

Central Middle School

Student Handbook

2021-2022



EDEN PRAIRIE SCHOOLS
Inspiring each student every day

Central Middle School Handbook

2021-2022

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Welcome to Central Middle School

Mission

The Mission of Eden Prairie Schools is to inspire each student to learn continuously so they are empowered to reach personal fulfillment and contribute purposefully to our ever-changing world.

Central Middle School Philosophy

We believe that education is important, that teachers are professionals, and that the school is a valid institution of learning. Education provides for physical, emotional, social, and intellectual growth for each unique middle school student. Developmentally, middle school students are in varied stages of physical change and they experience emotional uncertainties including an increasing sense of isolation as well as a need to belong. Intellectually, they eagerly test new skills and knowledge while also seeking security and encouragement. Our school responds with a positive learning environment that provides for individual differences. In addition, middle school is a transition between elementary school and high school. CMS offers a nurturing learning environment that encourages growing independence and exploration while students develop habits, attitudes, skills, appreciations, and ideas essential for a lifetime of learning. We provide a caring, exciting, challenging, and comforting environment. We strive to provide a model for responsible adult behavior while allowing for the activity of youthful enthusiasm.

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

The Critical Components of the CMS Program Include

Instructional Excellence:

We strive to provide experiences where the atmosphere, materials, pace, and flexibility focus each student on success in learning. We strive to vary content presentation, use the 4Cs of Critical Thinking, Communication, Collaboration and Creativity, and make modifications to meet the unique needs of each student. We recognize students for achievement, growth, leadership, and service.

Exploration:

We provide a wide range of intellectual, physical, and cultural activities with opportunities to take risks, discover, and experiment. We encourage participatory learning, divergent as well as convergent thinking, and exploration of a variety of co-curricular activities, career options, and subject areas. The CMS staff encourages this belief through the use of innovation and exploration within a 21st Century context of learning.



Comprehensive Curriculum:

We value the integration of learning in English, math, social studies, science, fine and related arts, and physical education. We recognize, celebrate, and encourage creativity in both basic skills and exploratory learning experiences. We value the process of learning as well as the end result. We encourage continued exploration into a new, evolving curriculum.

Continual pursuit of personal goals and aspirations:

We strive to develop self-directed, lifelong learners who enthusiastically accept the challenge of their future with confidence and competence. Students assume increasing responsibility for their own academic, social, and personal learning. Students learn to solve problems, make decisions, manage time, set goals, work in groups, respond to change, and cope with positive and negative experiences.

Contribution to Community (local to global):

We encourage and model honesty, responsibility, compassion, cooperativeness, creativity, and competency. We expect students to respect themselves and others, tolerate ambiguity, recognize human equity, and understand global and multicultural concepts. We support positive student involvement in school, home, community, and world projects.

Guidance:

We are a caring community. We seek to create a more intimate environment attuned to each student's needs. The focus on creating smaller communities fosters stable, close, respectful relationships with adults and peers. Within the school, teachers, advisors, counselors, support staff, and administrators serve as resources for meeting students' personal needs. Finally, we recognize that all adults in the school model appropriate behaviors and attitudes.

Advisor:

The advisory period occurs on Thursday mornings and serves as a home base for students to connect with one another and their teacher. During this period, students watch/listen to announcements which celebrate students and staff across CMS as well as provide important information on upcoming school events.

Flex:

Central Middle School offers five flexible 30 minute classes per week. These “Flex” periods give students the choice to select from a menu of Support, Extension, and Discovery options (described below). Students make a new and independent selection for each Flex period. In addition, teachers may invite or schedule students into their Flex offering as needed.

- **Support:** This is for students who need support with current or past learning targets and/or skill development. Support could come through direct instruction, collaboration with others, or supported independent work time.
- **Extension:** This is for students who would like to delve deeper into the learning targets beyond what was covered in class.
- **Discovery:** These are experiences that are offered based on student passions, interests and/or curiosities not directly linked to standards. Discovery options are purely elective.

STUDENT ACADEMIC SUCCESS

Gifted and Talented Services:

Central Middle School serves as a bridge between elementary gifted services and the many advanced and/or enriched offerings at the high school level. Throughout the middle school experience, CMS offers enrichments and extensions. Prior to registration for each school year, a parent informational meeting about enriched programs is held at CMS.

