



**MEETING AGENDA**

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

**1. Convene - 7:30 AM (Roll Call)**

**School Board Members:**

Steve Bartz, Aaron Casper, Debjyoti "DD" Dwivedy, Kim Ross, Adam Seidel, Charles "CJ" Strehl

Board Member Francesca Pagan-Umar will be participating remotely from 11 Wander Circle, Glenmont, NY 12077.

**2. Agenda Review and Approval (Action)**

Approval of the agenda for Monday, July 25, 2022, meeting of the School Board of Independent School District 272, Eden Prairie Schools.

**Motion** \_\_\_\_\_ **Seconded** \_\_\_\_\_

**3. Board Work (Action)**

A. Required Board Action

1) **RESOLUTION** - Notice of General & Special Elections - *Roll Call* 3

**Motion** \_\_\_\_\_ **Seconded** \_\_\_\_\_

- |                         |              |                     |              |
|-------------------------|--------------|---------------------|--------------|
| 1. Steve Bartz          | Yes___ No___ | 5. Debjyoti Dwivedy | Yes___ No___ |
| 2. Adam Seidel          | Yes___ No___ | 6. Aaron Casper     | Yes___ No___ |
| 3. Charles Strehl       | Yes___ No___ | 7. Kim Ross         | Yes___ No___ |
| 4. Francesca Pagan-Umar | Yes___ No___ |                     |              |

2) **RESOLUTION** - Relating to Election of School Board Members and Calling the School District General & Special Elections - *Roll Call* 7

**Motion** \_\_\_\_\_ **Seconded** \_\_\_\_\_

- |                         |              |                     |              |
|-------------------------|--------------|---------------------|--------------|
| 1. Steve Bartz          | Yes___ No___ | 5. Debjyoti Dwivedy | Yes___ No___ |
| 2. Adam Seidel          | Yes___ No___ | 6. Aaron Casper     | Yes___ No___ |
| 3. Charles Strehl       | Yes___ No___ | 7. Kim Ross         | Yes___ No___ |
| 4. Francesca Pagan-Umar | Yes___ No___ |                     |              |

3) **RESOLUTION** for the Operating Levy and Capital Project Levy - *Roll Call* 13

**Motion** \_\_\_\_\_ **Seconded** \_\_\_\_\_

- |                         |              |                     |              |
|-------------------------|--------------|---------------------|--------------|
| 1. Steve Bartz          | Yes___ No___ | 5. Debjyoti Dwivedy | Yes___ No___ |
| 2. Adam Seidel          | Yes___ No___ | 6. Aaron Casper     | Yes___ No___ |
| 3. Charles Strehl       | Yes___ No___ | 7. Kim Ross         | Yes___ No___ |
| 4. Francesca Pagan-Umar | Yes___ No___ |                     |              |

a. Executive Summary 21

**4. Superintendent Consent Agenda (Action)**

A. Human Resources Report 22

B. 2022-2023 Student Handbooks

1) 2022-23 Summary Detail Changes of School Handbooks 27

2) TASSEL Students 31

3) Eden Prairie High School Students 51

4) CMS Students 112

5) Elementary Schools Students 157

6) EP Online Students - Secondary (6-12)	189
7) EP Online Students - Elementary (K-5)	254
C. Memo to Board - Summary of Updated District Policies - See Appendix "A" ( <i>Individual Listing of Policies</i> )	296
D. Bid Approval - CMS Storage Building	298
E. Bid Approval - Activity Center Roof	299
<b>5. Board Action on Committee Reports &amp; Minutes: <u>7:45 AM</u> (Action)</b>	
A. Community Linkage Committee	
1) Inspiring News Article - <i>Final DRAFT</i>	300
<b>6. Adjournment (Action)</b>	
<b>Motion _____ Seconded _____</b> to adjourn at _____AM.	
<b>7. Appendix "A" (Reference 4-C) - Approval of Updated District Policies</b>	
A. District Policy 404 Background Checks	302
1) District Policy 404-F Informed Consent Notice UPDATE	306
B. District Policy 414 Mandated Reported of Child Neglect or Physical Abuse	313
1) District Policy 414-F MDE Student Maltreatment Form UPDATE	322
C. District Policy 427 Workload Limits (Special Education)	324
D. District Policy 519 Interviews of Students by Outside Agencies	326
E. District Policy 520 Student Surveys	329
F. District Policy 521 Student Disability Nondiscrimination	335
G. District Policy 604 Instructional Curriculum	336
H. District Policy 605 Alternative Programs	341
I. District Policy 607 Organization of Grade Levels	342
J. District Policy 609 Religion	343
K. District Policy 611 Home Schooling	345
L. District Policy 613 Graduation Requirements	348

