).
- No violations of the attendance policy (verified by Dean).
- No outstanding fines.

### Process:

- Applications available in the counseling office.
- Application signed by parents/guardians, ~~connections advisor, media center,~~ Counselor, and Dean.
- Senior Privilege can be revoked at any time due to academic, attendance, or behavior concerns.
- Students may re-apply for Senior Privilege at the beginning of each term.
- Students with Senior Privilege may choose to work or study in the East Commons or Media Center.
- Students with a privilege will have a sticker on the back of their ID and must have this ID present at all times.
- Seniors who do not have a scheduled class and have not earned a privilege will be assigned to a study hall.

## Student IDs

Students must carry their current school provided ID at all times and show the ID when requested by school staff. ~~Failure to show an ID when requested is insubordination.~~

## Study Halls

All freshmen and sophomores who take less than 16 credits will be assigned to a study hall. Students with a pass will be allowed to access the media center or resource centers ~~and the Academic Center for Excellence (ACE) for a period of time during study halls. Study halls during 1st and 2nd hours will be in the South Commons. Third- and fourth-hour study hall will be in a classroom. All other students with free periods need to be in the East Commons or accessing academic support.~~ Juniors and Seniors who do not have a scheduled class and have not earned a privilege (See Privileges above) will also be assigned to a study hall. Daily attendance is required.

## Textbooks and School-Owned Equipment: Lost or Stolen

The school will charge an appropriate replacement fee for textbooks, workbooks, library books, and school-owned equipment lost, stolen or damaged by students. School-issued property is the student's responsibility until returned. Students have the responsibility to safeguard the materials or equipment at all times until returned. Stolen property cannot be reimbursed by the school district.

## 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

## **Responsible 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 **and** 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 iPadMacBook Air. Using or possessing hacking software is a violation of this agreement. Students who attempt to hack or "jailbreak" any EPS iPad MacBook Air will be in violation of this agreement.

### **Tech Support**

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

## **Information Regarding the MacBook Air in Eden Prairie Schools**

### **MacBook Air General Precautions**

- The MacBook Air is Eden Prairie Schools' property.
- The MacBook Air must remain free of any writing, drawing, stickers, or labels that are not issued and placed onto the device by EPS staff.
- Never throw or slide a MacBook Air. If the MacBook Air is in your backpack or another carrying case, do NOT throw or slide the case/backpack.
- Cords and cables must be inserted carefully into the MacBook Air to prevent damage.
- Never expose a MacBook Air to extreme temperatures, direct sunlight, or prolonged periods of time in rooms that are not at a normal room temperature.
- MacBook Airs must be kept in a secure location at all times; it is the student's responsibility to know where their MacBook Air is at all times. Do NOT leave unsupervised, or lend to friends or family members outside of your home.
  - MacBook Airs found in unsupervised areas will be turned into **Administration**.
- During classes or lunch periods when the MacBook Air is not needed, place the MacBook Air in your locker or in a locked classroom. **DO NOT SHARE YOUR LOCKER**

COMBINATION WITH ANYONE. Do NOT place your MacBook Air on the BOTTOM of your locker, but rather on top of all other materials.

### **MacBook Air Cases: Transporting To & From School**

Acknowledging the importance of a protective case for the MacBook Air, Eden Prairie Schools invested in purchasing protective cases for all of the MacBook Airs. These cases are suitable to transporting the device to and from school and EPS policy is that all MacBook Airs need to be in the EPS issued protective case.

- The MacBook Air should ALWAYS be in its protective case during transit.
- The MacBook Air should be charged (EPS provides a charger) and brought to school ready to use each day.
- Do NOT place your MacBook Air in a book bag that contains food, liquids, heavy or sharp objects.

### **MacBook Air Screen & Cleaning**

- The screens are sensitive to pressure and therefore can be damaged; they are scratch resistant, **not scratch proof**.
- The screens can break or shatter; care should be taken to protect the screen from damage.
- **Do NOT use liquids to clean the MacBook Air.** This includes, but is not limited to: window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives.

### **MacBook Air Care**

- The Technology department is able to detect when unauthorized programs and apps are downloaded, and those devices will be “wiped” and reinstalled with approved programs and apps. EPS is not responsible for any lost content stored on the device, including but not limited to: documents, photos, music, etc.
- Never leave a MacBook Air unattended. It is your responsibility to keep your MacBook Air stored in a safe, secure, temperature appropriate space.
- Do NOT attempt to try to repair the internal workings of a MacBook Air yourself.
- If your MacBook Air is not working, take your MacBook Air to the Lakeside Lab as soon as possible and have an EPS technology support specialist examine it. If your MacBook Air needs to be worked on for an extended period of time, you will be issued a temporary MacBook Air until yours is working properly.

## **MacBook Air Statement of Responsibility for Parent/Guardian and Student**

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

- Laptop Replacement:
  - First Incident - \$350,
  - Subsequent incidents -\$700
- Screen Damage - \$350
- Keyboard Damage - \$140
- Hard Drive Damage - \$400
- Charger - \$79
- Major Scratches and Dents - \$100
- Laptop Case Replacement - \$30

### **Earphones**

Eden Prairie Schools does not supply earphones to students. If a student wishes to purchase his/her own earphones then:

- 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 listening 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. Eden Prairie Schools **STRONGLY** recommends backing up important files and content daily. Several backup options exist, including cloud storage or personal computers. Students should backup their files, services, personally allocated storage space on the school district's network, flash drives and external hard drives.

### **Apple ID**

Each student needs to have an Apple ID. Our recommendation is that the account is linked to the parents know the password and keep that information. Information on creating an Apple ID is provided at back to school nights and on the school website.

### **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 MacBook Air in and out of school each day for a period of time, to having all MacBook Air privileges revoked.

**In instances where the student has put his/her own safety or the safety of others at risk, MacBook Air privileges will be revoked immediately.**

# **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:
  - Providing opportunities for students to explore and construct their learning through choice, practice, trial, error and reworking
  - Knowing their 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. ~~Are expected to be in class all day every day.~~ Attend each class every day.
2. Participate fully actively 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. 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 they are on the bus until s/he is they are returned home.

If a student demonstrates a lack of responsibility, respect, empathy or self-control and disrupts the learning for other students, adults will:

- Re-direct, work with, and ensure the student fully understands expectations
- ~~Create an accountability system with the student and parent/guardian with clear consequences or processes for resolution for additional violations~~
- Work in partnership with family, student, staff and other support staff to determine additional strategies and/or consequences
- ~~Referral to Peer Mediation or Conflict Resolution or other proven processes~~
- Determine if there are extenuating physical, emotional or mental challenges
- Submit disciplinary referral as required if deemed necessary
- ~~Move to remove from class, suspension, or expulsion~~

# Student Rights and Responsibilities

Students who attend Eden Prairie High School have various rights and responsibilities. Students also have responsibilities to teachers, other staff, and fellow students. The following describes student rights and opportunities as well as student responsibilities.

## Access to Records

### Rights/Opportunities:

- Students' parents/guardians and eligible students under federal law generally have the right to view their school records according to state and federal laws.
- Students have the right to privacy regarding any school records. Any disclosure of information from student records will be consistent with legal requirements and the discipline policy established by the school district.

### Responsibilities:

- Students are responsible for following established building and district procedures regarding access to their school records.
- 

## Dress and Grooming

### Rights/Opportunities:

- Students have the opportunity to wear clothing of their choosing and to engage in personal grooming which is not potentially disruptive to the education process, which does not pose a threat to the health or safety of other students and which is not lewd, vulgar, obscene, sexually explicit or discriminatory.

### Responsibilities:

- Students are responsible for dressing in such a manner that is not disruptive or likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory or associated with threat/hate groups, including gangs. Clothing which displays references to alcohol, chemicals, tobacco or other products which are illegal for use by minors is not permitted. [See Section 15 \(below\) of the Student Management Guidelines.](#)
- 

## Equal Opportunity

### Rights/Opportunities:

- Students have the right of equal opportunity to participate in all school activities and school education programs for which they are eligible within limits.

### Responsibilities:

- Students are responsible for following the rules and regulations of the school-sponsored activity in which they participate or others participate. Students may not discourage the participation of other students.

## Fair Treatment

### Rights/Opportunities:

- Students have the right to due process as defined in the Pupil Fair Dismissal Act when involved in a violation of district rules. Included is the opportunity to hear the nature of the violation and to give their account of the situation.
- Students have the right to be informed of all current school policies, rules and regulations that apply to them.
- Students have the right to be informed of all classroom expectations.
- Students have the right to be treated respectfully by district employees and other students.
- Students have the right to be free from corporal punishment by school personnel.
- Students have the right to be free from unreasonable physical contact from teachers and other district personnel. Reasonable force to restrain or correct a student from injuring self or other persons, however is allowable.

### Responsibilities:

- Students are responsible for treating all persons respectfully, responding to all directives or inquiries from staff, and for following rules and regulations that apply to them.
- Students are responsible for being knowledgeable about and following all school policies, rules and regulations that apply to them.
- Students are responsible for being knowledgeable about and meeting all classroom expectations and evaluation procedures that apply to them.
- Students are responsible for treating others including other students and district employees in a respectful manner. Students also are expected to treat the property of others and the district responsibly.
- Students are responsible for refraining from using force or physical contact for the purposes of inflicting physical and emotional harm on another.
- Students are responsible for respecting the space and freedom of those around them. Students also are responsible for not engaging in conduct that threatens to injure themselves, other persons and property.

---

## Free Speech and Expression

### Rights/Opportunities:

- Students have the right to free speech so long as such speech does not violate the rights of others [or the responsibilities listed below](#).
- Students have the right of assembly within the reasonable time, place and manner restrictions of the school district. Those restrictions will be made available to all students before they are enforced.

### **Responsibilities:**

- Students are responsible for expressing opinions, publishing written materials and distributing literature in such a manner that is not defaming, obscene, discriminatory, sexually explicit, associated with threat/hate groups, including gangs, or contains references to alcohol, chemicals, tobacco, or other products which are illegal for use by minors, that does not interfere with the rights of others or disrupt the ~~atmosphere of learning~~ in the school **environment** and follows school regulations regarding time, place and manner.
  - Students are responsible, when assembling, for exhibiting appropriate behavior and following the reasonable time, place and manner restrictions of the school district.
- 

## **Harassment**

### **Rights/Opportunities:**

- Students have the right to be free from sexual harassment and violence, racial harassment and violence, ~~and religious harassment and violence,~~ **and harassment and violence based on any other protected characteristic, as denoted in District Policy 413,** arising out of the physical or verbal conduct of other students, school personnel and others.

### **Responsibilities:**

- Students are responsible for being aware of school district policies regarding harassment and for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible for reporting to a teacher, staff or administrator incidents of physical, sexual and verbal harassment, intimidation and/or abuse that they have experienced or of which they are aware.
- 

## **Learning**

### **Rights/Opportunities:**

- Students have the opportunity to receive a comprehensive appropriate education.
- Students have the opportunity to attend school in a safe environment that is free from disruptive behavior by others.
- Students have the opportunity to make up school work missed during an excused absence.
- Students have the right to necessary home/hospital instruction as regulated by state guidelines when absent for an extended period.

### **Responsibilities:**

- Students are responsible for daily attendance, for completing class assignments on time and for bringing appropriate materials required for class use.
- Students are responsible for behaving in such a manner that does not pose a potential or actual danger to themselves or others and that is not disruptive to the learning process for others.

- Students are responsible for obtaining and completing make-up work assigned for periods of absence.
  - Students are responsible for completing work assigned as part of the home/hospital instructional process.
- 

## **Nondiscrimination**

### **Rights/Opportunities:**

- Students have the right to be free from discrimination based upon race, color, creed, sex, religion, national origin, marital status, sexual orientation, status with regard to public assistance or disability.

### **Responsibilities:**

- Students are responsible for treating other students and district employees in a nondiscriminatory manner.
- 

## **Privacy**

### **Rights/Opportunities:**

- Students generally have the right to privacy of their persons and personal property when engaging, participating or pursuing curricular activities on a school location. In such instances, a student's person or personal property may only be searched by school officials if there is reasonable suspicion that the search will uncover evidence of a violation of a school rule or of the law.
- Students have the opportunity to utilize school lockers, desks and other designated areas for storing appropriate items of personal property subject to the understanding that such areas are within the exclusive control of the school district and that such areas may be searched for any reason, at any time without permission, consent or requirement for a search warrant in accordance with the school district's locker policy
- Students have the right to privacy regarding information which is collected or maintained about them because they are a student. Such information will be released in accordance with state and federal law. Matters of child neglect, physical or sexual abuse must be reported to the proper authorities according to state law. Matters involving criminal behavior may also be reported to the proper authorities.

### **Responsibilities:**

- Students are responsible for refraining from bringing onto school location or to school-sponsored events any item or material that is in violation of school district policy, school rules, or state and federal laws if the item(s) would cause, or tend to cause, a disruptive activity or endanger the health and safety of students or other people.
- Students are responsible for keeping their lockers free of any items that are illegal or that are prohibited under school rules and district policies.
- Students are responsible for reporting matters of abuse or illegal activity to school personnel.

## Safety and Security

### Rights/Opportunities:

- Students have the right to feel safe in the school building, on campus, and at school sponsored events.

### Responsibilities:

- Students are responsible for reporting any safety concerns regarding themselves or others. Students are expected to report any concerns to any responsible adult in the building, such as a teacher, counselor, security monitor, dean, or advisor, who will then notify the building principal or designee of the allegation.
- 

## Student Government

### Rights/Opportunities:

- Students have the opportunity to form and participate in student government which is open to all members of the student body being represented. The purpose of the existence of student government is to represent and to be responsive to the needs of all students.

### Responsibilities:

- Students are responsible, when forming a student government, for establishing purposeful bylaws. The student government is responsible for communicating with the student body, faculty and administration and being aware of and complying with any policies of the school district that may affect the formation of procedural aspects of the student government.

## Student Discipline Policy

Every student and employee of Eden Prairie High School is entitled to learn and work in a safe school environment. To ensure this, the district and school have established clear student discipline policies, consequences appropriate for the behavior, and practices to consistently apply the policies. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the discipline policy. Any behaviors prohibited by policy may result in a referral to a pre-assessment team. The school district may take into account the student's disciplinary records while enrolled in EPHS. Where applicable, the student will be declared ineligible for participation in activities governed by the Minnesota State High School League. Students are expected to behave in accordance with federal, state and local laws and rules, district and school policies and regulations, and in a way that respects the rights and safety of others. Students violating the law will be referred to the police. The following are school discipline policies. These discipline policies and the potential consequences apply at any time a student is present at a school location or at a school-sponsored event, [and](#)

on school buses. Also, the School District may impose disciplinary consequences for violations at non-school locations/events if the misconduct is determined to have a nexus to the school environment. Listed are the violations and the recommended consequences for first, second and third offenses. The school district in its sole discretion may impose more severe consequences (i.e. expulsion) beyond those set forth in this policy based on the particular misconduct.

## Student Management Guidelines

In order to maintain a safe and orderly learning environment, the following guidelines regarding student behavior will be followed. These are guidelines only and do not include all possible student offenses. See Eden Prairie School District Policy ~~503.7R~~ 506.7. The School District retains the right to suspend or expel a student or impose other disciplinary action at their discretion, based on the severity of behavior, the facts, circumstances, and nature of a student offense and the student's disciplinary record.

### 1. Abuse, Verbal or Written

The use of language or actions that are obscene, threatening, intimidating or that degrades other people or incites other people is prohibited.

#### Guidelines for Potential Consequences:

- **First Offense:** ~~1-~~ Up to a 3-day suspension, mediation and anger management.
- **Second Offense:** ~~2-~~ Up to a 5-day suspension.
- **Third Offense:** Suspension pending review by school & district administration for recommendation for expulsion.

### 2. Academic Integrity

Plagiarism and cheating are not allowed in our educational environment. Honesty and integrity are essential to excellence in education.

#### Guidelines for Potential Consequences:

- **First Offense:** Parent contacted by teacher, Documentation, ~~Notification to student organizations~~, Loss of privileges. \*\*If a planned, coordinated effort for cheating, suspension may occur.
- **Second Offense:** Parent contacted by teacher, Documentation, Suspension, Parent Meeting, ~~Notification to student organizations~~, Loss of privileges.
- **Third Offense:** \*\*Administrative conference to determine next action.

### 3. Activity Bus

Students must present a school picture ID to ride the activity bus. Activity buses depart from the East entrance at 4:30 p.m. and 5:30 p.m.