Other rigorous academic options include:

- **Co-Curricular Activities:** CMS offers many co-curricular activities to engage gifted learners including academic contests and teams, student government, cultural experiences, music ensembles, arts programs, speech and drama activities, publications, and service groups.
- **Mastery of Standards**
Central Middle School is committed to providing students with the appropriate course placement. Most often, course placement is determined by previous coursework; however, when prior learning is unclear, students may be assessed on their mastery of standards to determine course placement.
- **Additional Opportunities**

Qualified students who are above-grade level in particular content areas may take appropriate courses at Eden Prairie High School. Students may have to forgo some desired courses due to differing daily schedules at each school.

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

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

Student Support Plan for Advanced and Enriched Classes:

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

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

Evaluation/ Reporting System/Grades

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

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

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

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

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

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

A 4.0	A- 3.7	B+ 3.4	B 3.0	B- 2.7	C+ 2.4	C 2.0	C- 1.7
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An average of 3.7 or better will be recognized on the A honor roll. An average of 3.0-3.69 will be recognized on the B honor roll.

Student of the Month:

The "Student of the Month" program recognizes 6th, 7th and 8th grade students each month for their overall performance at CMS. These students will receive a letter explaining the honor ~~will be~~ sent to their parents/guardians. A student of the month breakfast is held three times per year to celebrate their achievement.

Homework:

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

Academic Integrity:

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

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

Student Support

Organizational System - POWER binder:

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

Targeted Services:

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

Teaming:

Central Middle School students and staff members are divided into teams. We have 4 teams in each grade. four seventh grade teams and four eighth grade teams. We designate each team by color with each consisting of having about 150-180 students and seven to nine teachers. Randomly placed on teams by their elective choices, students remain on their team the entire year. Teaming exists for several reasons. It creates a feeling of being in a small group within a large school. Staying with the same teachers all year helps teachers know students better and vice versa. Team teachers plan together and discuss student progress. We encourage parents/guardians to call team teachers with questions and concerns.

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. Log in using your username and password and click “edit profile.” 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 CMS, log onto the district website, www.edenpr.org. After logging in, click “edit profile” to update your email address in our system.

Contacting Your Student:

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

Deliveries for Students:

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

Email:

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

Weather-Related Closing:

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

Additional Resources:

Website: www.edenpr.org	Radio: WCCO radio (830 AM)	Phone: (952) 975-7000	TV Channels: 4, 5, 9, and 11
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If school is dismissed early, students will be told to go home on their regular buses – please be sure your student has a backup plan in place. Students may not remain at school. If school is dismissed early, the building will be closed for after-school and evening activities (such as sports, PTO meetings, and community education classes). If your student goes to an after-school program at a location other than school, please check with them regarding their closing policy. Again, have a backup plan in place.

Parent and Student Information

Website:

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

Conferences:

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

Curriculum Nights:

Curriculum Night will be hosted by grade level in September. At Curriculum Night teachers share information about various ways the school communicates with parents, teachers make presentations about the curriculum, and families have the opportunity to meet the teachers.

Parent communication with CMS staff:

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

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

Schoology:

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



Backpack/Handbags:

Because of space and safety concerns, students are not allowed to carry backpacks during the school day. Students may use a backpack to transport books and belongings to and from school. Backpacks must remain in lockers between 7:45 - 9:20 a.m. and the end of the day. Handbags smaller than a school textbook may be carried at school. Exceptions

to this policy may be granted to students with special circumstances. Check with the Student Management Office if circumstances warrant special permission to carry a backpack or larger handbag.

Counseling:

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

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

Dress:

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

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

Personal Electronic Devices:

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



Some bus drivers allow use of personal electronic devices, iPads and cell phones on the bus. If students have permission to use these items on the bus, they will need to store them out of sight during the day. If students store valuable items in their lockers, they assume any risk of theft that may result. Students will be informed of the expectations for their school issued iPad. If a student violates these expectations, a consequence will be assigned.