**NOTICE OF GENERAL ELECTION  
INDEPENDENT SCHOOL DISTRICT NO. 272  
(EDEN PRAIRIE)  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN, that a GENERAL election has been called and will be held in and for Independent School District No. 272 (Eden Prairie), State of Minnesota, on Tuesday, the 8th day of November, 2022, for the purpose of electing four (4) school board members for a four (4) year term. The ballot shall provide as follows:

**GENERAL ELECTION  
NOVEMBER 8, 2022**

---

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

---

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

---

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

**NOTICE OF SPECIAL ELECTION  
INDEPENDENT SCHOOL DISTRICT NO. 272  
(EDEN PRAIRIE)  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN, that a SPECIAL election has been called and will be held in and for Independent School District No. 272 (Eden Prairie), State of Minnesota, on Tuesday, the 8th day of November, 2022, for the purpose of electing one (1) school board member for a two (2) year term to fill vacancy in term expiring January 6, 2025. The ballot shall provide as follows:

**SPECIAL ELECTION  
NOVEMBER 8, 2022**

---

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

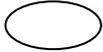


---

**SCHOOL BOARD MEMBER TO FILL VACANCY IN TERM EXPIRING JANUARY 6, 2025  
VOTE FOR ONE**



Candidate A



\_\_\_\_\_   
write-in, if any

The polling places for said election shall be as follows:

<b><u>Precinct</u></b>	<b><u>Polling Place</u></b>
Precinct 1	Prairie View Elementary School
Precinct 2	Eden Prairie Assembly of God
Precinct 3	Immanuel Lutheran Church
Precinct 4	Eden Prairie City Center
Precinct 5	Prairie Hill Evangelical Free Church
Precinct 6	Christ Lutheran Church
Precinct 7	Wooddale Church
Precinct 8	City Hill Church
Precinct 9	Victory Lutheran Church
Precinct 10	Eden Prairie United Methodist Church
Precinct 11	St. Andrew Lutheran Church
Precinct 12	Eden Prairie Community Library
Precinct 13	Hennepin Technical College
Precinct 14	Pax Christi Catholic Community
Precinct 15	Eden Lake Elementary School
Precinct 16	Pax Christi Catholic Community
Precinct 17	Prairie Lutheran Church
Precinct 18	Prairie Community Church
Precinct 19	Grace Church
Precinct 20	Grace Church

Any qualified voter residing in the City may vote at said election at the polling place for the precinct in which the voter resides. The polls for said election will be opened at 7:00 o'clock a.m. and will close at 8:00 o'clock p.m. on the date of said election.

**CITY OF BLOOMINGTON VOTERS:**

For those voters residing in the City of Bloomington, the school district general election will be held in conjunction with the municipal elections in that city and those voters will vote at their regular city polling place.

A voter must be registered to vote to be eligible to vote in this election. An unregistered individual may register to vote at the polling place on election day.

Dated: July 25, 2022.

BY ORDER OF THE SCHOOL BOARD

/s/ \_\_\_\_\_  
School District Clerk – Debjyoti Dwivedy  
Independent School District No. 272  
(Eden Prairie)  
State of Minnesota



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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 272 (Eden Prairie), State of Minnesota, was held in said school district on July 25, 2022, at 7:30 o'clock a.m.

The following members were present:

and the following were absent:

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

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

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

1. (a) It is necessary for the School District to hold its general election for the purpose of electing four (4) school board members for a four (4) year term  
  
(b) It is necessary for the School District to hold its special election for the purpose of electing one (1) school board member for a two (2) year term to fill vacancy in term expiring January 6, 2025.  
  