#### Guidelines for Potential Consequences:

- 
- **First Offense:** ~~Warning~~ Dean conference.
  - **Second Offense:** ~~2-week suspension from riding the activity bus.~~ Dean conference, parent contact, possible bus suspension.
  - **Third Offense:** ~~Student is no longer allowed to ride the activity bus.~~ Dean conference, parent meeting, bus suspension.
- 

#### 4. Alcohol/Chemicals, Possession, Use or Under the Influence of

EPHS' purpose is to provide a network of help for students who are having alcohol or other drugs interfere with their school performance. In addition, our goal is to provide consistent and clear enforcement for a chemically free school. The possession, use, distribution, delivery, transfer, sale or purchase of alcoholic beverages, controlled substances, or solvents, paint, gasoline, aerosols, and prescription or non-prescription drugs or other toxic substances, or benign substances being represented or used by students as an illicit substance, steroids, or drug paraphernalia including e-cigarettes while at any school location, is expressly forbidden throughout the calendar year. State law requires law enforcement to notify school officials of certain alcohol/chemical violations.

##### 4a: Violations at School Locations and School Sponsored Activities

###### Guidelines for Potential Consequences:

- **First Offense:** Up to 3-day suspension, confiscation, police referral, chemical health referral
- **Second Offense:** ~~3-~~Up to 5-day suspension, police referral.
- **Third Offense:** Suspension pending review by school & district administration for recommendation for expulsion. police referral.

##### 4b. Non-School Related Violations

###### Guidelines for Potential Consequences:

- **First Offense:** Notifications to school team. Resources will be provided.
- **Second Offense:** Notification to school team. Student/parent meeting with school team.
- **Third Offense:** Notification to school team. Referral to outside agency.

##### 4c: Alcohol/Chemicals, Over-the-Counter or Look-A-like (Benign) Chemicals with Possession with and Intent to Distribute or Sell at School Locations, School Sponsored Events or locations with a nexus to the school environment and School-Related Violations

###### Guidelines for Potential Consequences:

- **First Offense:** Suspension pending recommendation for expulsion, police referral, chemical health referral. Meeting with parent/guardian with recommendations.
-

## 5. ~~Alcohol/Chemicals:~~ Tobacco Possession or Use

Eden Prairie High School, in compliance with school district policy, is proud to encourage and support a tobacco-free environment. Smoking, chewing, possessing or using tobacco in any form including e-cigarettes at any time, at any school location including school vicinity, or at a school-sponsored activity is strictly prohibited.

### Guidelines for Potential Consequences:

- **First Offense:** ~~4 days of~~ Restricted study, police referral, confiscation, [parent meeting](#)
  - **Second Offense:** ~~8 days of~~ Restricted study, police referral, confiscation, [parent meeting](#)
  - **Third Offense:** Up to 3-day suspension, police referral
- 

## 6. Arson

Intentional or attempted damage to school property or other property at school location by means of fire is prohibited.

### Guidelines for Potential Consequences:

- **First Offense:** Suspension pending [review by school & district administration](#) for expulsion, and police referral.
- 

## 7. Attendance/Unexcused

### Guidelines for Potential Consequences:

- **Offense:** ~~Assigned to restricted study by teacher.~~ Referral to school team for an attendance intervention - [EPHS partners with the Hennepin County "be@school" program.](#)
- 

## 8. Backpacks/~~Book Bags~~ Unattended Property

Backpacks and any item intended to carry educational materials will be allowed on school campus to help transport materials to/from school. Upon arriving at school, students should secure their backpacks/ ~~bookbags~~ in their lockers. Backpacks in the classroom will be subject to teacher discretion. Any unattended property will be subject to search and seizure. Students are responsible for safeguarding their personal property. Stolen property cannot be reimbursed by the school district.

## 8. Backpacks/Unattended Property

### Guidelines for Potential Consequences:

- **First Offense:** Unattended item will be confiscated and searched, and conference with Dean prior to the return of the item.
- **Second Offense:** Unattended item will be confiscated and searched, conference with Dean prior to the return of the item, and loss of privilege.
- **Third Offense:** Unattended item will be confiscated and searched, conference with Dean prior to the return of the item, and loss of privilege.

### ~~8a. In Classes, Media Center, ACE, Resource Centers, etc.~~

#### ~~Guidelines for Potential Consequences:~~

- ~~● **First Offense:** Conference with Dean. \* (\*Indicates disciplinary actions assigned by the building administrator)~~
- ~~● **Second Offense:** Conference with Dean and loss of backpack for 1 week~~
- ~~● **Third Offense:** Loss of backpack privileges for remainder of the school year.~~
- ~~●~~
- ~~●~~

### ~~8b. Unattended Property~~

#### ~~Guidelines for Potential Consequences:~~

- ~~● **First Offense:** Unattended item confiscated and searched, and conference with Dean prior to the return of the item.~~
  - ~~● **Second Offense:** Unattended item confiscated and searched, conference with Dean prior to the return of the item, and loss of privilege.~~
  - ~~● **Third Offense:** Loss of backpack/ item privileges for remainder of the school year.~~
- 

## 9. Bomb Threat

Making, publishing or conveying in any manner a bomb threat pertaining to a school location, student or school staff member is prohibited.

#### Guidelines for Potential Consequences:

- **First Offense:** Suspension pending [Suspension pending review by school & district administration for recommendation for expulsion](#), and police referral.
- 

## 10. Bullying/Cyberbullying

- **Bullying:** Intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  - a) 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; or
  - b) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, service, or privileges.
- **Cyberbullying:** bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. This includes use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts ~~student learning or the school environment~~ [or interferes in a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.](#)

### **Guidelines for Potential Consequences:**

- **First Offense:** Up to 3-day suspension; ~~Report filed at district office,~~ Referral to outside agency; Intervention plan.
  - **Second Offense:** Up to 5-day suspension, ~~Report filed at district office~~ Referral to outside agency, Intervention plan.
  - **Third Offense:** Suspension pending Suspension pending [review by school & district administration for](#) recommendation for [expulsion](#).
  - [Refer to District Policy 514 for detailed description of the District's Bullying Prohibition Policy.](#)
- 

## **11. Burglary**

Entering any school location without consent and with the intent to commit a crime (i.e. vandalism or theft) is prohibited.

### **Guidelines for Potential Consequences:**

- **First Offense:** Suspension pending Suspension pending [review by school & district administration for](#) recommendation for [expulsion](#). and police referral.
- 

## **12. Cell Phones**

~~Students are not allowed to access their cell phones~~ [Students may have limited access to their cell phones](#) in any academic setting including, but not limited to, classrooms, Media Center, all Resource Centers, ACE, Career Resource Center, and Student Service Centers. [The use of cell phones or other video recording devices in bathrooms and locker rooms is strictly prohibited.](#)

### **Guidelines for Potential Consequences:**

- **First Offense:** ~~Education of policy, warning,~~ Conference with Dean, confiscation of phone and recording of offense.
- **Second Offense:** ~~Up to 4 days of~~ Restricted study. Phone to be picked up by parent/guardian.
- **Third Offense:** ~~Will be considered insubordination, possible suspension;~~ Phone to be picked up by parent/guardian. [Parent meeting.](#)

If cell phone is used to compromise academic integrity, further disciplinary action will be taken.

---

## **13. Co-Curricular Behavior**

Students are expected to show positive behavior at all EPHS co-curricular events/contests and/or intramural events. Prohibited behaviors include, but are not limited to, the following: inappropriate dancing; students may not use noisemakers, thunder sticks, display banners or placards; throw objects; use obscene, profane or abusive language or gestures; harass opponents' team, officials, cheerleaders, band, or any other performing group; fight, push, trip or

any other behavior deemed dangerous; interfere with the rights of others to observe the event; climb, push or pound on the glass in the hockey arena. All EPHS student management guidelines are in effect at co-curricular activities.

**Guidelines for Potential Consequences:**

- **First Offense:** 2-week suspension from all EPHS contests and activities, and restitution. <sup>\*,\*\*</sup>
- **Second Offense:** 4-week suspension from all EPHS contests and activities, and restitution. <sup>\*,\*\*</sup>
- **Third Offense:** 8-week suspension or complete loss of privileges from all EPHS contests and activities, and restitution. <sup>\*,\*\*</sup>

~~\*Indicates disciplinary actions assigned by the building administrator; \*\*Student eligibility is determined by MSHSL.~~

**Note:** Student Activity eligibility is determined by MSHSL guidelines.

---

## 14. Disruptive Behavior

Disruptive behavior at school locations or at school sponsored activities is prohibited. Disruptive behavior means acts that disrupt, interfere or threaten to disrupt the educational process or school functions, including, but not limited to horseplay, disobedience, disrespectful behavior, inappropriate language, instigating a school disruption, discrimination or defiance of authority, or failure to report any of the aforementioned behaviors.

### ~~14a. Classroom and Other School Locations~~

**Guidelines for Potential Consequences:**

- **First Offense:** Up to 1-day dismissal from class or activity, restitution and mediation.
- **Second Offense:** Up to 3-day dismissal from class or activity, restitution and parent/guardian meeting.
- **Third Offense:** ~~Up to 5-day dismissal and possible suspension. Possible placement in alternative learning setting.~~ Referral to MTSS team for additional support and intervention.

### ~~14b. Campus and other School Locations~~

**Guidelines for Potential Consequences:**

- ~~**First Offense:** Up to 1-day suspension.~~
- ~~**Second Offense:** Up to 5-day suspension and parent/guardian meeting.~~
- ~~**Third Offense:** Possible suspension, and recommendation for expulsion.~~

---

## 15. Dress and Grooming

Dress and grooming that is disruptive or potentially disruptive to the educational process is prohibited, including, but not limited to, the following:

- a) Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory, racist, sexist or otherwise degrading or sexually suggestive or which

promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.

- b) Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups or supremacist groups is prohibited.
- c) Wearing clothing that does not cover shoulders, midriff, chest, or buttocks. Clothing that does not cover undergarments, and undergarments that are worn as outer garments. ~~Clothing that exposes cleavage is prohibited.~~
- d) Wearing short shorts and short skirts, see-through pants and shirts are prohibited.
- e) Wearing a face mask, sunglasses or wigs in school that would not allow the student to be identified is prohibited.
- f) Wearing or carrying any headwear, except for legitimate religious or medical reasons during the day without permission from school administration is prohibited. Headwear is defined as any object which covers one's head, all or in part, including but not limited to bandanas, headbands, hats, hoods, and do-rags.

**Guidelines for Potential Consequences:**

- **First Offense:** Education of policy, warning, and removal or confiscation of item (if applicable) and recording of offense.
  - **Second Offense:** Up to 2 days of restricted study, item confiscated, and parent/guardian contacted.
  - **Third Offense:** Will be considered insubordination, possible suspension.
- 

## 16. Driving, Careless or Reckless

Operating any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited (speeding, reckless driving).

**Guidelines for Potential Consequences:**

- **First Offense:** 5-day suspension of parking permit (if applicable), up to 3-day suspension, and police referral.
  - **Second Offense:** Revocation of parking permit (if applicable), up to 5-day suspension, and police referral.
- 

## 17. False Reporting

Deliberately reporting false information about the behavior of a student or staff person is prohibited.

**Guidelines for Potential Consequences:**

- **First Offense:** Disciplinary action assigned by the building administration.
  - **Second Offense:** Up to 3-day suspension.
  - **Third Offense:** Up to 5-day suspension.
- 

## 18. False Fire Alarm or 911 Calls

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm is prohibited. False 911 reporting from any school phone is prohibited.

---

**Guidelines for Potential Consequences:**

- **First Offense:** Suspension pending Suspension pending [review by school & district administration](#) for recommendation for [expulsion](#), and police referral.

---

**19. Fighting/Assault\***

Engaging in any form of fighting, (regardless of who initiated the fight), assault, or inciting a fight/assault is prohibited. Fighting/assault includes, but is not limited to, hitting, slapping, pulling hair, biting, shoving, pushing, kicking, scratching or any other acts in which a student intentionally inflicts or attempts to inflict bodily harm on another person.

**Guidelines for Potential Consequences:**

- **First Offense:** ~~Up to~~ 3–5-day suspension, mediation (if agreed upon by all parties) and anger management support, and police referral, [when appropriate teacher notification pursuant MN statute 121A.64](#)
- **Second Offense:** ~~Minimum of~~ Up to 5-day suspension, mediation and anger management support, and police referral, [when appropriate teacher notification pursuant MN statute 121A.64](#)
- **Third Offense:** Minimum of 10-day suspension pending Suspension pending [review by school & district administration](#) for recommendation for [expulsion](#), and police referral, [when appropriate teacher notification pursuant MN statute 121A.64](#)

\*Assaults will be considered severe behavior that will subject a student to [review by school & district administration for expulsion](#)

---

**20. Fire Extinguisher, Unauthorized Use**

Unauthorized handling of a fire extinguisher is prohibited.

**Guidelines for Potential Consequences:**

- **First Offense:** 3 to 5-day suspension, police referral, and restitution.
- **Second Offense:** Suspension pending Suspension pending [review by school & district administration](#) for recommendation for [expulsion](#), police referral, and restitution.

---

**21. Gambling**

Gambling, including, but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games, cards, dice and other items used to promote a game of chance) is prohibited.

**Guidelines for Potential Consequences:**

- **First Offense:** ~~Indicates disciplinary action assigned by the building administration.~~ [Conference with dean.](#)
- **Second Offense:** ~~4–~~ [Up to](#) 3-day suspension.

- **Third Offense:** ~~3~~ Up to 5-day suspension.

---

## 22. Gang/Threat Group Activity/Affiliation

Gang-related behavior in the school is not allowed. Gang-related behavior in the school and community is antisocial, counterproductive and ultimately destructive. No student may join or solicit any other pupil to join, or become a member of, any gang or threat group. Gang “representing” which is likely to cause others to be intimidated by fear of violence is uniformly disallowed in the school. This includes, but is not limited to, “wearing of colors” and “gang signs,” the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, and clothing, etc. [Group intimidation of an individual or individuals is expressly disallowed in the school environment, school sponsored events or locations with a nexus to the school environment.](#)

### Guidelines for Potential Consequences:

- **First Offense:** Up to 1-day suspension, confiscation of items (if applicable), and police referral.
- **Second Offense:** ~~4~~ Up to 3-day suspension, confiscation of items (if applicable), and police referral.
- **Third Offense:** Minimum of 5-day suspension, confiscation of items (if applicable), and police referral.

---

## 23. Harassment

### Physical, Verbal or Written

- The Eden Prairie School District seeks to maintain a learning environment free from sexual, racial, religious and sexual orientation harassment and violence.
- Sexual harassment is unwelcome sexual advances, indecent exposure, request or pressure for sexual activities, and/or other inappropriate verbal or physical contact of a sexual nature.
- Any vocabulary or action that degrades or is intimidating to one’s sexual orientation is prohibited.
- Any vocabulary or action that degrades or is intimidating to staff or other students is prohibited.
- Racial harassment is physical or verbal conduct relating to an individual’s race when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive academic environment; has the purpose or effect of interfering with an individual’s academic performance; or otherwise adversely affects an individual’s academic opportunities.
- Religious harassment is physical or verbal conduct relating to an individual’s religion when the conduct has the purpose or effect of interfering with an individual’s academic opportunities.

Any person who believes he or she has been the victim of sexual, racial, religious, sexual orientation harassment or violence or any other form of harassment, offensive behavior or

hazing by any staff member or student in the school district should report it to the principal or responsible adult in the building, such as a teacher, counselor, security monitor, dean, or advisor, who will then notify the building principal or designee of the allegation.

### **23a Abuse - Verbal or Written**

#### **Guidelines for Potential Consequences:**

- **First Offense:** Up to 3-day suspension, Student Activities contacted, referral to outside support, and harassment report form filed with the district.
- **Second Offense:** ~~Minimum of 3~~—Up to 5-day suspension, Student Activities contacted, referral to outside support, and harassment report form filed with the district.
- **Third Offense:** Suspension pending ~~review by school & district administration for~~ recommendation for **expulsion**, Student Activities contacted, and harassment report form filed with the district.

#### **Violence--Sexual, Sexual Orientation, Racial, Religious**

- Sexual violence is a physical act of aggression or force that includes touching another's intimate body parts or forcing a person to touch another's intimate body parts.
- Sexual orientation violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation.
- Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- Religious violence is a physical act of aggression upon another because of, or in a manner reasonably related to, religion.
- Indecent exposure.