Field trip Guidelines:

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

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

Field trips effectively use all resources available including:

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

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

Food/Drinks/Gum:

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

Lost and Found:

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

School Store:

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

Sales:

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

Schedule:

Due to COVID-19 and social distancing requirements, transportation schedules may need to be altered. As such school start and dismissal times may vary slightly.

Student ID:

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

iPads:

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

Lockers

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

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

Students are only allowed to decorate for birthdays before school from 9:15-9:25 ~~7:30-7:40~~ a.m. or after school from 4:07 - 4:30 p.m. Locker decorating must be contained to the individual locker. Decorations must be school appropriate.

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

Student Meal Time

Breakfast: Each morning, students may purchase a grab-and-go breakfast in the cafeteria. Students who choose to purchase a grab-and-go breakfast will eat their breakfast before 9:25 or during the first class of the day with teacher permission.

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

Lunch PINs: Each student is assigned an account with a personal identification number (PIN). Lunches will be paid for by a student entering the PIN on a keypad at the end of the serving line and saying their first and last name to the cashier. Families must pay for meals in advance by sending a check to school payable to Eden Prairie School or using the online FeePay system for parents to add funds to student meal accounts. It is the same system used to pay activities fees, sports fees, and transportation fees. Parents log into the parent portal to access this system and their student's meal account. If you have questions or need help with logging into the portal, please call the parent helpline at (952) 975-7094. Money remaining in a student's account at the end of the year will be transferred to the next year's account, even if they are moving on to a different Eden Prairie School.

Lunchroom Rules and Consequences: Lunch is a scheduled period for each student and all school rules apply.

Rules:

- Keep hands, feet, and objects to self.
- Follow directions from both kitchen and lunchroom staff.
- Do not cut in line.
- Stand in line only if buying a meal.
- Please keep money in student accounts as they are not allowed to charge.
- Be on time.
- Students are not allowed to leave the lunchroom without permission.
- Be responsible for keeping table and surrounding area clean.
- Return to your seat and stay seated after disposing of your garbage.

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

Parents Eating with Students

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

Student Activities

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



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

Eden Prairie Schools Expectations for Student Learning:

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

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

- Respect yourself. I will select names that are appropriate. I will consider the information and images I post online.



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

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

Student Digital Responsibility

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

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

Privacy: Students and families need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. Eden Prairie Schools (EPS) has the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of EPS and no user shall have any expectations of privacy regarding such files.

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

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

Plagiarism/Copyright/Licensing: Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or

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

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

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

Accessing/ Posting Inappropriate Material

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

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

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

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

Malicious Use/Vandalism:

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

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

Information regarding the iPad in Eden Prairie Schools

iPad General Precautions

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

iPad Cases

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

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

iPad Screen & Cleaning

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

iPad Care

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

Earphones

Eden Prairie Schools does not provide earphones; however, they are requested as part of the school supply list.

- Earphones shall not be used within or on school property unless a teacher specifically requests or allows students to do so.

- If allowed to use earphones, the appropriate level is when only the person wearing the earphones can hear the sound.

Storing Documents

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

Applications and Content: Students may only install apps provided to them through Self-Service on their iPad. If an app is needed, which is not available in Self-Service, students should work with their teacher to request it be added. Additional content used should have an educational purpose. Content which does not have an educational purpose and is disruptive to the educational process will be blocked or removed from the device.

Student Discipline:

If a student violates any part of the above policy, he/she will be subject to disciplinary action. The disciplinary action for a violation may include restrictions for downloading apps, checking the iPad in and out of school each day, having all iPad privileges revoked, or other actions deemed appropriate.