(c) The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.
2. The general election is hereby called and directed to be held on Tuesday, the 8th day of November, 2022, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.
3. Pursuant to Minnesota Statutes, Section 205A.11, the School District combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for said general election. However, because the City of

Bloomington will be holding its municipal elections on November 8, 2022, the polling places for voters residing in the precincts in that city shall be the polling places designated by that city.

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

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

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

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

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

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

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

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

**GENERAL ELECTION BALLOT**

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

**NOVEMBER 8, 2022**

---

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

---

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

---

- Candidate A
- Candidate B
- Candidate C
- Candidate D
- \_\_\_\_\_  
write-in, if any

**SPECIAL ELECTION BALLOT**

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

**NOVEMBER 8, 2022**

---

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

---

**SCHOOL BOARD MEMBER TO FILL VACANCY IN TERM EXPIRING JANUARY 6, 2025**  
**VOTE FOR ONE**

---



Candidate A



\_\_\_\_\_   
write-in, if any

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

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

8. If the School District will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by an election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

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

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

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

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

The motion for the adoption of the foregoing resolution was duly seconded by

\_\_\_\_\_ and upon vote being taken thereon the following voted in favor

thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

**CLERK’S CERTIFICATE**

STATE OF MINNESOTA            )  
  ) ss.  
COUNTY OF HENNEPIN        )

I, the undersigned, being the duly qualified and acting Clerk of the School Board of Independent School District No. 272, Eden Prairie, Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a regular meeting of the School Board of Independent School District No. 272, duly called and held on the date therein indicated, so far as such minutes relate to a Resolution Relating to Election of School Board Members and Calling the School District General Election and that the Resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this 25th day of July, 2022.

\_\_\_\_\_  
Clerk of the School Board – Debjyoti Dwivedy  
Independent School District No. 272  
Eden Prairie, Minnesota

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

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 272 (Eden Prairie Schools), State of Minnesota, was held in said School District on July 25, 2022, at 7:30 o'clock a.m.

The following members were present:

and the following were absent:

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

**RESOLUTION RELATING TO REVOKING THE EXISTING REFERENDUM REVENUE AUTHORIZATION OF THE SCHOOL DISTRICT, APPROVING A NEW AUTHORIZATION, RENEWING THE EXPIRING CAPITAL PROJECT LEVY AUTHORIZATION OF THE SCHOOL DISTRICT, AND CALLING A SPECIAL ELECTION THEREON**

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

1. The School Board hereby determines and declares that it is necessary and expedient for the School District to revoke the school district's existing referendum revenue authorization of \$1,815.27 per adjusted pupil unit and replace that authorization with a new authorization of \$2,075.27 per adjusted pupil unit. As provided by law, the ballot question must abbreviate the term "per adjusted pupil unit" as "per pupil." The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately 0.16760% of the referendum market value of the School District for taxes payable in 2023, the first year it is to be levied. The proposed referendum revenue authorization would increase each year by the rate of inflation and be applicable for ten (10) years unless otherwise revoked or reduced as provided by law. For this purpose, the rate of inflation shall be the annual inflationary increase calculated under Minnesota Statutes, Section 126C.17, subdivision 2(b). The question on the approval of this referendum revenue authorization shall be School District Question 1 on the School District ballot at the special election held to approve said authorization.

2. The School Board hereby determines and declares that it is also necessary and expedient for the School District to renew its existing capital project levy authorization which is scheduled to expire after taxes payable in 2024. The proposed capital project levy authorization will be in the amount of 6.5285470% times the net tax capacity of the School District. The proposed capital project levy will raise approximately \$9,357,728 for taxes payable in 2025, the first year it is to be levied, and would be authorized for ten (10) years. The estimated total cost of the projects to be funded by the approved capital project levy authorization during that time period is approximately \$93,577,280. The additional revenue from the proposed capital project levy authorization will be used to cover costs related to School District technology, including the acquisition, installation, replacement, support and maintenance of software, software licenses, computers, improved technology equipment, and the acquisition of buses. The question on the approval of the capital project levy authorization shall be School District Question 2 on the School District ballot at the special election held to approve said authorization.