#### **Guidelines for Potential Consequences:**

- **First Offense:** Minimum 5-day suspension, recommendation for expulsion, police report, and harassment report form filed with the district.
  - **Second Offense:** Suspension pending review by school administration, police referral, and harassment report form filed with the district.
- 

## **24. Hazing/Offensive Behavior**

Offensive behavior, including hazing, teasing, coercive behavior and other offensive or mean-spirited conduct, which is not racial, sexual or religious in nature, is prohibited. Hazing is prohibited. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization or for any other purpose. "Student organization" means a group, club, or organization having students as its primary members or participants. A "Student Organization" does not have to be an official school organization to come within terms of this definition.

### **Guidelines for Potential Consequences:**

- **First Offense:** Up to 3-day suspension, mediation and/or offensive behavior support intervention. Report sent to Student Activities office.
  - **Second Offense:** Up to 5-day suspension, and referral to outside support. Report sent to Student Activities office.
  - **Third Offense:** Suspension pending [review by school & district administration](#) for recommendation for [expulsion](#), Report sent to Student Activities office.
- 

## **25. Identity Falsification**

Includes, but not limited to forging notes, fraudulent passes, fraudulent phone calls. ~~are prohibited~~

### **Guidelines for Potential Consequences:**

- **First Offense:** ~~4 days restricted study.~~ Dean conference, restitution.
  - **Second Offense:** ~~8 days restricted study.~~ Dean conference, restitution, parent contact.
  - **Third Offense:** ~~Up to 3-day suspension.~~ Dean conference, restitution, parent meeting.
- 

## **26. Insubordination**

Deliberate refusal to follow an appropriate direction given by a staff member or failure to show ID or give name when requested by an adult is prohibited.

### **Guidelines for Potential Consequences:**

- **First Offense:** ~~Up to 8 days restricted study, mediation and/or restitution, possible suspension~~ [Dean conference, restitution.](#)
  - **Second Offense:** ~~Up to 3-day suspension~~ [Dean conference, restitution, parent contact.](#)
  - **Third Offense:** ~~Up to 5-day suspension~~ [Dean conference, restitution, parent meeting.](#)
- 

## **27. Littering/Lunchroom**

Out of respect to our maintenance staff, the school, and to each other, students are expected to clean up after themselves in the commons and throughout the school. Students are not allowed to transport food from one commons to another place in the building. Students are responsible for the mess at their tables and for leaving the table clean. Students are expected to deposit all trash in school-provided receptacles. This includes trash generated anywhere on the school campus. Students are responsible for cleaning any trash generated by themselves or by the members of their group.

### **Guidelines for Potential Consequences:**

- **First Offense:** ~~Restitution and restricted lunch~~ [Dean conference, review of expectations.](#)
  - **Second Offense:** Restitution, ~~and 4 to 8 days of restricted study~~ [parent contact.](#)
  - **Third Offense:** Restitution, ~~and up to 3-day suspension.~~ [parent meeting.](#)
-

## 28. Off-Campus/Unauthorized Areas

Leaving campus without proper permission or through an unauthorized door is ~~prohibited~~ considered a safety risk and is strictly prohibited. Students are required to enter and exit through north, south or east doors only. Students are forbidden from occupying unauthorized areas of the school at all times. This includes but is not limited to the following: storage rooms, mechanical and custodian areas, roofs, unassigned classrooms, faculty rooms, faculty bathrooms, gym areas, teacher work areas, staff lounges, teacher offices, and all construction areas. ~~Students with senior privilege or permanent passes are not allowed to leave during a scheduled class period.~~

### Guidelines for Potential Consequences:

- **First Offense:** Restricted study, parent contact
- **Second Offense:** Restricted study, parent contact, loss of privilege
- **Third Offense:** ~~1 day in school suspension~~ Restricted study, loss of privilege and support team conference with parent.

## 29. Parking Regulations

### 29A. Parking Permit Regulations

- **Shared Permit:** Only one car per shared permit on campus at a time. Violation of this policy results in immediate revocation of the permit without refund.
- **Display of Permit:** Students who fail to continuously display a permit at all times on school grounds will face parking suspensions and/or revocation without refund.

### Guidelines for Potential Consequences:

- **First Offense:** Written warning.
- **Second Offense:** ~~1-week parking suspension.~~ Written warning and parent contact.
- **Third Offense:** ~~Revocation of parking permit with a prorated refund.~~ Parent contact, 1-week parking suspension.

Note: Severe behavior associated with an automobile on school property will result in revocation of the parking permit.

### 29b. Parking Without Permit Regulations

Student parking of a vehicle on campus, at Prairie View Elementary, or in the adjacent church parking lot without a parking permit is prohibited.

### Guidelines for Potential Consequences:

- **First Offense:** Written warning.
- **Second Offense:** ~~Wheel lock and \$35 fine.~~ Written warning and parent contact.
- **Third Offense:** ~~Fine of \$85 or car towed.~~ Parent contact, Fine of \$40 and wheel lock.

Note: The Eden Prairie school district is not responsible for any damage as a result of the wheel lock being applied to a vehicle. Student removal of, or damage of wheel lock will result in further consequences; for example: restitution, restricted study, police referral or suspension/expulsion.

### **29c: Falsifying Permits**

Students who falsify permits or use false permits will lose parking privileges at EPHS for the remainder of the school year; this includes any parking lotteries in the spring for the following school year. Student management guidelines will also apply.

---

## **30. Personal Property/Nuisance Objects**

Possession use or distribution of any object that causes distractions, such as wallet chains, squirt guns, games, dice, playing cards, laser pens, hacky sacs, etc. is prohibited. Personal radios/CD players, iPods, MP3 players, and PDAs with headsets, may be in possession and used outside of academic areas, provided the use is not disturbing to others. Skateboards, in-line skates and scooters must be kept in student's locker at all times.

### **Guidelines for Potential Consequences:**

- **First Offense:** Confiscation; returned to student and/or parent/guardian. \*
- **Second Offense:** Up to 4 days of restricted study, confiscation, and item returned to parent/guardian.
- **Third Offense:** Up to 3-day suspension, confiscation, and item returned to parent/guardian.

\* Indicates disciplinary action assigned by the building administration.

---

## **31. Posting Disruptive Videos/Photos**

Students must not make or disseminate (while on or off school property) recordings, photographs, or videos of other students or individuals, including school employees, if the recording will substantially disrupt and interfere with the work and discipline of the school, or the ability of a student to attend school or participate fully in its activities. Any making or dissemination of a recording must not disrupt the civil and respectful atmosphere toward teachers, other employees, and students alike. Recordings that are considered disruptive include, but are not limited to, recordings that are demeaning, derogatory, or sexually suggestive toward a student or employee.

This policy applies to District-issued and personal devices that are used to make the recording.

### **Guidelines for Potential Consequences:**

- **First Offense:** Disciplinary action assigned by the building administration. Offending posting must be removed.
  - **Subsequent Offense:** Up to 3-day suspension. Offending posting must be removed.
- 

## **32. Pushing, Shoving, Scuffling**

Physical contact such as but not limited to pushing, shoving, or scuffling that is not defined as an assault or fighting is prohibited. This also includes other physically intimidating contact (such as “slap boxing”) aimed at another student. In the event that pushing, shoving or scuffling constitutes a fight or assault, the consequences for those violations will be imposed.

**Guidelines for Potential Consequences:**

- **First Offense:** ~~Up to 1-day suspension~~ [Dean conference](#).
  - **Second Offense:** ~~1-3-day suspension~~ [Dean conference, parent contact](#).
  - **Third Offense:** ~~5-day suspension~~ [Dean conference, restricted study](#).
- 

### 33. Restricted Study

Failure to attend restricted study as scheduled.

**Guidelines for Potential Consequences:**

- **First Offense:** ~~Additional day added~~ [Dean conference, parent contact](#).
  - **Second Offense:** ~~In-school suspension~~ [Dean conference, parent meeting](#).
- 

### 34. Robbery or Extortion

Taking property from another person by use of force, threat of force, or under false pretenses is prohibited.

**Guidelines for Potential Consequences:**

**First Offense:** Suspension pending [Suspension pending review by school & district administration for recommendation for expulsion](#), and police referral.

---

### 35. Misuse of School Issued Technology

See i-Learn Expectation Section of Handbook

**Guidelines for Potential Consequences:** Violations of these expectations could result in any of the following: removal of technology usage, disciplinary action (restricted study or suspension, legal action, police referral. \* Consequences for severe or multiple infractions may result in a recommendation for expulsion.

- **First Offense:** Up to one day suspension, possible legal action and police referral. \*
- **Second Offense:** 1 to 3-day suspension, possible legal action and police referral. \*
- **Third Offense:** 3 to 5-day suspension, possible legal action and police referral. \*

\*Consequences for severe or multiple infractions of computer use may result in a recommendation for expulsion.

---

### 36. Theft, Receiving or Possessing Stolen Property

The unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner, or the receiving of such property, is prohibited.

**Guidelines for Potential Consequences:**

- **First Offense:** Up to 3-day suspension, police referral and restitution. \*
- **Second Offense:** ~~3-~~Up to 5-day suspension, police referral and restitution. \*
- **Third Offense:** Suspension pending [Suspension pending review by school & district administration for recommendation for expulsion](#), police referral and restitution.

---

\* A recommendation for expulsion may be made for any cases of theft ~~which constitutes a felony.~~

---

### **37. Threats and Intimidation; Physical, Verbal or Written**

Any language (oral or written) or gestures including the use of electronic devices or physical intimidation that are meant to threaten or cause fear of bodily harm or death is prohibited.

#### **Guidelines for Potential Consequences:**

- **First Offense:** Suspension pending ~~Suspension pending~~ [review by school & district administration](#) for [recommendation for expulsion](#), and police referral.
- 

### **38. Transportation**

Bus ridership is a privilege, not a right. Students must present a school picture ID to ride a bus. Students are responsible for keeping their bus area clean. If students damage a bus, they will have to make restitution. If students do not follow the rules, they can lose their bus riding privileges. Any disruptive behavior, as defined under school policy, while riding a school bus is prohibited. This includes lighting flammable devices, not remaining seated, tampering with emergency or safety equipment, throwing objects or disruptive behavior at a bus stop or to and from the bus stop.

Secondary students who commit a fifth offense will be suspended from riding the bus for the remainder of the school year. Severe behavior will move the student immediately to the level of third, fourth or fifth offense, based on the severity of the action and/or previous bus violations. In addition, school management guidelines will be enforced when appropriate.

#### **Guidelines for Potential Consequences:**

- **First Offense:** Warning given.
  - **Second Offense:** ~~4–~~Up to 3-day bus suspension.
  - **Third Offense:** [Up to](#) 5-day bus suspension and conference with student, parent, transportation representative.
  - **Fourth Offense:** 10-day bus suspension.
- 

### **39. Trespassing**

Presence at any school location without permission of school personnel is prohibited. Students are not to go into other district buildings unless they have permission from the staff of that building. Any student on suspension who goes to a school location without permission is subject to additional suspension time/expulsion.

#### **Guidelines for Potential Consequences:**

- **First Offense:** Police referral and trespassing papers filed.
  - **Second Offense:** Up to 1-day suspension and police referral
  - **Third Offense:** Up to 3-day suspension and police referral.
-

## 40. Vandalism

Defacing, cutting or damaging property, technology or telecommunication equipment that belongs to the school district, other students, staff members or other individuals is prohibited.

### Guidelines for Potential Consequences:

- **First Offense:** Restitution, up to 3-day suspension, and police referral.
- **Second Offense:** Restitution, up to 5-day suspension, and police referral.
- **Third Offense:** Suspension pending [review by school & district administration for](#) recommendation for [expulsion](#), police referral and restitution.

## 41. Weapons

In accordance with federal, state, and district policies, no weapons are permitted on school grounds. 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. Definition: A "weapon" means any object, device, instrument, or substance designed as a weapon or through its use is capable of threatening or producing bodily harm, or which may be used to inflict self-injury, including, but not limited to:

- all firearms, loaded or unloaded, functional or non-functional, look-alike or facsimile of a real weapon, or any other device or instrument having the appearance of a weapon
- all knives
- objects designed to be worn over fists or knuckles
- blackjacks, clubs, Nunchaku ("nunchucks"), throwing stars
- explosives, incendiary devices, bombs, fireworks, or other similar devices which can cause an explosion
- bows and arrows, slingshots, razors
- poison chemicals including mace, pepper gas, or similar sprays, or chemical components and/or mixture which can cause an explosion
- firearm muffler, silencer, or ammunition
- any object modified to serve as a weapon
- articles designed for other purposes (pencils, scissors, etc.) but used to inflict bodily harm and/or intimidate others

### Guidelines for Potential Consequences:

- Confiscation of the weapon (if it can be done safely)
- 10-day suspension pending recommendation for expulsion from school for a period of not to exceed one year (365 days).
- Notification to the police with recommendation to bring legal charges.
- Students with disabilities who violate the weapons policy shall be disciplined in accordance with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.
- [A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession and takes the weapon immediately to the principal's office shall not be considered to possess](#)

a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

## 42. Unique Situations

Discipline situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations may call for an adjustment in the discipline policies to meet the school and/or district's needs.

# Additional Discipline Information

## Discipline procedures

1. All disciplinary actions shall be processed pursuant to Eden Prairie High Schools' Discipline Policy and the requirements of the Minnesota Pupil Fair Dismissal Act.

- **a.** Any student who violates the District-wide Student Discipline Policy or a school Student Discipline Policy may be subjected to the consequences established in the student handbook.
- **b.** Any student who violates the District-wide Student Discipline Policy or school Discipline Policy that has a potential consequence of dismissal from school for more than one school day shall have an informal conference with a school administrator. An informal conference is not required where the student is creating an immediate and substantial danger to himself or herself or to surrounding persons or property.
- **c.** Any student who is being suspended from school for more than one day will be provided written notice containing: the grounds for suspension, facts giving rise to the dismissal, a description of the testimony, a readmission plan, and a copy of the Pupil Fair Dismissal Act. A copy of the notice will be personally served upon the student at or before the time the suspension is to take effect, unless the student will create an immediate and substantial danger to surrounding persons or property. The parents or guardians of the student shall be provided written notice of the suspension by mail within 48 hours of the informal conference. The parent or guardian's notice will include all the elements contained in the student's notice. The administration will make reasonable efforts to notify the student's parents or guardians of the suspension as soon as possible following suspension.
- **d.** Any suspension that exceeds five days in length will be accompanied by an explanation to the superintendent listing the reasons why the suspension exceeded five days in length.
- **e.** ~~If a student's total days of removal from school exceeds 10 cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting~~

~~with the student and the student's parents or guardians prior to subsequently removing the student from school. The purpose of this meeting is to attempt to determine the student's need for assessment or other services~~

- e. All students who violate a school policy or rule that has a potential consequence of exclusion or expulsion will be given the opportunity to have a hearing over the issue of exclusion or expulsion in accordance with Minnesota law. (See Minnesota Statute §121A.40 to 121A.56.)
- f A student who has been recommended for expulsion the second time should expect to receive more severe consequences.
- g. If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening.
  - Grounds for dismissal (121A.45):
    - willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements.
    - willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; **or**
    - willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

**2. Modification of consequences:** The school district in its sole discretion may modify consequences beyond those set forth in this policy based on the particular misconduct.

**3. Parental/Guardian questions about discipline:** Parents and guardians may contact building administration to discuss an infraction and consequence assigned if they have questions regarding the situation.

**4. Physical restraint:** Physical restraint may be utilized by administrators, teachers and other staff only where it is necessary to use reasonable force to restrain a student from injuring himself or herself or others. "A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statute § 121A.582 and other laws."

~~**5. Police liaison officer:** When there is a legitimate educational interest, school administrators may consult with the police liaison officer in determining an appropriate consequence for a student's violation of school policy. This does not preclude separate proceedings or consequences by local law enforcement for the actions of this student.~~

**6 5. Police referral:** Administrators will involve the police or other law enforcement authorities as necessary. If a student violates a district policy that also violates a law, the student will be referred to the police.

**7 6. Publication of discipline policy:** Each school will include the district-wide discipline policy along with their building-level discipline policy to make-up their overall building discipline policy. Students and parents or guardians will be informed of the discipline policy at the beginning of the school year or when they enroll in Eden Prairie Schools.

**8 7. Recommendations for expulsion:** Expulsion is a legal act which may be taken by the school board to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled in accordance with Minnesota Statutes §§ 121A.40 to 121A.56.

**9 8. School district locker policy:** It is the policy of Eden Prairie High School and the state of Minnesota that school lockers, desks and other areas assigned to a student are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. Inspection of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of a student within a locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school must provide notices of the search to the student whose locker was searched unless such disclosure would impede an ongoing investigation by police or school officials.