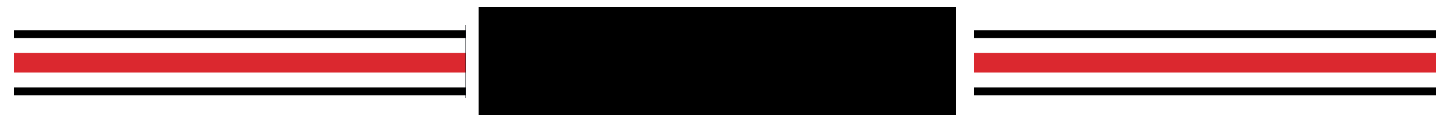
In instances where the student has put his/her own safety or the safety of others at risk (i.e. bullying), iPad privileges will be revoked immediately.

iPad Statement of Responsibility for Parent/Guardian and Student

iPad Statement of Responsibility for Parent/Guardian and Student

We understand that instances of damage, destruction, or loss of the assigned iPad may occur. These instances will be dealt with on a case-by case basis. Incidents of gross negligence or repeated incidents may result in financial restitution from the family, up to the cost of the entire device if warranted. If the device is damaged beyond repair or lost the cost of replacement is \$300.00. Samples of approximate repair and replacement cost of individual parts are listed below. If there is damage that can be repaired the student will be charged for the actual cost of repair.

- Replacement iPad - ~~\$400~~ \$300
- iPad Brick - \$13
- iPad Cable - \$7
- iPad Glass Damage - ~~\$150~~ \$100
- iPad Case Replacement - \$32



Expectations of Adults and Students

Philosophy of Behavioral Expectations for Adults and Students

Adults will:

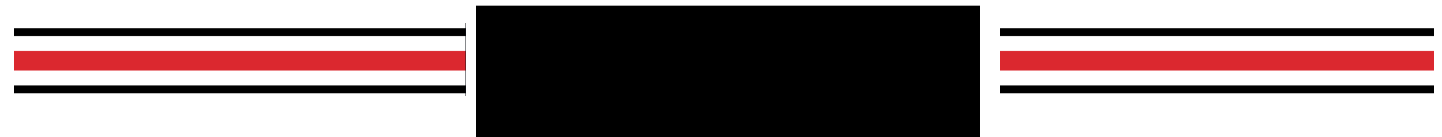
1. Create a balanced approach for all learning
2. Create a climate for learning that includes:
 - Opportunities for students to explore and construct their learning through choice, practice, trial, error, and reworking
 - Knowing the students culturally, and individually, by being fully cognizant of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

Students will:

1. Participate fully in the learning experience, including curricular, co-curricular, and extracurricular activities, from the moment s/he is on the bus until s/he is returned home, at all district activities and events.
2. Participate actively in the learning experience by being fully engaged, fully prepared, raising engaging questions, and effectively and positively communicating with all students and staff.
3. Participate actively in the learning experience by sharing information about themselves—strengths, weakness, and culture to create common bonds in curricular, co-curricular, and extracurricular activities.
4. Participate actively in the learning experience by respecting differences while asserting perhaps a divergent viewpoint, doing so without harm to the other students, staff, and property.
5. Demonstrate empathy (knowing others) to build fruitful relationships that create a cohesive learning opportunity for all and through self-control behave in an ethical manner from the moment s/he is on the bus until s/he is returned home.

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

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



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.

Abuse, Verbal or Written

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

Guidelines for Potential Consequences:

First Offense:

- Expectations review. (unless sexual or racial abuse/threats--see #18 below), restorative mediation, parent/guardian contact.
- Second Offense:** Expectations review and ISS, restorative mediation, parent/guardian meeting.
- Third Offense:** Up to 5 day suspension. Parent/guardian meeting.

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, Loss of privileges. Plan for success developed in partnership with the teacher.
- Second Offense:** Parent/guardian contacted by teacher, documentation, loss of privileges, in school.
- Third Offense:** Administrative conference to determine next action.

Activity Bus

Students must demonstrate appropriate behaviors on the school activity bus.

Guidelines for Potential Consequences:

- First Offense:** Dean Conference, parent/guardian contact
- Second Offense:** Dean conference, parent/guardian contact, possible bus suspension. Detention.
- Third Offense:** Dean conference, parent/guardian meeting, bus suspension.
- Additional offenses will result in more lengthy bus suspension.

Alcohol/Chemicals, Possession, Use or Under the Influence of

The possession, use, distribution, delivery, transfer, sale or purchase of any controlled substance at school is strictly prohibited.

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.



Attendance/Unexcused

Students are expected to be in school and in each class unless otherwise excused by a staff member or parent/guardian. Refer to the Attendance Section below for more details as well as guidelines for potential consequences.

