



EDEN PRAIRIE HIGH SCHOOL

Student Handbook

2021-22 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 & Evaluation Process

Guiding vision

At Eden Prairie High School, our shared mission is to ensure that all students can answer “Yes!” to our three guiding questions: Do I belong here? Is this meaningful? Can I do this? Our grading practices and procedures directly contribute to students’ ability to answer yes to these questions. Our grading and evaluation process plays an

important role in realizing our mission. We are committed to implementing evidence-based grading practices that align with the following principles:

- Grading practices will be equitable, mathematically accurate, bias-resistant, motivating for students, and supportive of a hope and a growth mindset
- Grades should reflect student mastery of essential learning

Grading scale

Letter grades are determined in each class as follows using a 4.0 non-weighted grading system:

- **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%
- **I:** 0-59%

Students can opt for a Pass/No Credit grading in individual courses: P = 60% and above NC = below 60%

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 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/guardian - teacher conferences each term.

Non-passing grades will be Incomplete ("I"). In collaboration with the student and family, the counselor, administrative dean, associate principal and teacher will determine the best pathway to complete the course. Incomplete grades are temporary placeholders indicating that a student has yet to demonstrate proficiency.

Determining grades

- The academic performance category will account for at least **85%** of a final grade (**15%** maximum for academic practice).
- Final term grades will be rounded up for point values of .5-.9 and rounded down for point values of 0-.4.
- No Extra Credit factored into grade.
- Students can retake/redo assessments in the academic performance category.

- Any re-take/re-do is worth 100% value.
- Pursuant to our guiding vision, behaviors will not be factored into a student's grade. Examples of this guiding principle include but are not limited to:
 - Attendance should not be directly included in grade calculations.
 - For assessments on Essential Learning Targets, points should not be added or subtracted for timeliness of work completion.
- Student scores in the academic performance and academic practice categories will reflect student mastery of course Essential Learning Targets.

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 the 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 a 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 summer school class:** If a student enrolls in the summer school credit recovery class, s/he needs to complete credit in summer school. 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 the 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 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.

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. 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.

Newsletter-Eagle Nation News

Parent/guardian 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/Guardian Communication with EPHS Staff

As a community of learners, EPHS parents/guardians, teachers, and students work together to build a positive learning environment. Communicating with students and parents/guardians 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/Guardian 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. 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/Guardian - 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
- 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/guardians have access to student information by logging onto the Eden Prairie Schools website at 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.

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.

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 the East Commons.
- Students who ride the after-school activity bus must have a current school ID. Buses depart from the East entrance.
- Students who fail to comply with these guidelines 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

Students are allowed to transport books to and from school in backpacks. Backpacks in the classroom will be

subject to teacher discretion.

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 have their electronic device at school and need to follow the expectations for the specific setting. Please see individual teacher syllabus for classroom expectations regarding electronic items. 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.

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/guardian 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.epls.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.
- 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 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. A lost parking pass in need of replacement is \$10.

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

Senior students may earn a Senior Privilege to 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).

Process:

- Applications shared with students and families electronically
- Application signed by parents/guardians and student support team.
- 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.

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 during study halls. **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 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 district policy.

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 district policy.

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 district policy.

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 district policy.

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 district policy.

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 a parent's account, and/or that parents have password 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. Attend each class every day.
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 they are

on the bus until 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
- Work in partnership with family, student, staff and other support staff to determine additional strategies and/or consequences
- Determine if there are extenuating physical, emotional or mental challenges
- Submit disciplinary referral as if deemed necessary

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. Clothing, headwear, and accessories which display 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 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, 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 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:** Up to a 3-day suspension, mediation and anger management.
- **Second Offense:** 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/guardian contacted by teacher, Documentation, Loss of privileges. **If a planned, coordinated effort for cheating, suspension may occur.
- **Second Offense:** Parent/guardian contacted by teacher, Documentation, Suspension, Parent/Guardian Meeting, 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:** Dean conference.
- **Second Offense:** Dean conference, parent/guardian contact, possible bus suspension.
- **Third Offense:** Dean conference, parent/guardian 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:** 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 and parent/guardian 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 and Intent

to Distribute or Sell at School Locations, School Sponsored Events or locations with a nexus to the school environment

Guidelines for Potential Consequences:

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

5. 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:** Restricted study, police referral, confiscation, parent/guardian meeting
- **Second Offense:** Restricted study, police referral, confiscation, parent/guardian 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:** Referral to school team for an attendance intervention - EPHS partners with the Hennepin County "be@school" program.

8. Backpacks / 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 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.

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.

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 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 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, referral to outside agency; intervention plan.
- **Second Offense:** Up to 5-day suspension, referral to outside agency, intervention plan.
- **Third Offense:** 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 review by school & district administration for recommendation for expulsion, and police referral.