**10 9. Special education or disabled students:** Consequences for special education or disabled students will be adjusted, as required by federal and state laws and regulations, and the student's individual education plan (IEP) or accommodation, when necessary. Special education students and their parents or guardians may request modification of those policies and accommodations where appropriate.

**11 10. Under the influence:** The following behaviors would indicate that a student is under the influence: smells of alcohol or drugs, physical appearance, incoherent, staggering or unsteady walk, slurred speech or comatose. These indicators of when a student is under the influence are not an exclusive list but are examples of the kinds of observable behavior or conditions that would be utilized in making such a determination.

**12 11. Unique Situations:** Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Consequences can range from those assigned by a building administrator up to and including recommendation of expulsion.

## Definitions

- **Bullying**--Intimidating, threatening, abusive, or harming conduct that is objectively offensive and : a) 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; or b) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, service, or privileges.
- **Cyberbullying**-- bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. This includes use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts ~~student learning or the school environment~~ **or interferes in a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.**
- **Dismissal**- dismissing a student from school for one school day or less.
- **Drug paraphernalia**- all equipment, products and materials of any kind which are knowingly or intentionally used primarily in manufacturing a controlled substance; injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance; testing the strength, effectiveness, or purity of a controlled substance; or enhancing the effect of a controlled substance.
- **Exclusion**- an action taken by a school board to prevent enrollment or re-enrollment of a student for a period which shall not extend beyond the school year.
- **Expulsion**- a legal act taken by the school board to prohibit an enrolled student from further attendance up to 12 months from the date the student is expelled.
- **Gang**- any ongoing organization, association or group, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in a pattern of gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same gang.
- **Gang-like activity**- any conduct engaged in by a student on behalf of any gang, to perpetuate the existence of any gang, to affect the common purpose and design of any gang and/or to represent a gang affiliation, loyalty or membership in any way while on a school location. These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang.
- **Hazing**- committing an act against a student or coercing a student into committing an act that creates risk of personal harm in order to be initiated or affiliated with any student organization or activity that may or may not be officially recognized by the school. Hazing is any activity that risks or affects mental or physical health, including physical brutality such as whipping or beating; activities such as sleep deprivation or weather exposure; consumption of alcohol, drugs, tobacco or other substance; intimidation or

threats of ostracism, mental stress, embarrassment, shame, humiliation; or any illegal activity.

# 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 EPHS is comprised of parents and staff working together to enhance your child's school experience. The group sponsors 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:** EPHS offers a wide variety of volunteer opportunities that can vary by school year depending on need. Some of the possibilities include speaking in classes, assisting with school pictures, working in the resource centers, and working in the media center.

**Procedures:** Volunteer forms will be available in the "back-to-school packet" in the summer. Please fill one out and return it at any time. Volunteers are asked 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.

# Attendance

Eden Prairie Schools values attendance. We believe that every 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 at 952-975-8001. 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. [Early dismissal calls should be received a minimum of one hour prior to requested departure time.](#)

## 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
14. Active duty in any military branch of the United States

In order for an absence to be excused, a parent needs to call the school attendance line within 48 hours 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.

## **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. Missing the bus
7. Oversleeping
8. Any other absence not included under the attendance procedures set out in this policy

EPHS has an automated phone calling system that will contact a parent/guardian when a student has an unexcused absence to a class.

## **Tardiness**

Students not in class when the bell rings will be marked tardy.

### **Procedures for Reporting Tardiness**

Students tardy at the start of school must sign in with security. Parents need to report the late arrival on the automated attendance line. ~~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.

## **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.

## Attendance Policy Definitions

- **Tardy:** not arriving at the set or expected time.
- **Absence:** not being present during a scheduled period or arriving more than 15 minutes late to class without a valid excuse.
- **Unexcused Absence or Truancy:** any absence not called in by a parent within 48 hours of absence or an absence not known by parent/guardian or school.
- **Excused Absence or Tardy:** any absence/tardy called in by a parent/guardian within 48 hours after the class was missed.
- **School-excused absence:** any absence as a result of a school-sponsored activity (i.e. field trips, activity meetings, or student participation in competition). This absence must include a parent/guardian signed permission slip and does not need to be called in by the parent.

## Procedures for Excusing Students

Parents are encouraged to call the school prior to 11 a.m. each day their student is absent. Parents must follow procedures for excusing students. A voice messaging system is available; the phone number is 952-975-8001.

- For Spanish: Mi hijo/a estara ausente de la escuela o tiene una cit ahoy. Llame a la escuela: 952-975-4222.
- For Somolian: Ilmahaygu ma iman doono dugsigama ama wuxuu Leeyahay ballan takjtar. Soo wac dugsigama: 952-975-2444.

All absences must be called in within 48 hours; no absences will be excused after that time period. Students who are 18 years old are not allowed to call themselves in for attendance or early release. Notes are not accepted. School will not accept calls from parents/guardians to excuse their student from missing a class for any reason while remaining in the building; this will be counted as an unexcused absence.

## Leaving School during the Day

No student is to leave the building or its premises during the school day without having an early dismissal pass, permission from a dean, signing out with the nurse, being on an authorized work program, having a permanent pass (~~juniors only~~) **Junior Privilege** or a Senior Privilege (~~seniors only~~). Students who leave without permission will be considered unexcused from the classes missed and disciplinary action will follow. Students leaving the building during the school day must pick up their pass from student center south and sign out with security at an authorized door (north, south, or east). Failure to do so may result in disciplinary action.

## State Tournament Attendance

Students wishing to be excused from classes to attend a state tournament as a spectator must have a parent/guardian call the student attendance office to excuse the absence. Students will be dismissed at an appropriate time to allow for travel to the tournament. Absences will be counted as part of the student's absence allocation.

## 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.

### 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.

## Health Services Information

The school health service has been established for the health and safety of students. The health room is to be used exclusively for students who become ill, are injured during the school day, need medication or health related information.

- Students who become ill during the day must have a pass from the class they are missing. They will be given a pass from health services to return to class. Students reporting that they spent the period in the lavatory or commons will not be given an excused absence from class.
- Exceptions to the above will be made at the discretion of health services based on the severity of the illness or injury.
- All medications, including over-the-counter medications, required by students during the school day will be dispensed through health services with appropriate parental and physician signatures. The school nurse will meet with the students and families to provide for individual health care needs.

## 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 health office at (952) 975-8074.

## Illness

Please call your school's attendance line if your child will not be at school due to illness. Also, please notify the school health office if your child contracts a communicable disease or parasite so that notices may be sent home with classmates listing symptoms and treatments.

## Illness/Injury at School

When a student is unable to remain in school due to an illness or injury, a parent or emergency contact will be notified by the health services office. First aid is given by school personnel, and parents are expected to provide transportation and decide whether a doctor should be contacted. In emergencies, 911 will be notified. No child will be sent home unless an adult assumes responsibility for his/her care. Students are not to leave school if they are ill without first contacting health services. Failure to do so may result in an unexcused absence.

## 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

The Eden Prairie School District 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.

Improper use of medications may be subjected to chemical violations.

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.

## Notices

### Asbestos/Pesticide/Air Quality 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 upcoming 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 walk through 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.
5. 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.

**\*\*Insert "Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing" document (pdf sent to Jessica Salden)**

## **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.

# **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 ~~employees~~ 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.

**Visitor check-in** The following procedures have been established to insure the safety of all children at all times. Parents are considered visitors during the school day.

1. All visitors are required to have an appointment during the school day.
2. All visitors are to report to the welcome desk and are required to sign in and wear a nametag.

# Transportation

The Eden Prairie School District 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.

## Activity buses for EPHS

An after-school activities bus is provided on a limited basis for students in grades 9-12. EPHS students are required to carry a student ID and show it to the driver if requested. Four bus routes are provided Monday-Thursday. Route maps are posted at EPHS. Students may have a longer ride and be dropped further from home than their normal bus stop.

## Bus Assignment

The bus assignment process is as follows:

- **May** – Transportation Commitment Letters are emailed to families.
- **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** – Student Bus Route Information cards (bus number, stop locations, pick-up and drop-off times) will be emailed to all students (including those who have requested and paid in full for transportation).

## Riding a Different Bus Home

Students may ride a different bus to or from school on a space available basis.

## 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.

### **Grades 7-12 Consequences (listed in order of severity)**

1. Warning given, may be assigned discipline seat—may involve school consequences
2. One- to three-day bus suspension
3. Five-day bus suspension, conference with student, parent, school, driver, and Transportation Department
4. Ten-day bus suspension
5. Loss of bus riding privileges for the remainder of the school year. There will be no mid-year forgiveness period for students in grades 7-12.

Severe behavior moves immediately to step 3, 4, or 5 at the administrator's discretion based on the severity of the action and/or previous bus violations. School Student Management Guidelines may also be enforced when appropriate.

### **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. Do not pick flowers or shrubs, throw stones, snowballs, litter, etc.
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 very 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:~~

## What's not allowed on the bus?

- 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
- Any items of dangerous or objectionable nature

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).

# EPHS Student Activities

## Fall Athletics

- [Adapted Indoor Soccer](#)
- [Cheerleading](#)
- [Boys' Cross Country](#)
- [Girls' Cross Country](#)
- [Dance Team](#)
- [Football](#)
- [Pom Squad](#)
- [Boys' Soccer](#)
- [Girls' Soccer](#)
- [Girls' Swimming & Diving](#)
- [Girls' Tennis](#)
- [Volleyball](#)

## Winter Athletics

- [Adapted Floor Hockey](#)
- [Boys' Alpine Skiing](#)
- [Girls' Alpine Skiing](#)
- [Boys' Basketball](#)

- [Girls' Basketball](#)
- [Cheerleading](#)
- [Dance Team](#)
- [Gymnastics](#)
- [Boys' Hockey](#)
- [Girls' Hockey](#)
- [Boys' Nordic Skiing](#)
- [Girls' Nordic Skiing](#)
- [Pom Squad](#)
- [Boys' Swimming & Diving](#)
- [Wrestling](#)

## Spring Athletics

- [Adapted Indoor Softball](#)
- [Girls' Badminton](#)
- [Baseball](#)
- [Boys' Golf](#)
- [Girls' Golf](#)
- [Boys' Lacrosse](#)
- [Girls' Lacrosse](#)
- [Softball](#)
- [Synchronized Swimming](#)
- [Boys' Tennis](#)
- [Boys' Track & Field](#)
- [Girls' Track & Field](#)

## Fall Intramurals

- Pinguard
- Co-Ed Pinguard

## Winter Intramurals

- Basketball
- Co-Ed Basketball
- Boys' Flag Football
- Girls' Flag Football
- Pinguard
- Co-Ed Pinguard
- Soccer
- Co-Ed Soccer
- Ultimate Frisbee
- Co-Ed Frisbee

## Spring Intramurals

- Beach Volleyball
- Co-Ed Volleyball
- Ultimate Frisbee
- Co-Ed Frisbee
- Muggle Quidditch
- Co-Ed Quidditch

## Student Government

- [Class Councils](#)
- [Student Council](#)

## Drama

- [Trajectories \(Aug-Sept\)](#)
- [Fall Musical \(Sept-Nov\)](#)
- [One Act Play \(Nov-Feb\)](#)
- [Winter Play \(Nov-Feb\)](#)
- [Spring Play \(Feb-May\)](#)
- Spring Showcase (Feb-May)
- Broadway Extravaganza (May)

## Instrumental and Vocal

- Chamber Choir
- [Chamber Orchestra](#)
- [Chamber Winds](#)
- [Colorguard/Winterguard \(Jul-Mar\)](#)
- [Eagle Marching Band \(July-Nov\)](#)
- Jazz Ensembles (Nov-June)
- [Men's Ensemble](#)
- [Percussion Ensemble \(Nov-June\)](#)
- [Fall Musical Pit Orchestra \(Sept-Nov\)](#)
- Small Choir Ensembles
- [Women's Chamber Choir](#)

## Publications/Scholastic Clubs

- Art Club
- ASL Club
- Badminton Club
- BPA

- Chess Club
- Debate (Sept-April)
- DECA
- Destination Imagination (Oct-Apr)
- Diversity Club
- Drama Club
- Environmental Club
- French Club
- Friends Forever Club
- Future Investors of America
- Future Problem Solving (Nov-Mar)
- German Club
- Habitat for Humanity
- Heavy Metal Club
- Junior DFL Club
- Key Club
- Knowledge Bowl (Jan-Mar)
- [Literary Magazine](#)
- Math Team (Oct-Feb)
- Mock Trial (Dec-Mar)
- National Honor Society
- Philosophy Club
- Photography Club
- Prom Committee
- Quiz Bowl (Oct-Feb)
- Robotics Club
- SAVE
- Science Club
- Science Olympiads
- SLAB
- SASA
- Spanish Club
- Speech (Jan-Apr)
- SEGO
- Y's Act
- Young Republicans

### **2019-2020 Summary of School Student Handbook Changes**

In addition to school administrative review. Eden Prairie Schools consulted with the Kennedy & Graven Law Firm to review and provide advice regarding the contents of the Central Middle School Handbook.

#### **Summary of Proposed Changes – CMS**

- Per legal counsel - Bullying Prohibition Section updated to demonstrate consistent K-12 language.
- Other changes reflect general reformatting and grammatical updates.

CMS Student Handbook

<b>CMS Frequently Called Numbers</b>				
<b>Main Office:</b> 952-975-7300	<b>Direction Line:</b> 952-975-7306	<b>Health Room:</b> 952-975-7370	<b>Scheduling:</b> 952-975-7324	<b>Student Management:</b> 952-975-7335
<b>Attendance:</b> 952-975-7301	<b>Guidance:</b> 952-975-7330	<b>Message Nightline:</b> 952-975-7304	<b>Student Activities:</b> 952-975-7400	<b>Transportation:</b> 952-975-7500
<a href="http://www.edenpr.org/cms">www.edenpr.org/cms</a>				
<p><b>Translation Available:</b>                      Warbixin muhiim ah. Wac Ahmed Noor in lagu turjubaano 952-975-7069.                      Especialista en Comunicaciones Heriberto Vargas Ilame al 952-975-7068 para Traducciones Importantes.</p>				

**Mission**

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.

**Central Middle School Philosophy**

We believe that education is important, that teachers are professionals, and that the school is a valid institution of learning. Education provides for physical, emotional, social, and intellectual growth for each unique middle school student. Developmentally, middle school students are in varied stages of physical change and they experience emotional uncertainties including an increasing sense of isolation as well as a need to belong. Intellectually, they eagerly test new skills and knowledge while also seeking security and encouragement. Our school responds with a positive learning environment that provides for individual differences.

In addition, the middle school is a transition between elementary school and high school. CMS offers a nurturing learning environment that encourages growing independence and exploration while students develop habits, attitudes, skills, appreciations, and ideas essential for a lifetime of learning. We provide a caring, exciting, challenging, and comforting environment. We strive to provide a model for responsible adult behavior while allowing for the activity of youthful enthusiasm.

CMS is a vital part of the total community. We encourage a partnership among school, home, and the greater community by encouraging involvement, cooperation, responsibility, and communication. CMS empowers its staff to have a substantial impact on the system of learning, and we encourage cooperation, collaboration, innovation, and support among staff members.

The Critical Components of the CMS Program Include:

- **Instructional Excellence:** We strive to provide experiences where the atmosphere, materials, pace, and flexibility focus each student on success in learning. We strive to vary content presentation, use the 4Cs of Critical Thinking, Communication, Collaboration and Creativity, and make modifications to meet the unique needs of each student. We recognize students for achievement, growth, leadership, and service.
- **Exploration:** We provide a wide range of intellectual, physical, and cultural activities with opportunities to take risks, discover, and experiment. We encourage participatory learning, divergent as well as convergent thinking, and exploration of a variety of co-curricular activities, career options, and subject areas. The CMS staff encourages this belief through the use of innovation and exploration within a 21st Century context of learning.
- **Comprehensive Curriculum:** We value the integration of learning in English, math, social studies, science, fine and related arts, and physical education. We recognize, celebrate, and encourage creativity in both basic skills and exploratory learning experiences. We value the process of learning as well as the end result. We encourage continued exploration into new, evolving curriculum.
- **Continual pursuit of personal goals and aspirations:** We strive to develop self-directed, lifelong learners who enthusiastically accept the challenge of their future with confidence and competence. Students assume increasing responsibility for their own academic, social, and personal learning. Students learn to solve problems, make decisions, manage time, set goals, work in groups, respond to change, and cope with positive and negative experiences.
- **Contribution to Community (local to global):** We encourage and model honesty, responsibility, compassion, cooperativeness, creativity, and competency. We expect students to respect themselves and others, tolerate ambiguity, recognize human equity, and understand global and multicultural concepts. We support positive student involvement in school, home, community, and world projects.
- **Guidance:** We are a caring community. We seek to create a more intimate environment attuned to each student's needs. The focus on creating smaller communities fosters stable, close, respectful relationships with adults and peers. Within the school, teachers, advisors, counselors, support staff, and administrators serve as resources for meeting students' personal needs. Finally, we recognize that all adults in the school model appropriate behaviors and attitudes.