Bullying/Cyberbullying

***Bullying defined:

Intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

- 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 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 defined:

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:** Possible Suspension or ISS. Restorative Practice/Mediation.
- Second Offense:** Up to 3 day suspension. Restorative Practice/Mediation. Parent meeting
- Third Offense:** Up to 5 day suspension. Parent meeting. Possible referral for expulsion.

Cell Phones

Cell phone use during the school day is prohibited unless permission is otherwise granted by a staff member. 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.
- Second Offense:** Phone to be picked up by parent/guardian.
- Third Offense:** Phone to be picked up by parent/guardian, parent/Guardian meeting.

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. Disruptive behavior includes insubordination. Insubordination is defined as: Deliberate refusal to follow an appropriate direction given by a staff member.

Guidelines for Potential Consequences:

- **First Offense:** Up to 1-day dismissal from class or activity and mediation.
- **Second Offense:** Up to 3-day dismissal from class or activity, possible ISS, conference with teacher, parent/guardian meeting.
- **Third Offense:** Referral to MTSS team for additional support and intervention.

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.

Guidelines for Potential Consequences:

- **First Offense:** Education of policy, warning, and removal or confiscation of item, change of clothing (if applicable).
- **Second Offense:** Item confiscated/removed, change of clothing (if applicable) and parent/guardian contacted.
- **Third Offense:** All of above and parent/guardian meeting.

False emergency alarm

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:

- a. **First Offense:** Up to a 5 day suspension pending review by school & district administration for recommendation for expulsion, and police referral.

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:

- a. **First Offense:** Up to 3 day suspension. Referral to School Social Worker. Mediation. Possible police referral. When appropriate teacher notification pursuant MN statute 121A.64



- b. **Second Offense:** Up to 5 day suspension. Referral to School Social Worker. Mediation. Police referral. When appropriate teacher notification pursuant MN statute 121A.64
- c. **Third Offense:** Up to 10 day suspension and possible referral to district administration for expulsion.

Littering/Lunchroom

Out of respect to our maintenance staff, the school, and to each other, students are expected to clean up after themselves. Students are responsible for the mess at their tables and for leaving the table clean in the cafeteria. 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:

- a. **First Offense:** Dean conference, review of expectations
- b. **Second Offense:** Restitution, lunch detention, parent/guardian contact.
- c. **Third Offense:** Restitution, lunch detention, parent/guardian meeting.

Nuisance Objects

Possession, use or distribution of any object that causes distractions, such as wallet chains, squirt guns, games, dice, playing cards, laser pens, etc. is prohibited. Skateboards, in-line skates and scooters must be kept in the student's locker at all times.

Guidelines for Potential Consequences:

- a. **First Offense:** Confiscation.
- b. **Second Offense:** Detention, confiscation.
- c. **Third Offense:** Detention, confiscation, parent/guardian meeting.

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: (refer to ilearn + personal devices)

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

Roughhousing (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:

- a. **First Offense:** Dean conference.
- b. **Second Offense:** Dean conference, detention, parent/guardian contact.
- c. **Third Offense:** Dean conference, detention, parent/guardian meeting.

Technology (School Issued) Misuse

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 (detention, legal action, police referral.)

- a. **First Offense:** Expectations review
- b. **Second Offense:** iPad Restriction up to two weeks
- c. **Third Offense:** iPad Restriction up to nine weeks
- d. **Fourth Offense:** Permanent iPad restriction

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:

- a. **First Offense:** Detention, up to 3-day suspension, possible police referral and restitution.
- b. **Second Offense:** Up to 5-day suspension, police referral and restitution.
- c. **Third Offense:** Suspension pending review by school & district administration for recommendation for expulsion, police referral and restitution

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:

- a. **Any Offense:** Suspension pending review by school & district administration for recommendation for expulsion, and police referral.

Tobacco/Vaping Possession or Use

Central Middle 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:

- a. **First Offense:** ISS, police referral, confiscation, parent/guardian contact
- b. **Second Offense:** Dismissal, ISS, police referral, confiscation, parent/guardian meeting
- c. **Third Offense:** Restricted study, parent meeting, social work involvement to set up plans for success, chemical health referral

Transportation

Bus ridership is a privilege, not a right. 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 not remaining seated, throwing objects, disruptive behavior at a bus stop or to and from the bus stop, tampering with emergency or safety equipment, and lighting flammable devices, throwing objects or disruptive behavior at a bus stop or to and from the bus stop.