3. The administration is hereby authorized to consult with the Minnesota Department of Education, to cause a proposal to be prepared for submission on behalf of the School Board to the Commissioner of Education for the Commissioner's Review and Comment, and to take such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended. Any such actions taken prior to the adoption of this resolution are hereby ratified and approved in all respects. The actual holding of the special election on School District Question 2 specified above shall be contingent upon the receipt of a positive Review and Comment from the Commissioner of Education on the projects included in that ballot question.

4. The ballot questions specified above shall be submitted to the qualified voters of the School District at a special election, which is hereby called and directed to be held in conjunction with the State General Election on Tuesday, November 8, 2022.

5. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special election are those polling places and precincts or parts of precincts located within the boundaries of the School District and which have been established by the cities or towns located in whole or in part within the School District. The voting hours at those polling places shall be the same as those for the State General Election.

6. The Clerk is hereby authorized and directed to cause written notice of said special election to be provided to the County Auditor of each county in which the School District is located, in whole or in part, and the Commissioner of Education at least seventy-four (74) days before the date of said election. The notice shall specify the date of the election and the language for each ballot question to be voted on at the special election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.

7. The Clerk is hereby authorized and directed to cause notice of said special election to be posted for public inspection at the administrative offices of the School District at least ten (10) days before the date of said election.

8. The Clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said

special election and to cause two sample ballots to be posted in polling places located within the School District on election day. The sample ballot shall not be printed on the same color paper as the official ballot.

9. The Clerk is hereby authorized and directed to cause notice of said election to be published in the official newspaper of the School District, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the election. The notice of election so posted and published shall state each question to be submitted to the voters as set forth in the form of the ballot below, and shall include information concerning each established precinct and polling place.

10. The Clerk is hereby authorized and directed to cause a notice of the election to be mailed to each taxpayer in the School District at least fifteen (15) but no more than forty-five (45) days prior to the date of the special election. The notice shall contain the required projections and the required statement specified in Minnesota Statutes, Section 126C.17, subdivision 9, paragraph (b). The Clerk is also directed to cause a copy of this notice to be submitted to the Commissioner of Education and to the County Auditor of each county in which the School District is located in whole or in part at least fifteen (15) days prior to the day of the election.

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

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

**[Form of Ballot on the Following Page]**

# Special Election Ballot

## Independent School District No. 272 (Eden Prairie Schools)

November 8, 2022

---

### Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: .

---

To vote for a question, fill in the oval next to the word "Yes" on that question.  
To vote against a question, fill in the oval next to the word "No" on that question.

---

### School District Question 1 Revoking Existing Referendum Revenue Authorization; Approving New Authorization

The board of Independent School District No. 272 (Eden Prairie Schools) has proposed to revoke the school district's existing referendum revenue authorization of \$1,815.27 per pupil, and to replace that authorization with a new authorization of \$2,075.27 per pupil. The proposed referendum revenue authorization would increase each year by the rate of inflation and be applicable for ten years beginning with taxes payable in 2023, unless otherwise revoked or reduced as provided by law.

**Yes**

Shall the school district's existing referendum revenue authorization be revoked and the increase in the revenue proposed by the board of Independent School District No. 272 be approved?

**No**

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU  
ARE VOTING FOR A PROPERTY TAX INCREASE.**

---

**School District Question 2**  
**Renewal of Expiring Capital Project Levy**  
**Authorization**

The board of Independent School District No. 272 (Eden Prairie Schools) has proposed to renew the school district’s existing capital project levy authorization of 6.5285470% times the net tax capacity of the school district, which is scheduled to expire after taxes payable in 2024. The money raised by the capital project levy authorization will be used to cover costs related to school district technology, including the acquisition, installation, replacement, support and maintenance of software, software licenses, computers, improved technology equipment, and the acquisition of buses. The proposed capital project levy authorization will raise approximately \$9,357,728 for taxes payable in 2025, the first year it is to be levied, and would be authorized for ten years. The estimated total cost of the projects to be funded over that time period is approximately \$93,577,280. The projects to be funded have received a positive Review and Comment from the Commissioner of Education.

**Yes**

Shall the renewal of the capital project levy authorization proposed by the board of Independent School District No. 272 be approved?