## Academic Success

Eden Prairie Schools and CMS are committed to the academic success of each student. This commitment stems from our mission statement, "Inspiring each student every day!" We know you have entrusted your student's education to us, and we promise to work hard to educate him or her in a caring, safe environment.

## Advisor

The advisor/advisee system provides communication between teachers, students, and parents/guardians. A teacher from a student's team will be his/her advisor. Students meet with their advisor group at the beginning of each school day before first period. The advisor takes attendance, ~~reads the daily bulletin~~, keeps students informed of important school events, and shares information from teachers about classroom achievements and behavior. In addition, the advisor curriculum consists of community building, literacy, intervention time and digital citizenship activities along with organizational checks for students.

## Gifted and Talented Services

Central Middle School serves as a bridge between elementary gifted services and the many advanced and/or enriched offerings at the high school level. As in the elementary schools, CMS offers enrichments and extensions in the regular classroom curriculum. CMS offers enriched classes in four areas--Math, English, Science and Social Studies--for students who are interested in an extra challenge. Prior to registration for each school year, a parent informational meeting about enriched programs is held at CMS.

Other rigorous academic options Include:

- **Co-Curricular Activities:** CMS offers many co-curricular activities to engage gifted learners including academic contests and teams, student government, cultural experiences, music ensembles, arts programs, speech and drama activities, publications, and service groups.
- **Mastery of Standards**  
Central Middle School is committed to providing students with the appropriate course placement. Most often, course placement is determined by previous coursework; however, when prior learning is unclear, students may be assessed on their mastery of standards to determine course placement.
- **Additional Opportunities**  
Qualified students who are above-grade level in particular content areas may take appropriate courses at Eden Prairie High School. Students may have to forgo some desired courses due to differing daily schedules at each school.

University of Minnesota Talented Youth Mathematics Program (UMTYMP) provides a highly accelerated math program in the evening for exceptional math students. Students in this program will have a study period instead of a math class at CMS. Registration is in the spring. Find more information at <http://www.mathcep.umn.edu/umtymp>

Some students may choose online course options (at their expense) for remediation or acceleration purposes. CMS will accept completion under certain guidelines. For more information, please contact the Gifted Services Coordinator at (952) 975-7342.

- **Student Support Plan for Advanced and Enriched Classes**  
The general expectation for students taking Advanced and/or Enriched courses is that students should earn at least a C- on final term grades. If a student earns below a C-, the expectation is that the teacher and student are in communication about what needs to be done to improve. Teachers should contact parents before the end of the term so that there are no surprises when quarter grades are completed.

If there is no improvement after working with the student and communicating with parents, the GT coordinator should be contacted with relevant information. The GT coordinator will work with the student to create a Contract for Success which will be communicated to the teacher and parents. If no improvement is shown after 2-3 weeks a revised contract will be created with the consequence of a schedule change (exiting the class).

**Evaluation/Reporting System/Grades**

Grades should convey the learning, specifically the mastery of content, done in each class.

A student’s class grade will be comprised of at least 70% (at a minimum) summative assessments. Summative assessments may include tests, quizzes, end of unit projects, labs, etc. Extra credit will only be given for standards-related learning.

Redos and retakes are essential to offer to our students. Upon completion of a reasonable proof of practice as determined by each department, teachers will allow students to retake a summative assessment. The retake must be completed within two weeks of the original assessment; however, individual teachers may choose to extend the amount of time on a case-by-case basis. The retake assessment may be an alternate format for demonstrating mastery of content. Any retake is worth 100% value.

Students receive quarterly letter grades for their performance. Parents/guardians can see students’ current letter grades through the CMS online portal as well as at conferences. The letter grades are determined in each class as follows:

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
93-	90-	87-	83-	80-	77-	73-	70-	67-	63-	60-	0-
100%	92%	89%	89%	82%	79%	76%	72%	69%	66%	62%	59%

**Honor Roll**

CMS recognizes academic achievement with an A and B Honor Roll. A student’s grade point average (GPA) is used to determine placement on the A and B honor rolls as follows:

A	A-	B+	B	B-	C+	C	C-
4.0	3.7	3.4	3.0	2.7	2.4	2.0	1.7

An average of 3.7 or better will be recognized on the A honor roll. An average of 3.0-3.69 will be recognized on the B honor roll.

**Student of the Month**

The “Student of the Month” program recognizes approximately 35 students each month for their overall performance at CMS. These students will have their pictures placed in a display case in the 200 hall, and a letter explaining the honor will be sent to their parents/guardians. A student of the month breakfast is held three times per year to celebrate their achievement.

---

## **Homework**

Central Middle School believes that it is essential for middle school students to develop good study and homework habits. The school also believes parents/guardians can play a vital role in this area. In all subjects, at some time, students will have homework. Homework might consist of a writing assignment, preparing for a test, reviewing, reading, and/or research. Students will have homework regularly in math, English, and world language.

## **Honesty**

If a student uses someone else's words or ideas in his/her work, the source must be acknowledged by the use of complete, accurate, and specific references. Any form of academic dishonesty whether it involves copying someone else's work or allowing someone else to copy your own work will result in loss of credit and/or disciplinary action. This includes the transmission of and/or sharing of digital work as well.

## **Organizational System-POWER binder**

We strongly recommend all CMS students use a POWER binder to assist with organization throughout the year. We require use of a binder so students have a systematic way to keep track of resources and learn important organizational skills. We also strongly recommend that students use a planner (traditional or digital) and the organizational tools found in their Schoology account. These tools have two purposes: to help students learn organizational skills and to improve communication between home and school.

## **Success Center**

Success Center is an after-school academic center open Monday – Thursday from 2:20-3:50 p.m. that supports students through homework help. Success Center offers a quiet, structured environment after school in which a teacher supervises students working independently. Students may make up a test, use reference materials for research, or complete daily assignments.

- Students must arrive by **2:20 p.m.** They must have a pass from a staff person if they arrive late.
- Students may have a snack (no beverages please).
- Activity bus passes will be issued at 3:50 for those students riding the 4:00 bus. For those students who need to leave early, a note with parental permission is required.
- Only students who are following directions, working productively, and behaving respectfully will be allowed to stay in the Success Center.

## **Targeted Services**

Targeted Services helps students acquire and master basic skills such as math, reading, writing, organization, time management, and test taking. Students who wish to attend will be enrolled and expected to attend at least one day per week and can attend up to four days per week. Students will receive instruction in academic and task management skills.

## **Teaming**

Central Middle School students and staff members are divided into teams. We have four seventh grade teams and four eighth grade teams. We designate each team by color with each having about 150-180 students and seven to nine teachers. Randomly placed on teams by their elective choices, students remain on their team the entire year. Teaming exists for several reasons. It creates a feeling of being in a small group within a large school. Staying with the same teachers all year helps teachers know students better and vice versa. Team teachers plan together and discuss student progress. We encourage parents/guardians to call team teachers with questions and concerns.

# **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. Log in using your username and password and click “edit profile.” Contact us with questions at (952) 975-7094 or [helpline@edenpr.org](mailto:helpline@edenpr.org).

## **Publications**

Families with students attending Eden Prairie Schools receive print and electronic publications from the district. To ensure you’re receiving electronic newsletters from the district and CMS, log onto the district website, [www.edenpr.org](http://www.edenpr.org). After logging in, click “edit profile” to update your email address in our system.

## **Contacting Your Student**

If parents need to contact students during the school day, they should call CMS at (952) 975-7300 rather than calling or texting their child’s cell phone. Students are not allowed to receive or make cell phone calls or send text messages during the school day. Parents can get a message to their student by calling the main office. If students are observed using their cell phones during the school day, the phone will be confiscated, and parents/guardians of the student will be responsible for picking up the phone.

## **Deliveries for Students**

Items that are dropped off in the office for a student should be marked with the student’s name. We will not interrupt class for deliveries. Students should pick up these items during passing time. Students are not allowed to receive food purchased from outside vendors during the school day.

## Email

Email is one of the most cost-effective, timely, efficient ways for your teacher, principal, and the district administration to communicate with families. To ensure that we have your current email address, log onto the district website, [www.edenpr.org](http://www.edenpr.org) and click “edit profile.”

## 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: <a href="http://www.edenpr.org">www.edenpr.org</a>	Radio: WCCO radio (830 AM)	Phone: (952) 975- 7000	TV Channels: 4, 5, 9, and 11
--	-------------------------------	---------------------------	---------------------------------

If school is dismissed early, students will be told to go home on their regular buses – please be sure your student has a backup plan in place. Students may not remain at school. If school is dismissed early, the building will be closed for after-school and evening activities (such as sports, PTO meetings, and community education classes). If your student 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

Students and parents have access to student information by logging onto the district website, [www.edenpr.org](http://www.edenpr.org). Within that website, the following student information is available: attendance, grades, final report cards, and unofficial transcripts. If there are problems logging into the website call 952-975-7094 or email [helpline@edenpr.org](mailto:helpline@edenpr.org). In addition, our CMS website, [www.edenpr.org/cms](http://www.edenpr.org/cms) allows you to stay in closer contact with our school. Information available on-line includes general information, teacher web pages, supply lists, calendars, lunch menus, newsletters, parent involvement opportunities, etc.

## Conferences

Eden Prairie Schools recognizes the importance of parents/guardians and teachers working together. Students and their parents/guardians will have opportunities to meet with teachers during the school year. Conferences are held in the fall and the spring. During the conferences, students/parents will be able to meet multiple teachers to discuss their child's progress. At the conference students may also develop a plan for improvement. Please note, we encourage families not to wait for conferences to discuss serious concerns; instead, please contact your student's teacher or advisor sooner rather than later to begin finding solutions.

## Curriculum Nights

Each team plans a Curriculum Night in September. At Curriculum Night teachers share information about various ways the school communicates with parents, teachers make presentations about the curriculum, and families have the opportunity to meet the teachers.

---

### **Parent communication with CMS staff**

As a community of learners, CMS parents, teachers, and students work together to build a positive learning environment. Communicating with students and parents about student progress, school events, and classroom activities builds and maintains the learning environment. All Central Middle School staff respond to requests for information and assistance in a timely and professional manner. Here are some tips for communicating effectively with teachers:

- Utilize email and voicemail whenever possible to contact teachers; you can expect a response within one working day.
- Call the teacher in advance to schedule a face-to-face meeting.
- Strive to resolve a conflict directly with a teacher first; you are welcome to contact building administration if you are dissatisfied with the resolution.

### **Schoology**

Each classroom teacher and student utilizes Schoology, a Learning Management System (LMS) that helps organize course content including: assignments, course resources, tests, quizzes, etc. Teachers may include more specific information regarding their class activities, homework, links to the internet and other information in Schoology as well. Teachers and students will set expectations about how to use Schoology at the beginning of the year. We encourage parents to enroll in Schoology too as it is another way to be informed about your student's education.

## **Student Activities**

Central Middle School offers students a wide range of co-curricular activities in four areas: academics, arts, athletics, and student leadership. We encourage students to try an activity to help them learn more about their interests and meet new friends. Some examples of activities include math league, robotics, plays, yearbook, student council, art club, Science Bowl, and several sports including soccer, lacrosse, floor hockey, tennis, and ultimate frisbee. For details on meeting dates and times, seasons, and fees please see the student activity brochure or visit the [activities section](#) of the CMS website.

## **Student Life**

### **Backpack/Handbags**

Because of space and safety concerns, students are not allowed to carry backpacks during the school day. Students may use a backpack to transport books and belongings to and from school. Backpacks must remain in lockers between 7:45 a.m. and the end of the day. Handbags smaller than a school textbook may be carried at school. Exceptions to this policy may be granted to students with special circumstances. Check with the Student Management Office if circumstances warrant special permission to carry a backpack or larger handbag.

## Counseling

The [counseling department](#) provides individual, group, and crisis counseling. Students are referred via teachers, parents/guardians, friends and/or self. Counselors deal with a multitude of issues pertaining to students' adolescent development. Some of these issues may include depression, eating disorders, conflict resolution, healthy relationships, stress management, and school success. If parents or students need information, support, or skill-building during the year, please consult the team counselor.

Please also note "Outside Resources for Teens" under the Health section of this handbook.

## Dress

Central Middle school encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others. Students' clothing must not become a distraction to the educational environment. Below is a list of examples of things not allowed in school. **This list is not all-inclusive.** Final decisions on student dress code will be made by building administrators.

- A. Wearing shorts that are an inappropriate length, shirts with bare midriff or shirts with shoulder straps less than 2 inches (i.e. tank tops) are not acceptable.
- B. Going barefoot, wearing slippers, or wearing pajamas is not acceptable.
- C. Hats, gloves, sunglasses, and jackets are not allowed during the school day. Students must store these items in their lockers.
- D. Clothing with obscene language or symbols, or symbols of drugs, tobacco, sex, alcohol, or gang references are expressly prohibited. Profane or defamatory jewelry or writing on clothing, notebooks or folders is not acceptable.
- E. Items considered to be culturally, racially or gender insensitive are unacceptable.
- F. If necessary, parents/guardians may be called to bring appropriate clothing to school.

## Electronic Devices

Students may have cell phones at school as long as they are kept turned off and out of sight during the school day. Students are not allowed to use [personal devices](#) at school. [Students aren't allowed to use personal devices at school unless they are explicitly invited to do so by a staff member for educational purposes.](#) If a cell phone becomes a distraction in any school environment, it will be confiscated and returned to the parent/guardian of the student. Failure to comply will result in further action. CMS is not responsible for lost or stolen cell phones. We do provide phones in each of our classrooms that students may use before and after school. If you need to contact your student during the school day, please call the main office, and we will contact him or her or relay a message. Please do not call your student's cell phone during the day. The electronic item policy and expectations still apply if students are talking with family members.

Some bus drivers allow use of iPads and cell phones on the bus. If students have permission to use these items on the bus, they will need to store them out of sight during the day. If students store valuable items in their lockers, they assume any risk of theft that may result.

Students will be informed of the expectations for their school issued iPad. If a student violates these expectations, a consequence will be assigned.

### **Field trip Guidelines**

Field trips provide a positive learning experience that takes place outside the walls of the regular classroom. A field trip accomplishes or reinforces an identifiable academic, social, emotional, or physical goal/outcome that is limited to middle school curriculum or philosophy. Planning considerations will include:

- Consistency and timing between teams.
- Balance in curricular area and outcomes such as an academic experience, cultural awareness, community service, real life experience, and team building.
- Identified insights and experiences not otherwise available in the classroom

Field trips effectively use all resources available including:

- Financial
- Opportunity cost (field trip benefit vs. missed class time)
- Allocation of time
- Consideration of facility space available

All field trips will be determined by the teachers on a student's team based on the field trip guidelines. As a result, field trips throughout the school year will be uniquely different from team to team in both content and dates.

### **Food/Drinks/Gum**

Food and drinks other than water are not allowed in hallways. Teachers can use their discretion as to whether to allow food and/or gum in their classrooms.

### **Lockers**

Students will be assigned a locker with a combination lock. Students and their advisors are the only people who should know a student's combination. It is a student's responsibility to keep his/her locker closed and locked when not using it. Under no conditions should a student change lockers or use someone else's locker. Students will be assigned lockers according to their team so that they will be located in close proximity to their classes. Students shouldn't try to go to their lockers between every class. Instead, take books and materials for several classes at once, eliminating frequent visits to lockers. Advisors will provide guidelines for the use of tape, standards of cleanliness and care, and posting of pictures or other materials that may constitute harassment.

The best way to prevent locker theft is to lock lockers. Students should not share a combination or locker with anyone (even a friend). Lockers are provided for student convenience but are not to be considered secure. Therefore, students should not leave items of value in their lockers unless they are willing to accept the risk of loss. School lockers are the property of the school district. School authorities may conduct inspections of lockers for any reason and at any time without notice or consent. If a student defaces or damages a locker, he or she will be responsible for cleaning it or paying for damages. More information can be found under the Search Policy heading in this handbook.