Secondary students who commit a fourth or fifth offense may be suspended from riding the bus for the remainder of the school year. Severe behavior will move the student immediately to a higher level of 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:

- a. **First Offense:** Warning given. Expectation review.
- b. **Second Offense:** Up to 3-day bus suspension.
- c. **Third Offense:** Up to 5-day bus suspension and conference with student, parent/guardian, transportation representative.

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:

- a. **First Offense:** Detention, restitution/cleaning, possible police referral.
- b. **Second Offense:** Restitution/cleaning, possible suspension, and police referral.
- c. **Third Offense:** Suspension pending review by school & district administration for recommendation for expulsion, police referral and restitution.

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:

- a. 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
- b. all knives
- c. objects designed to be worn over fists or knuckles
- d. blackjacks, clubs, Nunchaku ("nunchucks"), throwing stars
- e. explosives, incendiary devices, bombs, fireworks, or other similar devices which can cause an explosion
- f. bows and arrows, slingshots, razors



- g. poison chemicals including mace, pepper gas, or similar sprays, or chemical components and/or mixture which can cause an explosion
- h. firearm muffler, silencer, or ammunition
- i. any object modified to serve as a weapon
- j. articles designed for other purposes (pencils, scissors, etc.) but used to inflict bodily harm and/or intimidate others

Guidelines for Potential Consequences:

First Offense: 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). Referral to police.

****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.*

Unique Situations

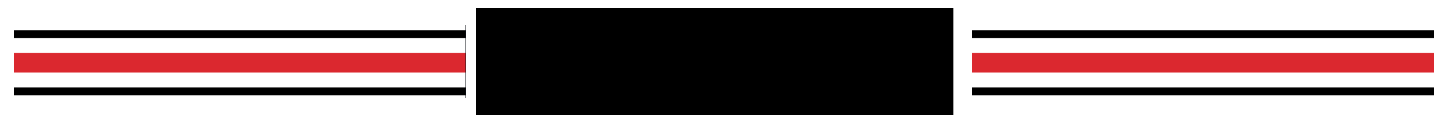
Discipline situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations may call for an adjustment in the discipline policies to meet the school and/or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

Behavior Consequence Definitions

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

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

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



District Volunteers: A variety of district level committees and advisory councils, such as the Curriculum Advisory Council, Finance Advisory Committee, Special Education Advisory Council, and Community Education Advisory Council are important ways parents can help shape district policies, procedures, and programs. More information is available at www.edenpr.org.

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

School Volunteers: Any parent, guardian or community member who is interested in volunteering at CMS should contact the main office to inquire about opportunities that may be available.



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

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

Absence Types -Absences

Excused Absences

The following reasons shall be sufficient to constitute excused absences:

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

In order for an absence to be excused, a parent needs to call the school attendance line prior to, or the day of the absence. The parent needs to state when the child will be absent and explain the reason for the absence. Students whose absences are excused are required to make up assignments missed or to complete alternative assignments as

deemed appropriate by the classroom teacher. Students who accumulate excessive absences, even when excused, will work with the school staff and parents to develop a plan to assure attendance at school daily. In addition, a doctor's note may be requested to excuse excessive absences.

Unexcused Absences or Truancy

These are examples of absences that will not be excused:

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

Consequences of Unexcused Absences

1. School district staff will work with the parent, student and the Hennepin County Attorney's office be@school program and follow the three-day notification and six day Parent Group Meeting process.
2. If unexcused absences continue after following be@school process, the Hennepin County Attorney's office will follow with necessary legal action to ensure attendance at school.
3. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56.
4. Days during which a student is suspended from school shall not be counted in a student's total cumulative unexcused absences.
5. Along with following the Hennepin County Attorney's be@school programs, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
6. Ineligible to participate in School-sponsored Extracurricular Activities

Absence Types -Tardies

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

Excused Tardiness

Valid excuses for tardiness are:

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

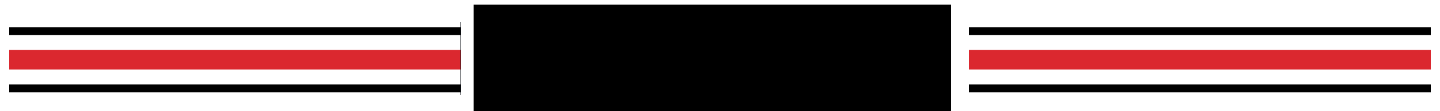
Unexcused Tardiness:

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

On-the-job Training Programs and Enrichment Activities

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

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



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 specific policy requirements. This policy is in place because of student and staff health needs and air quality issues. Some exceptions may be made; please check with the principal before bringing any animals into the

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

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

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

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

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

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

Insurance: The Eden Prairie School District does not carry medical insurance for student accidents on district property. The District does make available student accident insurance at a low cost to parents. More information can be found on the district’s website under Departments/Finance/Student Accident Insurance. The district also carries public/general liability coverage for district premises and/or employee negligence. MinnesotaCare health insurance is available for those families who qualify based on monthly income and family size. Questions about this plan can be directed to the school nurse or social worker.

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

- A physician’s order/signature for medication during the school day



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

All non-prescription medications must be provided in their original labeled container. No medications can be dispensed when provided in envelopes, plastic bags, etc. Medication Authorization Forms are available in the nurse's office. At the end of the school year, all medication, both prescription and over-the-counter, will need to be picked up by a parent. Medications will not be sent home with students

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

Outside Resources for Teens

Crisis

- Hennepin County Child Crisis Services 612-348-2233
- Rape & Sexual Assault Center (24 hr) 612-825-4357
- Suicide Hotline 800-273-8255 suicidepreventionlifeline.org/
- Bridge For Youth 612-400-SAFE

Mental or Chemical Health

- Counselors, CMS Counseling Office 952-975-7330
- Alcoholics Anonymous 952-922-0880, www.aaminneapolis.org
- Family & Children's Services 952-884-7353
- Mental Health Association of MN 612-331-6840, www.mentalhealthmn.org
- Narcotics Anonymous www.twincitiesna.org
- Move Forward 952-988-8336, www.moveforward.org

Physical Health

- West Suburban Teen Clinic 952-474-3251 <https://myhealthmn.org/>
- Normandale Dental Clinic 952-487-7020 ext. 4

Violence

- Cornerstone Crisis Line 952-884-0330, www.cornerstonemn.org
- Casa de Esperanza Crisis Line 651-772-1611, www.casadeesperanza.org

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. If you have any questions or concerns, please contact the district's Asbestos Designated Person, Kyle Fisher, at 952-975-7126.

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.

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

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

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

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

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

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

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

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

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

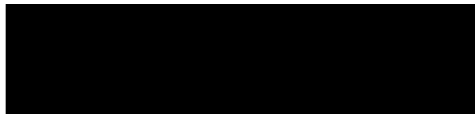
Pledge of Allegiance: Students will recite the Pledge of Allegiance to the flag of the United States of America weekly. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make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

Release of Directory Information: The Family Education Rights and Privacy Act requires school districts to notify parents/guardians and students that certain information from student records may be released and made public without the written consent of the parents or students 18-years-of-age or older. This information is called "directory information." Directory information includes name, residential mailing address, telephone number, date and place of

birth, grade in school, major field of study, participation in officially organized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, previous school attended, and photos. These publications could include district-initiated publications such as calendars, newsletters, annual reports, and brochures. They also include school-initiated publications such as student newspapers and yearbooks. In addition, media, including weekly community newspapers, metro daily papers, and television stations may ask to take photos of district students. Parent/guardians or students of majority age who do not want directory information released for internal and/or external use must notify the district in writing by October 1.

Student Records: Eden Prairie Schools has adopted a policy about the rights of parents and students with respect to school records. This policy complies with federal and state laws guaranteeing the right to examine and challenge the contents of student records. The Minnesota Legislature has said that all school records are deemed private. This means that the district cannot release any information without permission except directory information. A summary of census information along with grades and attendance data is stored electronically when students leave the school system.