12. 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, 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:** Conference with Dean, confiscation of phone and recording of offense.
- **Second Offense:** Restricted study, phone to be picked up by parent/guardian.
- **Third Offense:** Phone to be picked up by parent/guardian, parent/Guardian meeting.

If a 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.
- **Second Offense:** 4-week suspension from all EPHS contests and activities, and restitution.
- **Third Offense:** 8-week suspension or complete loss of privileges from all EPHS contests and activities, and restitution.

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.

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:** Referral to MTSS team for additional support and intervention.

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.
- 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.

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 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-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:** 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:** Conference with dean.
- **Second Offense:** Up to 3-day suspension.
- **Third Offense:** Up to 5-day suspension.

22. Threat Group Affiliation

Threat/Hate group related behavior in the school is not allowed. Threat/Hate group 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 threat group. Threat/Hate group “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 “affiliation signs,” the use of graffiti emblems, symbolism, hand signs, slang, 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:** 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.

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:** 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.

Guidelines for Potential Consequences:

- **First Offense:** Dean conference, restitution.
- **Second Offense:** Dean conference, restitution, parent/guardian contact.
- **Third Offense:** Dean conference, restitution, parent/guardian 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:** Dean conference, restitution.
- **Second Offense:** Dean conference, restitution, parent/guardian contact.
- **Third Offense:** Dean conference, restitution, parent/guardian 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:** Dean conference, review of expectations.
- **Second Offense:** Restitution, parent/guardian contact.
- **Third Offense:** Restitution, parent/guardian meeting.

28. Off-Campus/Unauthorized Areas

Leaving campus without proper permission or through an unauthorized door is 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/guardian contact.
- **Second Offense:** Restricted study, parent/guardian contact, loss of privilege.
- **Third Offense:** Restricted study, loss of privilege and conference with parent/guardian.

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:** Written warning and parent/guardian contact.
- **Third Offense:** Parent/guardian 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:** Written warning and parent/guardian contact.
- **Third Offense:** Parent/guardian 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:** Dean conference.
- **Second Offense:** Dean conference, parent/guardian contact.
- **Third Offense:** Dean conference, restricted study.

33. Restricted Study

Failure to attend restricted study as scheduled.

Guidelines for Potential Consequences:

- **First Offense:** Dean conference, parent/guardian contact.
- **Second Offense:** Dean conference, parent/guardian 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 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.

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:** 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.

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:** Up to 3-day bus suspension.
- **Third Offense:** Up to 5-day bus suspension and conference with student, parent/guardian,

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 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.** 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. Parent/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 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.

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.

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.

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.

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.

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.

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 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.
- **Threat/Hate Group** -- 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 threat group activity. "Pattern of threat group 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 threat group.
- **Threat/Hate Group like activity**-- any conduct engaged in by a student on behalf of any threat group--to perpetuate the existence of any threat group, to affect the common purpose and design of any threat group--and/or to represent a threat group affiliation, loyalty or membership in any way while on a school location. These activities include recruiting students for membership in any threat group--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 threat group.
- **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/guardians can help shape district policies, procedures, and programs. For more information, log onto www.edenpr.org or call (952) 975-7150.

Parent-Teacher Organizations

The Parent-Teacher Organization (PTO) at EPHS is comprised of parents/guardians and staff working together to enhance your child's school experience. The group sponsors and also organizes a wide variety of 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/guardians 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/guardians 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 diagnosis
14. Active duty in any military branch of the United States

In order for an absence to be excused, a parent/guardian needs to call the school attendance line. The parent/guardian 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/guardians 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/guardian 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/guardians need to report the late arrival on the automated attendance line.

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/guardian, 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/guardian 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/guardian.

Procedures for Excusing Students

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

- For Spanish: Si su hijo/a estará ausente por favor llame al 952-975-7068 para justificar la ausencia.
- For Somali: IImahaygu ma iman doono dugsiiga ama wuxuu Leeyahay ballan takjar. Soo wac dugsiiga: 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 Junior Privilege or Senior Privilege. 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.

Allergies (Animals, Fragrances, Latex)

Animals and pets are not allowed to visit inside schools without principal permission and adherence to specific Board [service animal 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/guardians will want to notify Health Services about their student's specific health needs. The student and parent/guardian 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 parent/guardian 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/guardian or emergency contact will be notified by the health services office. First aid is given by school personnel, and parents/guardians 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 vaccination to start school. Students who have special medical problems and cannot be vaccinated, or whose parents/guardians 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/guardians 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/guardian 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

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.

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: <https://www.mda.state.mn.us/integrated-pest-management>.

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. More information on Indoor Air Quality can be found at: <https://www.health.state.mn.us/communities/environment/air/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/guardian 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/guardians 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/guardians if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

Parent /Guardian Guide and Refusal for Student Participation in Statewide Testing

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/guardians 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/guardians 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, parent/guardian 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 requirements 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/guardians 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/guardian, 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/guardians 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.

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.