Students are only allowed to decorate for birthdays before school from 7:30-7:40 a.m. or after school from 2:15-2:30 p.m. Locker decorating must be contained to the individual locker and not be on surrounding areas. Decorations must be school appropriate and not include balloons.

A Physical Education locker will be assigned to students during the quarter they have Phy. Ed. The same rules that exist for a regular locker apply to the Phy. Ed. locker as well.

### **Lost and Found**

If students find a lost item, they should turn it into the main office. Students may claim lost articles in the Lost and Found across from the main office. Please remember that valuable items should not be brought to school.

### **Breakfast and Lunch**

Each morning, students may purchase a grab-and-go breakfast in the cafeteria. Students who choose to purchase a grab-and-go breakfast will eat their breakfast before 7:50 or during Advisory time at the beginning of the day.

Students can either bring a lunch from home or purchase a lunch at school with milk included. School lunch choices include the daily menu, 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 that qualify. For more information about this program, please call (952) 975-8055. [Lunch menus](#) are available online.

### **Lunch PINs**

Each student is assigned an account with a personal identification number (PIN). Lunches will be paid for by a student entering the PIN 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 School or using the online FeePay system for parents to add funds to student meal accounts. It is the same system used to pay activities fees, sports fees, and transportation fees. Parents log into the [parent portal](#) to access this system and their student's meal account. If you have questions or need help with logging into the portal, please call the parent helpline at (952) 975-7094. 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.

### **Lunchroom Rules and Consequences**

Lunch is a scheduled period for each student. Tardies to lunch or skipping lunch will carry the same consequence as being tardy or truant from class. The same school rules regarding ~~no~~ hats, coats, cell phones, or electronic devices apply in the lunchroom as in the classroom and all other parts of the building. ***iPads are not allowed in the lunchroom.***

#### **Rules:**

- Keep hands, feet, and objects to self.
- Follow directions from both kitchen and lunchroom staff.
- Do not cut in line.

- Stand in line only if buying a meal.
- Please keep money in student accounts as they are not allowed to charge.
- Be on time.
- Students are not allowed to leave the lunchroom without permission.
- Be responsible for keeping table and surrounding area clean.
- Return to seat and stay seated after disposing of your garbage.

The Lunchroom Supervisors and/or the Student Management Office will determine consequences for inappropriate behavior in the cafeteria.

### **Parents Eating with Students**

Parents/guardians who wish to eat lunch with their child should pre-arrange a day in advance by calling the front desk receptionist (952-975-7300).

### **School Store**

The CMS school store is located adjacent to the cafeteria. The store is open during lunch. Students may purchase quality merchandise, such as school supplies, at reasonable prices.

### **Sales**

Students are not allowed to sell anything at school for personal profit. Any other marketing ventures must be approved by the CMS administration.

### **Schedule**

Please see [school start and end times on the school website](#)

~~Building hours for students, parents, and visitors:~~

- ~~● **7:20 a.m.** Students may come into the building and stay in the secure front entrance. Only students with a pass from a teacher may go into the classrooms. Parents are allowed to escort their students into the building prior to 7:50 a.m. if they are attending an event or have a pre-arranged appointment.~~
- ~~● **7:50 a.m.** Open to parents and visitors (secure check-in).~~
- ~~● **2:13 p.m.** School is dismissed~~
- ~~● **2:35 p.m.** Students not participating in activities must be out of the building.~~
- ~~● **4:00 p.m.** ALL students must be out of the building.~~

~~\*Students are allowed to stay after school when involved in a CMS activity or have a scheduled appointment with a teacher. If students violate these expectations, they may lose the privilege of staying after school.~~

### **Student ID**

At orientation in August, students will have a picture taken for a school ID and will receive the ID by the end of September. Students should carry their current school ID with them at all times. You will need your ID to borrow books from the library, ride the activity bus, and present to staff whenever asked. If students lose their school ID, they may purchase a new one in the Media Center for \$3.

## **iPads**

Students will be issued an iPad at the beginning of the school year to use for academic purposes. Students and parents will sign an iLearn Agreement outlining the school district policies for appropriate iPad use. While at school, students are not allowed to use games and/or social media or non-educational apps as the iPad is to be used as an educational tool. Students and families will be expected to be in compliance with all iLearn rules and guidelines while in possession of the school issued device. Students who violate the rules and guidelines of the iLearn Agreement will be subject to school consequences.

# **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

## **Responsible 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 harmful 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.). Do not send any inappropriate or sexually suggestive picture of yourself or others.

### **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 Help Desk. 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.

### **Posting Disruptive Videos/Photos**

Students must not make or disseminate (while on or off school property) recordings, photographs, or videos of other students or individuals, including school employees, if the recording will substantially disrupt and interfere with the work and discipline of the school, or the ability of a student to attend school or participate fully in its activities. Any making or dissemination of a recording must not disrupt the civil and respectful atmosphere toward teachers, other employees, and students alike. Recordings that are considered disruptive include, but are not limited to, recordings that are demeaning, derogatory, or sexually suggestive toward a student or employee.

This policy applies to District-issued and personal devices that are used to make the recording.

### **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**

- 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. 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, including the screen protector.
- 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 does not provide earphones; however, they are requested as part of the school 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 back up 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 may include restrictions for downloading apps, checking the iPad in and out of school each day, having all iPad privileges revoked, or other actions deemed appropriate.

**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 may occur. 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 \$400.00. 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 - \$150
- iPad Case Replacement - \$32

# 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 routines and procedures 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 s/he 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, 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 s/he is on the bus until s/he is returned home.

If a student demonstrates a lack of responsibility, respect, empathy or self-control and disrupts the learning of other students, adults may:

- Re-direct, work with and ensure that student fully understands the expectations
- Create an accountability system with the student and parent/guardian with clear consequences or processes for resolution for additional violations
- Work in partnership with family, students, staff and other significant adults to determine additional strategies and/or consequences
- Refer to peer mediation, conflict resolution or other proven processes
- Determine if there are extenuating physical, emotional or mental challenges
- Submit referral as deemed necessary
- Remove from class, suspend, or expel

---

## **Student Management Mission**

Central Middle School will foster a partnership with students, staff, and parents to establish clear expectations for respect of self, others, and school in order to create a safe, secure environment in which everyone can learn. We strive to work with students regarding their behavior in a respectful manner that strengthens students and helps them be responsible, respectful, and self-directed learners.

# **Student Discipline Guidelines**

The following pages contain summaries of District and Central Middle School policies and procedures related to Student Management.

## **Behavior, Severe**

Severe behaviors halt or significantly interrupt the educational process, endanger the safety or well-being of another individual, or have occurred with such frequency that routine disciplinary actions have been deemed ineffective. Examples include but are not limited to

- Serious disrespect of adults or peers
- Repeated refusal to cooperate
- Fighting or causing physical harm to another
- Use/possession/sale of controlled substances including tobacco
- Property damage
- Harassment of another individual, including sexual, racial or religious harassment and verbal abuse
- Stealing
- Other behaviors identified in a building plan
- Behaviors identified as severe in the School Bus Ridership Plan
- Threatening and/or intimidating behavior
- Possession of a weapon
- Hazing
- Bullying

## **Bottom Lines**

Some severe violations always result in an out-of-school suspension. These are called our “bottom lines”:

- Physical violence and intimidation
- Extreme instances of insubordination and/or serious disruption of the educational process
- Use/possession of chemicals
- Use/possession of weapons
- Extreme instances of harassment/bullying/cyberbullying

## **Consequences**

Behavior considered “severe” may result in the following consequences:

- Parent contact and/or conference

- Restriction of free time or privileges
- In-School suspension
- Mediation
- Restitution
- Suspension
- Exclusion or expulsion
- Referral to Eden Prairie Police Department or outside agencies

### Definitions

- **In-School Suspension** – Students may be prohibited from attending a class or activity for a period of time not to exceed five days for each violation of school district rules, regulations or policies.
- **Mediation** - Bringing two parties involved in a conflict together to settle the dispute.
- **Restitution** - A student could choose to fix a problem or mistake, or to set things right. Restitution may be done instead of a consequence or along with a consequence.
- **Suspension** - An action taken by school administrators under the district's discipline policy, which prohibits a pupil from attending school for a period of no more than 10 school days. The suspension period may be extended by an additional five days with a parent conference. A re-entry conference must occur before the pupil returns to school. This conference will include the pupil and his/her parent/guardian and any school official deemed necessary.
- **Expulsion** - An action taken by the school board to prohibit an enrolled student from further attendance for a period up to 12 months from the date the student is expelled.
- **Exclusion** - An action taken by a school board to prevent enrollment or re-enrollment of a pupil for a period which will not extend beyond the school year.

### Detention Rules

Violations of school-wide rules may result in office detention. Detention is from 2:25-3:55 p.m. every day but Friday. Rules:

- Bring study and/or reading materials.
- No food or beverages.
- No talking or music.
- Students must stay the entire time; no breaks allowed.
- Students who have been scheduled for a detention but are unable to attend must contact the Student Management office in person or by phone, (952) 975-7335. Activities and athletics are not acceptable excuses for missing an assigned detention. Students who do not attend an assigned detention and do not have a parent excuse will receive an additional detention.
- Students not following detention rules will be assigned an additional detention and/or other consequences.

### Office Visits

When a dean or the dean's assistant meets with a student to discuss problem behavior, it is considered an office visit. Parents will be notified when a student is assigned a consequence.

## Planning Room

Teachers assign students to the Planning Room for violation of classroom rules. In the Planning Room students reflect on the incident that occurred and develop a plan to enable future success. Students call a parent/guardian to explain what happened and may be assigned a detention for the referral. After these steps, students work on assignments sent by their referring teacher or study. Students refusing to follow directions will be sent to a dean. Students assigned in-school suspension may spend the day in the Planning Room working on assignments given by their teachers for the day. If students run out of assigned work, the supervisor will give them additional work to complete.

# 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. More information is available at [www.edenpr.org](http://www.edenpr.org).

## Parent-Teacher Organizations

The [Parent-Teacher Organization](#) (PTO) at Central Middle School is comprised of parents and staff working together to enhance your child's school experience. The group sponsors family-oriented social activities during the year and also organizes parent volunteer programs. The PTO plans events and fundraisers and uses associated proceeds to supplement programs at CMS that directly benefit students.

## School Volunteers

**Opportunities:** Central Middle School offers a variety of volunteer opportunities for parents. A current [list of volunteer needs](#) is posted on the CMS website. There is a place for you to volunteer at Central Middle School whether you have an hour or a day to share with our

students and staff. Fill out the volunteer form available on the website and drop the form off at CMS, mail it or e-mail it to the school.

**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 asked to follow the school security sign-in procedures and may be required to complete a background check. Staff are instructed to ask if they can help any visitor without a volunteer badge. This procedure has been developed as a proactive safety measure. 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.

# Attendance

Eden Prairie Schools values attendance. We believe that every 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.

No student is to leave the building or its premises during the school day without having an early dismissal pass, permission from an administrator, signing out with the nurse, or being on an authorized work program. Students who leave without permission will be considered unexcused from the classes missed.

## 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. In addition, a doctor's note may be requested to excuse excessive absences.

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

CMS students arriving late or leaving early must bring a note from a parent/guardian that includes the parent'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 should give the note to the receptionist as soon as they arrive at school. If leaving early, the note should indicate the time the student should meet their parents at the reception desk. Students who are late due to oversleeping or missing the bus are considered unexcused.

### **Tardiness**

Students are expected to be in their assigned area at the start of school or the start of a class when the bell rings. Failure to do so constitutes tardiness. Accumulating three tardies or one unexcused absence in any class is a violation of the CMS attendance policy. Violations will result in further intervention and may include disciplinary action.

### **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 tardy 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. Personal trips to schools or colleges
7. Any other absence not included under the attendance procedures set out in this policy

## Consequences of Unexcused Absences

1. 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.
2. 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.
3. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56.
4. Days during which a student is suspended from school shall not be counted in a student's total cumulative unexcused absences.
5. 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.
6. Ineligible to participate in School-sponsored Extracurricular Activities

## On-the-Job Training Programs and Enrichment Activities

This applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

1. School-initiated absences will be accepted and participation permitted.
2. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
3. If a student is suspended from any class, he or she may not participate in any activity or program that day.
4. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be given to the coach or advisor before the student participates in the activity or program.
5. Students who miss school regularly due to enrichment activities must seek prior approval in order for those absences to be excused. Families for whom this applies may contact the building principal for further information.

# 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.

### **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**

Please call your school’s attendance line if your child will not be at school due to illness. Also, please notify the school office if your child contracts a communicable disease or parasite so that notices may be sent home with classmates listing symptoms and treatments.

### **Illness/Injury at School**

When a student is unable to remain in school due to an illness or injury, a parent or emergency contact will be notified. First aid is given by school personnel, and parents are expected to provide transportation and decide whether a doctor should be contacted. In emergencies, 911 will be notified. No child will be sent home unless an adult assumes responsibility for his/her care.

### **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**

The Eden Prairie School District does not carry medical insurance for student accidents on district property. The District does make available student accident insurance at a low cost to parents. More information can be found on the district’s website under Departments/Finance/Student Accident Insurance. The district also carries 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. At the end of the school year, all medication, both prescription and over-the-counter, will need to be picked up by a parent. Medications will not be sent home with students.

## Restricted Activities

Written excuses are required for students who need to miss physical education. The note must state how long the restriction will be in effect.

## Outside Resources For Teens

### Crisis

- Hennepin County Child Crisis Services 612-348-2233
- Rape & Sexual Assault Center (24 hr.) 612-825-4357
- Suicide Hotline 612-873-2222
- Bridge For Runaway Youth 612-377-8800

### Mental or Chemical Health

- Counselors, CMS Counseling Office 952-975-7330
- Alcoholics Anonymous 952-922-0880, [www.aaminneapolis.org](http://www.aaminneapolis.org)
- Family & Children's Services 952-884-7353
- Mental Health Association of MN 612-331-6840, [www.mentalhealthmn.org](http://www.mentalhealthmn.org)
- Narcotics Anonymous [www.twincitiesna.org](http://www.twincitiesna.org)
- Teens Alone 952-988-8336, [www.teensalone.org](http://www.teensalone.org)

### Physical Health

- West Suburban Teen Clinic 952-474-3251
- Normandale Dental Clinic 952-487-7020 ext. 4

### Violence

- Cornerstone Crisis Line 952-884-0330, [www.cornerstonemn.org](http://www.cornerstonemn.org)
- Casa de Esperanza Crisis Line 651-772-1611, [www.casadeesperanza.org](http://www.casadeesperanza.org)

# 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 2015-2016 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 Learning and Teaching 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 must notify the district in writing 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.

# Policies and Guidelines

## **Bullying Prohibition**

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.

## **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.

### **Administrative Discretion**

This handbook does not cover all situations. The administration reserves the right to sanction students for violating school rules and expectations not specifically covered in this publication. Sanctions may include, but are not limited to a warning, planning room visit, detention, after-school detention, in-school suspension, out-of-school suspension, exclusion, expulsion, community/school service, parent involvement, and loss of privileges. Any and all of the material in this handbook is subject to amendment by the school administration or the Board of Education at any time.

## **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.

### **School Resource Officer**

Eden Prairie School Resource Officers are connected with each school. Some have offices on campus, others visit regularly to develop relationships with students and teach safety programs. Officers may assist school staff with student behavior incidents when laws have been violated. School Resource 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.

### **Visitor Check-In**

All visitors, volunteers, and parents visiting any Eden Prairie school must enter through the main door and follow the procedures at the Welcome Desk. These procedures include providing a driver's license for a security check and receiving a printed name tag. Please check out before exiting the building. It is the responsibility of all adults in the school to explain the check-in procedures and to direct any visitors to the front office to complete this procedure. In addition, it

is not permissible for any adult or child to open other entry doors to allow a visitor to enter a school building. No student "shadowing" is permitted.

## Transportation

The Eden Prairie School District 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 within two miles of school, bus transportation is available for a fee.

### Activity buses for CMS

An after-school activities bus is provided on a limited basis for students in grades 7-12. Central Middle School (CMS) students are required to show the bus driver a student I.D. and a bus pass from their activity. Four bus routes are provided Monday-Thursday. Route maps are posted at CMS. Students may have a longer ride and be dropped further from home than their normal bus stop.

### Bus Assignment

The bus assignment process is as follows:

- May – Families receive Transportation Commitment Letters
- 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.