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



Bullying Prohibition: Eden Prairie Schools believes each student, regardless of age, race, gender, ability level, religious beliefs, national origin, sexual orientation (actual or perceived), or physical attributes, deserves the right to be educated in an environment that does not interfere with their educational opportunities or ability to participate in school functions or activities or receive school benefits, services, or privileges. To that end, acts of bullying towards another student or groups of students will not be tolerated and will be dealt with in a swift and serious manner. According to the Minnesota Safe and Supportive Schools Act bullying means any intimidating, threatening, abusive, or harming conduct that is objectively offensive in nature. Furthermore, there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern. The act of cyber-bullying which refers to bullying others by using technology or other electronic devices, or retaliation for asserting, alleging, reporting, or providing information about bullying or knowingly making a false report about bullying in any form are prohibited as well. Bullying does not refer to a one-time argument or disagreement between students.

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

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

Harassment and Violence Prohibition: It is the policy of the school district to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

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

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

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

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

denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

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

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

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

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

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

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

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



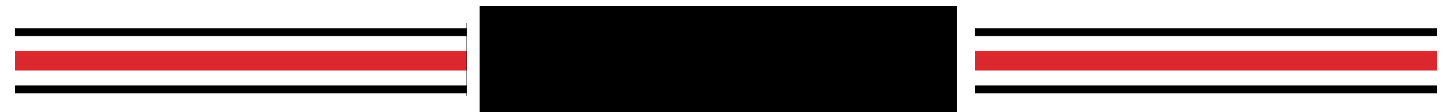
Drills: State law requires schools to have 11 emergency drills each school year, including fire drills, lockdown drills, and tornado drills. School staff train students on procedures required to observe each drill. During drills, staff will act immediately to assist students, visitors, and volunteers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

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

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

School Resource Officer: Eden Prairie School Resource Officers are connected with each school. Some have offices on campus, others visit regularly to develop relationships with students and teach safety programs. Officers may assist school staff with student behavior incidents when laws have been violated. School Resource Officers and the Facilities Department work cooperatively to review district crisis management plans and site emergency procedures so that there is a coordinated response to emergencies by the school district and emergency responders.

Visitor Check-In: All visitors, volunteers, and parents visiting any Eden Prairie school must enter through the main door and follow the procedures at the Welcome Desk. These procedures include providing a driver's license for a security check and receiving a printed name tag. Please check out before exiting the building. It is the responsibility of all adults in the school to explain the check-in procedures and to direct any visitors to the front office to complete this procedure. In addition, it is not permissible for any adult or child to open other entry doors to allow a visitor to enter a school building. No student "shadowing" is permitted.



The Eden Prairie School District is pleased to offer safe, dependable, cost-effective transportation. In accordance with state law, a bus is available to any student living further than two miles from their school and to any special education student regardless of where they live if it is part of their individual education plan. For all students who live within two miles of school, bus transportation is available for a fee.

Activity buses for CMS: An after-school activities bus is provided on a limited basis for students in grades 6-12. Central Middle School (CMS) students are required to show the bus driver a student I.D. and a bus pass from their activity. Route maps are posted at CMS. Students may have a longer ride and be dropped further from home than their normal bus stop.

Bus Assignment: The bus assignment process is as follows:

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

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

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

Rules:

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

Grades 6-12 Consequences (listed in order of severity)

1. Warning given, may be assigned discipline seat—may involve school consequences
2. One- to three-day bus suspension
3. Five-day bus suspension, conference with student, parent, school, driver, and Transportation Department
4. Ten-day bus suspension
5. Loss of bus riding privileges for the remainder of the school year. There will be no mid-year forgiveness period for students in grades 12. Severe behavior moves immediately to step 3, 4, or 5 at the administrator's discretion based on the severity of the action and/or previous bus violations. School Student Management Guidelines may also be enforced when appropriate.

Rules at the Bus Stop

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



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

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

What's allowed on the bus? Students may bring items such as musical instruments that they can hold in their laps or between their legs during the bus ride. Objects like balls, ice skates, and in-line skates must be stowed in a backpack or bag. Examples of objects not allowed on the bus include:

- 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.