### **Grades 7-12 Consequences (listed in order of severity)**

1. Warning given, may be assigned discipline seat—may involve school consequences
2. One- to three-day bus suspension
3. Five-day bus suspension, conference with student, parent, school, driver, and Transportation Department
4. Ten-day bus suspension
5. Loss of bus riding privileges for the remainder of the school year. There will be no mid-year forgiveness period for students in grades 7-12.

Severe behavior moves immediately to step 3, 4, or 5 at the administrator's discretion based on the severity of the action and/or previous bus violations. School Student Management Guidelines may also be enforced when appropriate.

### **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. Do not pick flowers or shrubs, throw stones, snowballs, litter, etc.
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 very 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
- Any items of dangerous or objectionable nature

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).

## **2019-2020 Summary of School Handbook Changes**

In addition to school administrative review. Eden Prairie Schools consulted with the Kennedy & Graven Law Firm to review and provide advice regarding the contents of the Elementary, Handbook.

### **Summary of proposed changes – Elementary**

- Changes reflect general reformatting and grammatical updates.

## 2019 - 20 Elementary Handbook

### 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~~ **diligently** to educate each child in a **safe, caring, and engaging** ~~caring, safe~~ environment.

### Homework/~~Study Time~~

Homework/~~study time~~ policies guidelines **will** vary from grade to grade, ~~among the teachers,~~ and from subject to subject. For district policy for "Academic Success"

- **Daily Reading:** Literacy is the foundation of all student achievement; it is our expectation that all students spend at least ~~15~~ **15-30** minutes each day reading.
- **Unfinished In-Class Assignments:** The difference between homework and unfinished in-class assignments is that in-class assignments are expected to be completed in class during the school day. Occasionally, a student will not complete a portion of an in-class assignment or project; It is then the student's responsibility to complete the assignment at home.

~~Homework/study time policies guidelines 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 15-20 minutes each day reading.~~

~~The difference between homework and unfinished in-class assignments is that in-class assignments are expected to be completed in class during the school day. Occasionally, a student will not complete a portion of an assignment or project that may need to be completed at home. It is the student's responsibility to complete the assignments on his/her time. Occasionally, parents misunderstand the difference between homework and "unfinished class work" or "make-up work". Unfinished class work and make-up work are not considered to be homework/study time by the school. Class work and make-up work Rather they are an individual student's responsibility that the student is expected to complete on his/her own time.~~

### 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 **1.)** help foster learning by linking current and past experiences, **2.)** by asking questions that help the child reflect, and **3.)** 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. Our school psychologist is ~~This individual~~ 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 **social-emotional learning** and 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~~ **mentally** 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 **towards the achievement of benchmarks and standards**. Test results are shared with parents ~~after each testing period~~ **through various means including at conferences**.
  - **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.
  - **CogAt 7** assessments will be administered to all students, grades 2 and 4 in October. **Information from assessment is used as part of the identification process for KEY and MOSIAC Programming.**
  - **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:

#### Level Three

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 ~~these~~ rare instances where subject or grade acceleration best meets the student's educational needs.

#### Level Four: 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~~ **classes** 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~~ **Our MOSAIC** ~~these classrooms are serving~~ **classes serve** ~~qualifying~~ students in grades 3 through 6 **that meet district criteria for programming**. ~~from across the district~~; There is an application process and criteria for entrance into ~~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.

- **Updating Family Contact Information:** 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.

### Publications

Families with students attending Eden Prairie Schools receive print and electronic publications from the district.

- **District Communications:** 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.
- **School Communications:** Each school uses electronic communication. Communication includes news on upcoming events, ~~changes in school~~ [expectations policy](#), and reminders. Classroom teachers also keep parents informed with electronic communication through the [Campus Parent Portal](#) ~~websites~~, Schoology, and e-mail. This information is also posted on your school website and can be obtained through requested hard copy.

### 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.

### Contacting Your Child

~~Call the main office at your child's school~~ if you need to contact your child during the school day, ~~call your child's school's office~~. 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. 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. We cannot guarantee teachers will see emails or receive voicemails. ~~Please do not email teachers with end-of-the-day messages~~ regarding [end-of-the-day routines](#); for this reason we do not recommend contacting the teacher during the school day as they may not be received ~~read or hear the message in~~ it on time. Students are not permitted to use cell phones during the day.

### 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.

## Email

Families with students attending Eden Prairie Schools receive electronic communications and publications from the district. Email is one of the most cost-effective, timely, efficient ways for your teacher, principal, and the district administration to communicate with families.

- **Updating Family Contact Information:** 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.

## 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.

- **Updating Family Contact Information:** 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.

## 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.

- **New Families:** 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.
- [Link to Welcome Center website.](#)

## Parent Problem Solving How To's

Throughout the school year, situations regarding the program at your elementary school may arise which cause may bring about questions or concerns for parents, teachers, students or families 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 follow these the steps below if you have a question or concern:

- **Step 1 – Contact the appropriate staff member:** The first step in resolving a concern is to discuss it with the staff member(s) most closely involved. Most likely this is your child's classroom teacher. i.e. the teacher, associate principal, principal, etc.; More than 95 percent of all questions or concerns are resolved at this level.
- **Step 2 – Contact the principal:** If your question or concern remains unresolved, Step 1 does not resolve the concern, discuss it with contact the building principal. He/she is the instructional leader in charge of the school and the person responsible for handling questions or concerns regarding the school's operation. The principal can share school information and explain procedures, guidelines, and policies, guidelines and procedures. He/she is available open and willing to listen and support your student and family. to your concerns.
- **Step 3 – Contact the appropriate district administrator:** If the previous steps have been unsuccessful, contact the appropriate district administrator or the Assistant 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

~~promoting positive home-school connections preventing problems, miscommunication, misinterpretations, or other concerns.~~

## 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 if school is dismissed 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 - Depending on new website guidelines

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.

## 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 ~~regarding~~ ~~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.

## 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.~~

## Student Behavior

### Expectations of Adults and Students

~~Teachers and school personnel seek to co-create a positive learning environment with students in classrooms, and as a school community. This includes building trusting relationships with each student by getting to know individual strengths, interests, and culture. Schools will foster a learning environment that values multiple perspectives and articulates how our differences make us stronger.~~

~~Behavioral expectations specific to all areas of school, for example, classrooms, hallways, bathrooms, lunchroom, playground, and school buses, are taught at the beginning of the school year. Behavior expectations are re-taught and positively reinforced throughout the year to promote a safe, welcoming, and engaging learning environment for each child. 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 to demonstrate inappropriate behavior at school, an adult will seek to understand what happened, support the child in reflecting on their behavior, and provide opportunities for restoring relationships, as applicable. In addition, specific consequences may be applied; parents may be contacted, depending on the nature of the behavior, frequency of the behavior, and severity of the specific incident.

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 student choices, practice, trial, error and reworking
  - Knowing the students culturally, and individually, by being fully cognizant of their **individual** 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 **includes, but is not limited to:** ~~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
- In-school or out-of-school suspension
- Restitution
- Referral to Eden Prairie Police Department
- Referral to outside agencies
- 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. [Cyber-bullying may take place on or off school property.](#)

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

### 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 Classes (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.

### School-Aged ~~YMCA~~ Eagle Zone Care

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).

### 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.

### Electronic Devices

~~Mobile devices (cellular phones, iPods, Kindles, Nooks, iPads, Netbooks, etc.) can be valuable learning tools. These devices are allowed in the classroom for instructional reasons, with approval of the teacher.~~ 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.

### 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.

## Lockers

Students are advised to leave valuables at home. Lockers in elementary school are not secure and are not for storing valuable items. The school district is not responsible for reimbursements to 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. More information can be found under the Search Policy heading in back of this handbook.

## Lost and Found

[Labeling your child's personal items increases the chance that lost personal items will be returned.](#) 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 [charity](#) at various times throughout the year [with advance notice to families through school communications](#).

## Lunch and Breakfast

[Students may purchase breakfast each day before school. Breakfast is served 20 minutes before the start of the school day.](#)

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.

- [Free and Reduced-Price Meals are Available for Qualifying Families:](#) Reduced-price and free breakfast, lunch, [and/or milk](#) is 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. [Families may also add funds to their child's account through the online Parent Portal.](#) You will be notified [by email](#) 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.

- **Online Payments:** 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 [to pay for their meal in the lunchroom](#). Each of the elementary lunchrooms have designated Parent/Family Tables for parents to each with their child(ren).

## ~~Parties and Treats~~ Birthdays and Parties Outside of School

- **Party 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.
- **Classroom Treats:** In light of our district Wellness Policy, students should not bring birthday treats or gifts of any kind. The district Wellness Policy is linked here with more information

- **Acknowledging Birthdays:** Our classroom teachers ~~will~~ **may** acknowledge and celebrate the birthdays of their homeroom students.

## Recess/Playground

Students ~~will~~ have approximately 20 minutes **outside** for recess **as weather permits**. It is important that children ~~be prepared to go outside with~~ **wear** appropriate outdoor clothing **throughout the school year, including** boots, mittens, gloves, jackets, snow pants, and hats. 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.**

- ~~Note: If you are in need of winter clothing, please~~ **Families in need of outdoor clothing are invited to** contact the social worker at **your** child's school. The Eden Prairie service organization, People Reaching Other People (PROP), provides us with warm clothing for children in need. **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.

## Playground Behavior

**Behavioral expectations specific to the playground are taught at the beginning of the school year. Expectations are re-taught/reinforced as the year progresses to promote a safe, welcoming and fun playground experience for each child.** ~~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.~~

- **Behavior Expectations:** ~~If students choose to demonstrate~~ inappropriate behavior on the playground, **an adult will seek to understand what happened, support the child in reflecting on their behavior, and provide opportunities for restoring relationships, as applicable.** In addition, specific consequences **may be applied; depending on the nature of the behavior and severity of the specific incident, parents may be contacted.**
- **Weather:** **The school uses weather and additional safety information when making decisions regarding indoor recess.** ~~The decision on whether or not to keep the students indoors is made each day prior to lunch.~~ The following weather conditions **may** necessitate ~~the students to remain inside for recess with alternative recreation provided: it is raining, the temperatures drops below -10 degrees, or a windchill is of -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.~~

## 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

## Responsible 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.

**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, ~~media center 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. [Contact your child's classroom teacher to learn about opportunities at your child\(ren\)'s school.](#)
- **Volunteer 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.~~
- **Privacy:** As you work with staff and students, [you may see, hear, or observe private student educational data.](#) All student information [must be kept](#) of a confidential nature ~~may be shared with you;~~ the problems, abilities, relationships, and ~~confidences~~ personal information of each student, their parents, and staff should never be discussed. [All questions and concerns should be brought to the building principal.](#) ~~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.

## 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](mailto: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 for 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 accumulated 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.

## 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 Non-school-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.

### School Resource Officer

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.

### Visitor Check-in

The following procedures have been established to insure the safety of all children at all times. Parents are considered visitors during the school day.

1. All must enter the school through the front security entrance and present their driver's license to the receptionist. Visitors will be required to wear a badge indicating their destination in the building.
2. Parents wishing to pick up their child(ren) from school prior to regular dismissal time must come to the office. The security assistant or the receptionist will call your child to the foyer/office and ask you to sign him/her out.
3. It is a common courtesy to let classroom teachers know prior to coming to visit the classroom. To avoid instructional interruptions, we ask that parents arrange classroom visits/ volunteer opportunities with the teacher or administrator prior to the day of the visit.
4. 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.
5. 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. Do not pick flowers or shrubs, throw stones, snowballs, litter, etc.

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 very-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

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

### Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered “proficient.”
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

### Academic Standards and Assessments

#### What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

#### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<p style="text-align: center;"><b>Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)</b></p> <ul style="list-style-type: none"> <li>• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.</li> <li>• Majority of students take the MCA.</li> <li>• MTAS is an option for students with the most significant cognitive disabilities.</li> </ul>	<p style="text-align: center;"><b>ACCESS and Alternate ACCESS for English Learners</b></p> <ul style="list-style-type: none"> <li>• Based on the WIDA English Language Development Standards.</li> <li>• Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.</li> <li>• Majority of English learners take ACCESS for ELLs.</li> <li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li> </ul>
--	--

## Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

## Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

## What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

## When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

## When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

## How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

## Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

## Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



## Parent/Guardian Refusal for Student Participation in District/State-Wide Assessment

To opt out of a state or district wide assessment, this form must be completed by the parent/guardian and returned to the student's school assessment coordinator.

*To best support school district planning, please submit this form to the student's school assessment coordinator before the assessment begins. Parents/guardians are required to submit a refusal form each year they wish to opt the student out of a district-wide assessment.*

Date \_\_\_\_\_ (This form is only applicable for the 2019-2020 school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's School \_\_\_\_\_ Grade \_\_\_\_\_

Indicate the district-wide assessment you are opting your student out:

Indicate reason for opting out:

*I understand that by signing this form I and my child's teachers may lose valuable information about how well my child is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.*

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

---

To be completed by school staff.

Student MARSS Number \_\_\_\_\_

## **205 OPEN MEETINGS AND CLOSED MEETINGS**

### **I. PURPOSE**

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

### **II. GENERAL STATEMENT OF POLICY**

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

### **III. DEFINITION**

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

### **IV. PROCEDURES**

- A. Meetings
  - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written

request for notice if the request includes the news medium's telephone number.

- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

8. Meetings Conducted by Interactive Technology

A meeting may be conducted by interactive technology, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.021.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
  - (1) to determine the asking price for real or personal property to be sold by the school district;
  - (2) to review confidential or nonpublic appraisal data; and
  - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss

emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.

- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)  
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)  
*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)  
*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)  
*The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)  
*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)  
*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)  
*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)

*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)  
*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)  
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)  
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)  
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)  
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)  
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)  
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)  
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)  
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

***Cross References:*** MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 207 (Public Hearings)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)



**Eden Prairie School Board  
Board Development Committee Meeting Minutes  
July 12, 2019**

*Charter per Board Policy GP 4.8: This committee will ensure ongoing Board development and oversee self-monitoring of the Board's performance related to Governance Process and Board Management Delegation policies.*

Committee members present: H. Link and E. Larabee, D. Espe

1. 11:00 AM Approved meeting agenda
2. 11:05 AM Board assigned committee work: *Specific tasks assigned by the Board, and actions by the committee to complete those tasks.*
  - a. Revised School Board Candidate PowerPoint
  - b. Revised Director Handbook
3. 12:00 Adjourned; next scheduled BDC meeting TBD.

**2018-2019 Board Development Committee Yearly plan (subject to change)**

<p><b>Quarter 1, 2018 July-Sept</b> July: School board candidate information session July and Aug: Update Processes and Procedures Sept: GP and BMD Monitoring</p>
<p><b>Quarter 2, 2018 Oct-Dec</b> Oct: GP monitoring, offer NSBA convention attendance opportunity Nov: Edit and review Ends and ELs Policies &amp; Procedures Nov 30: Board effectiveness survey III (Completed by each member regarding whole Board and self) Dec: Edit and review remaining P&amp;Ps, rebranded candidate &amp; new member PPTs</p>
<p><b>Quarter 3, 2019 Jan-Mar</b> Feb: Review board effectiveness survey results, identify possible 2018-2019 board effectiveness goals and strategies, first reading of Board Handbook Feb, Mar: Revise Handbook if requested by the Board, second reading if appropriate. Mar: Finalize consultant</p>
<p>Quarter 4, 2019 Apr-June May: Finalize New Director Orientation ppt, post to board website June 5th: Board training with consultant</p>
<p><b>Quarter 1, 2019 July-Sept</b> July: Review Potential Candidate Information PowerPoint, edit as necessary July: Prepare literature for and facilitate candidate information sessions Aug: Revise New Director Handbook to reflect edited New Director Orientation ppt</p>

**Eden Prairie School Board**  
**2019 & 2020 WORK PLAN CHANGES**  
**Proposed WORK PLAN CHANGES – July 22, 2019**

Date of Meeting/Workshop	Changes Requested
<i>Monday, August 26, 2019</i>	
<i>Monday, September 9, 2019 – Workshop</i>	
<i>Monday, September 23, 2019</i>	
<i>Monday, October 14, 2019 – Workshop</i>	
<i>Monday, October 28, 2019</i>	
<i>Monday, November 4, 2019 – Workshop</i>	
<i>Wednesday, November 13, 2019</i>	
<i>Monday, November 25, 2019</i>	
<i>Monday, December 9, 2019</i>	

**Placeholder – General Board Work**

- School Board Website Review/Discussion – Board Pages
- Workshop to Discuss: Monitoring Process and Communication
- EL 2.2 Treatment of Students – OI and Measurement Plan
- 

**Placeholder – Policy Review**

--

**EDEN PRAIRIE SCHOOL BOARD**  
**2019-2020 ANNUAL WORK PLAN**

Board Meetings

Board Workshops

Other Meetings

July 22, 2019

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
<p>*****2019*****</p> <p><b>Board Meeting</b>  <b>Mon, July 22, 2019</b>  <b>7:30 AM</b></p>			<ul style="list-style-type: none"> <li>• Resolution: "Call the General Election"</li> <li>• Schedule Candidate Information Sessions</li> <li>• New School Board Candidate Presentation</li> <li>• School Board Handbook Presentation</li> </ul>		<ul style="list-style-type: none"> <li>• Monthly Reports</li> <li>• Student Handbooks: <ul style="list-style-type: none"> <li>- High School</li> <li>- Middle School</li> <li>- Elementary Schools (Summary Detail Included)</li> </ul> </li> </ul>		
<p><b>Board Meeting</b>  <b>Mon, Aug 26, 2019</b>  <b>6:00 PM</b></p>	<ul style="list-style-type: none"> <li>• EL 2.1 Emergency Supt. Succession</li> <li>• EL 2.2 Treatment of Students</li> <li>• EL 2.7 Asset Protection</li> </ul>		<ul style="list-style-type: none"> <li>• Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>• Monthly Reports</li> </ul>		
<p><b>Post Meeting Board Workshop</b>  <b>Mon, Aug 26, 2019</b></p>							<ul style="list-style-type: none"> <li>• School Board Mtg. Self-Assessment</li> </ul>
<p><b>Board Workshop</b>  <b>Mon, Sept 9, 2019</b>  <b>6:00 PM</b></p>							<ul style="list-style-type: none"> <li>• ADMIN Proposals for FY 2019-20 Workshops</li> <li>• NEW Policy Development Discussion (Ends &amp; EL Policies)</li> <li>• Policy Monitoring: All BMD Policies</li> <li>• Policy Monitoring: GP's: 4.4, 4.5, 4.6, 4.7, 4.8, &amp; 4.10</li> </ul>

201

**EDEN PRAIRIE SCHOOL BOARD**  
**2019-2020 ANNUAL WORK PLAN**

<b>Board Meetings</b>
<b>Board Workshops</b>
<b>Other Meetings</b>

**July 22, 2019**

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			

							•Confirm agenda for next Board Workshop
<b>Board Meeting</b> <b>Mon, Sept 23, 2019</b> <b>6:00 PM</b>	<ul style="list-style-type: none"> <li>•EL 2.3 Treatment of Parents</li> <li>•EL 2.6 Financial Management &amp; Operations</li> </ul> <hr/> <ul style="list-style-type: none"> <li>•All BMD Policies</li> <li>•BMD 3.0 Single Point of Connection</li> <li>•BMD 3.1 Unity of Control</li> <li>•BMD 3.2 Delegation to the Superintendent</li> <li>•BMD 3.3 Superintendent Accountability &amp; Performance</li> </ul> <hr/> <ul style="list-style-type: none"> <li>•GP 4.4 Officer Roles</li> <li>•GP 4.5 School Board Members Code of Conduct</li> <li>•GP 4.6 Process for Addressing School Board Member Violations</li> <li>•GP 4.7 School Board Committee Principles</li> <li>•GP 4.8 School Board Committee Structure</li> <li>•GP 4.10 Operation of the School Board Governing Rules</li> </ul>		<ul style="list-style-type: none"> <li>•Approval of Preliminary FY 2020-21 Levy</li> <li>-Tax Levy Comparison</li> <li>- Tax Levy Presentation Pay 20</li> </ul> <hr/> <ul style="list-style-type: none"> <li>•Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>•Monthly Reports</li> </ul>	<u>Superintendent Incidentals:</u> <ul style="list-style-type: none"> <li>• FY 2018-19 Year-end Preliminary Financial Report</li> <li>•FY 2019-20 Preliminary Enrollment Report</li> </ul>	

202

**EDEN PRAIRIE SCHOOL BOARD**  
**2019-2020 ANNUAL WORK PLAN**

Board Meetings
Board Workshops
Other Meetings

July 22, 2019

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Post Meeting Board Workshop Mon, Sept 23, 2019							•School Board Mtg. Self-Assessment
Board Workshop Mon, Oct 14, 2019 6:00 PM							•Administration: Setting Stage for FY 2020-21 Budget Guidelines •Policy Monitoring: GP 4.0, 4.1, 4.2, 4.3, 4.9 •Confirm agenda for next Board Workshop
Board Meeting Mon, Oct 28, 2019 6:00 PM	<ul style="list-style-type: none"> <li>•Ends 1.1, 1.2, 1.3 Evidence (FY 2018-19)</li> <li>• EL 2.4 Treatment of Staff</li> <li>•EL 2.8 Compensation and Benefits</li> </ul> <hr/> <ul style="list-style-type: none"> <li>•GP 4.0 Global Governance Commitment</li> <li>•GP 4.1 Governing Style</li> <li>•GP 4.2 School Board Job Products</li> <li>•GP 4.3 Annual Work Plan</li> <li>•GP 4.9 Governance Investment</li> </ul>		•Record of Board Self-Evaluation		• Monthly Reports	<u>Superintendent Incidentals:</u> <ul style="list-style-type: none"> <li>• Enrollment Report as of Oct. 1, 2019</li> <li>-Exec. Summary</li> <li>-Capture Rate</li> <li>-History &amp; Projection Totals</li> <li>-Official October 1 Enrollment Count</li> <li>•World's Best Workforce Report</li> <li>•FY 2018-2019 Achievement Integration Progress Report</li> </ul>	
Post Meeting Board Workshop Mon, Oct 28, 2019							•School Board Mtg. Self-Assessment

203

**EDEN PRAIRIE SCHOOL BOARD  
2019-2020 ANNUAL WORK PLAN**

Board Meetings

Board Workshops

Other Meetings

July 22, 2019

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Board Workshop Mon, Nov 4, 2019 6:00 PM*							<ul style="list-style-type: none"> <li>•FY 2019-2020 Superintendent Goal Setting Discussion</li> <li>•“New Policy Introductions”</li> <li>•Review of Treasurer’s Annual Report</li> <li>•Confirm agenda for next Board Workshop</li> </ul>
Special Business Meeting Wed, Nov 13, 2019 7:30 AM			<ul style="list-style-type: none"> <li>•Resolution Approving Canvassing of Elections</li> </ul>				
Board Meeting Mon, Nov 25, 2019 6:00 PM	<ul style="list-style-type: none"> <li>•EL 2.9 Communication and Support to the School Board</li> </ul>	<ul style="list-style-type: none"> <li>•<u>Closed Session:</u> Review of FY 2018-19 Superintendent Goals -Minn. Stat. 13D.05, Subd. 3</li> </ul>	<ul style="list-style-type: none"> <li>•FY 2019-20 Superintendent Goal Setting</li> <li>•Record of Board Self-Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>•Treasurer’s Report</li> <li>•End &amp; EL’s Policy Monitoring Process</li> </ul>	<ul style="list-style-type: none"> <li>•Monthly Reports</li> </ul>	<ul style="list-style-type: none"> <li>•FY 2018-19 Audited Financial Presentation</li> </ul>	
Post Meeting Board Workshop Mon, Nov 25, 2019							<ul style="list-style-type: none"> <li>•School Board Mtg. Self-Assessment</li> </ul>
Board Meeting Mon, Dec 9, 2019 6:00 PM	<ul style="list-style-type: none"> <li>•EL 2.5 Financial Planning and Budgeting</li> <li>•EL 2.0 Global Executive Constraint</li> </ul>		<ul style="list-style-type: none"> <li>•Approval of Final FY 2020-21 Levy</li> <li>•Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>•Monthly Reports</li> </ul>	<ul style="list-style-type: none"> <li>•Truth in Taxation Hearing</li> </ul>	

204

**EDEN PRAIRIE SCHOOL BOARD  
2019-2020 ANNUAL WORK PLAN**

<b>Board Meetings</b>
<b>Board Workshops</b>
<b>Other Meetings</b>

**July 22, 2019**

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Post Meeting Board Workshop Mon, Dec 9, 2019							<ul style="list-style-type: none"> <li>School Board Mtg. Self-Assessment</li> </ul>

\*November Meeting dates changed due to Veteran's Day on Monday, November 11, 2019

205

**EDEN PRAIRIE SCHOOL BOARD**  
**2019-2020 ANNUAL WORK PLAN**

Board Meetings
Board Workshops
Other Meetings

July 22, 2019

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
<p>*****2020*****</p> <p align="center"><b>Annual Organizational Meeting</b>  <b>Mon, Jan 6, 2020</b>  <b>6:00 PM</b></p>			<ul style="list-style-type: none"> <li>• 2019 Annual Organizational Mtg.               <ul style="list-style-type: none"> <li>- Election of Officers</li> <li>- School Board Compensation</li> <li>- School Board Calendar</li> </ul> </li> <li>• Approval of School Board Meeting Calendar:               <ul style="list-style-type: none"> <li>Jul 1, 2020 through Jun 30, 2020</li> </ul> </li> <li>• Resolution for Combined Polling Places for the General Elections</li> <li>• Appointment of Intermediate District 287 Representative</li> </ul> <hr/>		<ul style="list-style-type: none"> <li>• 2019 Annual School District Organizational Items:               <ul style="list-style-type: none"> <li>- School District Newspaper</li> <li>- School District Depository/Financial Institutions</li> <li>- Money Wire Transfers</li> <li>- Early Claims Payment</li> <li>- School District Legal Counsel</li> <li>- School District Responsible Authority</li> <li>- Deputy Clerk &amp; Deputy Treasurer</li> <li>- Facsimile Signature Authorization</li> <li>- Authorization for Superintendent to Sign Contracts</li> <li>- Local Education Agency (LEA) Representative</li> <li>- MDE Designation of Identified Official with Authority (IOWA)</li> </ul> </li> </ul>		
<p><b>Board Workshop</b>  <b>Mon, Jan 6, 2020</b>  <b>6:15 PM</b>  <b>Convene following the Annual Organizational Meeting</b></p>						<ul style="list-style-type: none"> <li>• 2020 Committees &amp; Outside Organization Discussion</li> <li>• 5-Year Financial Forecast</li> </ul>	

206

**EDEN PRAIRIE SCHOOL BOARD  
2019-2020 ANNUAL WORK PLAN**

<b>Board Meetings</b>
<b>Board Workshops</b>
<b>Other Meetings</b>

**July 22, 2019**

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
							• Confirm agenda for next Board Workshop
<b>Board Meeting Mon, Jan 27, 2020 6:00 PM</b>		<ul style="list-style-type: none"> <li>•FY 2020-21 School Calendar (<i>Draft</i>)</li> <li>•FY 2021-22 School Calendar (<i>Preliminary</i>)</li> <li>•FY 2020-21 Budget Timelines – <i>First Reading</i></li> <li>•FY 2020-21 Budget Assumptions – <i>First Reading</i></li> </ul>	<ul style="list-style-type: none"> <li>•FY 2019-20 Mid-Year Budget Approval</li> <li>•Record of Board Self-Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>•2020 School Board Committee &amp; Outside Organization Assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Reports</li> <li>• FY 2020-21 Bus Purchase</li> <li>• Pay Equity</li> <li>• District Policy 721</li> <li>• Bids - Seek</li> </ul>		
<b>Post Meeting Board Workshop Mon, Jan 27, 2020</b>							• School Board Meeting Self-Assessment
<b>Board Workshop Mon, Feb 10, 2020 6:00 PM</b>							• Confirm agenda for next Board Workshop
<b>Board Meeting Mon, Feb 24, 2020 6:00 PM</b>			<ul style="list-style-type: none"> <li>•Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>• Monthly Reports</li> <li>• Approval of FY 2020-21 School Calendar</li> <li>• Approval of Preliminary FY 2021-22 School Calendar</li> </ul>		
<b>Post Meeting Board Workshop Mon, Feb 24, 2020</b>							• School Board Meeting Self-Assessment

207

**EDEN PRAIRIE SCHOOL BOARD**  
**2019-2020 ANNUAL WORK PLAN**

Board Meetings

Board Workshops

Other Meetings

July 22, 2019

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
Board Workshop Mon, Mar 09, 2020 6:00 PM							•Confirm agenda for next Board Workshop
Board Meeting Mon, Mar 23, 2020 6:00 PM		<ul style="list-style-type: none"> <li>• FY 2020-21 Capital Budget – <i>First Reading</i></li> </ul>	<ul style="list-style-type: none"> <li>•Resolution to Release Probationary Teachers</li> <li>•Final FY 2020-21 Budget Assumptions</li> <hr/> <li>•Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>•Monthly Reports</li> <li>•Achievement &amp; Integration Budget</li> </ul>		
Post Meeting Board Workshop Mon, Mar 23, 2020							•School Board Meeting Self-Assessment
Board Workshop Mon, Apr 13, 2020 6:00 PM							<ul style="list-style-type: none"> <li>•FY 2020-2021 Annual Work Plan Calendar Discussion</li> <li>•FY 2020-2021 School Board Meeting Calendar Discussion</li> <li>•FY 2020-2021 School Board Budget Discussion</li> <li>•Confirm agenda for next Board Workshop</li> </ul>

208

**EDEN PRAIRIE SCHOOL BOARD**  
**2019-2020 ANNUAL WORK PLAN**

<b>Board Meetings</b>
<b>Board Workshops</b>
<b>Other Meetings</b>

**July 22, 2019**

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
<b>Board Meeting Mon, Apr 27, 2020 6:00 PM</b>		<ul style="list-style-type: none"> <li>FY 2020-21 School Board Work Plan – <i>First Reading</i></li> <li>Closed Session: Negotiation Strategy</li> <li>FY 2020-21 School Board Budget – <i>First Reading</i></li> </ul>	<ul style="list-style-type: none"> <li>Approval of FY 2020-21 Capital Budget</li> <li>Approval of FY 2020-21 School Board Meeting Calendar</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>Monthly Reports</li> </ul>		
<b>Post Meeting Board Workshop Mon, Apr 27, 2020</b>							<ul style="list-style-type: none"> <li>School Board Meeting Self-Assessment</li> </ul>
<b>Board Workshop Mon, May 04, 2020* 6:00 PM</b>							<ul style="list-style-type: none"> <li>Confirm agenda for next Board Workshop</li> </ul>
<b>Board Meeting Mon, May 18, 2020* 6:00 PM</b>		<ul style="list-style-type: none"> <li>FY 2020-21 Budget – <i>First Reading</i></li> </ul>	<ul style="list-style-type: none"> <li>Approval of FY 2020-21 School Board Work Plan</li> <li>Approval of FY 2020-21 School Board Budget</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Record of Board Self-Evaluation</li> </ul>		<ul style="list-style-type: none"> <li>Monthly Reports</li> <li>MSHSL Resolution for Membership</li> <li>Approval of FY 2020-21 School Meal Prices</li> </ul>		
<b>Post Meeting Board Workshop Mon, May 18, 2020*</b>							<ul style="list-style-type: none"> <li>School Board Meeting Self-Assessment</li> </ul>
<b>Board Workshop Mon, June 08, 2020 6:00 PM</b>							<ul style="list-style-type: none"> <li>General Fund Budget Q&amp;A</li> </ul>

209

**EDEN PRAIRIE SCHOOL BOARD  
2019-2020 ANNUAL WORK PLAN**

<b>Board Meetings</b>
<b>Board Workshops</b>
<b>Other Meetings</b>

**July 22, 2019**

Board Meeting or Board Workshop Type, Date and Time	Board Work				Supt Consent Agenda Items (Human Resources & Business Services Reports)	Board Education & Required Reporting	Workshop Topic(s)
	Policy Monitoring Ends, EL, BMD & GP Monitoring	Decision Preparation	Required Board Action	Board Action on Committee Reports & Minutes			
							•Confirm agenda for next Board Workshop
<b>Board Meeting Mon, June 22, 2020 6:00 PM</b>	•Ends 1.1, 1.2, 1.3 OI		<ul style="list-style-type: none"> <li>•Approval of FY 2020-21 Budget</li> <li>•ISD 287 10-Year Facilities Maintenance Resolution</li> </ul>		<ul style="list-style-type: none"> <li>•Monthly Reports</li> <li>•EPS 10-Year Facilities Maintenance Plan</li> <li>•Q-Comp Annual Report</li> <li>•Annual Review of District Mandated Policies</li> <li>•Approval of Updated District Policies</li> </ul>		
<b>Post Meeting Board Workshop Mon, Jun 22, 2020</b>							•School Board Meeting Self-Assessment

\*May Meeting dates changed due to Memorial Day

210