**No**

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE  
VOTING TO RENEW AN EXISTING CAPITAL PROJECTS  
REFERENDUM THAT IS SCHEDULED TO EXPIRE.**



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

14. The individuals designated as judges for the State General Election shall act as election judges for this special election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the School Board for canvass in the manner provided for other School District elections. The special election must be canvassed between the third and the tenth day following the special election.

15. If the capital project levy authorization proposed in School District Question 2 is approved, a capital project referendum account shall be created as a separate account in the general fund of the School District. All proceeds from the capital project levy must be deposited in the capital project referendum account. Interest income attributable to the capital project referendum account must be credited to the capital project referendum account. Money in the capital project referendum account may be used only for the costs of acquisition and betterment of the approved projects. The funds in the capital project referendum account may be accumulated and not be expended until sufficient funds are available, may be accumulated and not be expended until additional funds from a bond issue are available, or may be expended on an ongoing basis for approved project costs. Any funds remaining in the capital project referendum account that are not applied to the payment of the costs of the approved projects before their final completion shall be transferred to the School District's debt redemption fund.

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

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

thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.





July 25, 2022

To: Dr. Josh Swanson  
From: Jason Mutzenberger  
Re: Resolution for Operating Levy and Capital Project Levy

---

Included in the packet is one resolution to revoke the existing operating referendum, approve a new operating referendum, renew the capital project levy, and call the special election for November 8, 2022.

The operating referendum will be to revoke the current operating levy and replace it with a levy that is \$260 per pupil higher, as approved by the school board in May 2022. Over the last few months, the board has had much discussion around the impact of inflation on the total per pupil levy. These numbers have now been adjusted by the Minnesota Department of Education and are reflected within the resolution. Inflation adjusted referendum allowance for fiscal year 2022 will be higher by 7.17% and fiscal year 2023 is expected to increase by 6.07%. This means the district's current referendum allowance will be \$1,815.27 and when adding an additional \$260, the proposed new authorization will be \$2,075.27. The referendum cap allowance has also been adjusted and will now be \$2,110.97, meaning Eden Prairie would remain below the referendum maximum allowance by \$35.70 per pupil.

The tax impact for the operating referendum increase has been calculated by Ehler's at \$7.91/month on the average home in Eden Prairie, valued at \$430,000. In working with Ehler's around the district's long-term financial plan, we expect to lower the tax impact to around \$5.00/month through tax saving measures in our annual tax levy process.

The resolution also contains the capital projects levy renewal and will show the same amounts as presented to the school board in May. The tax rate authorization will be 6.5285470% times the net tax capacity of the school district. The tax impact of this levy renewal will be \$0/month for all taxpayers in the district.

The resolution for approval has been reviewed by both Ehler's, the district's financial advisor and Kennedy & Graven, the district's attorney.

## SUPERINTENDENT CONSENT AGENDA

### A. Semi-Monthly Reports

#### HUMAN RESOURCES

1. Human Resources – Principals
  - a. New Hires

Gibbs, Nathaniel - Principal, Eden Prairie High School, 8 hours/day, 5 days/week, 260 days/year, effective 7/1/2022

Ismail, Lomumba - Associate Principal, Eden Prairie High School, 8 hours/day, 5 days/ week, 260 days/year, effective 7/25/2022
2. Human Resources – Cabinet
  - a. New Hires

Tedmon, Dirk - Senior Director of Marketing and Communications, Administrative Services Center, effective 8/8/2022
3. Human Resources – Administrative/Supervisory/Technical (AST)
  - a. New Hires

Mia Rhodes - From Teacher, Prairie View to Administrative Dean, Central Middle School, 8 hours/day, 5 days/week, 260 days/year, effective 8/1/2022

Algyer, Lauren - Emergency Management Coordinator, Administrative Services Center, 8 hours/day, 5 days/week, 260 days/year, effective 7/21/2022
4. Human Resources – Eden Prairie Supervisors & Specialists (EPSS)
  - a. New Hires

Arneson, Amy - From Welcome Center Student Registrar, Administrative Services Center, to Welcome Center Lead, Administrative Services Center, 8 hours/day, 5 days/week, 260 days/year, effective 7/1/2022
  - b. Resignation/Retirements

Huntley, Zachariah - Technology Systems Coordinator, Administrative Services Center, effective 7/29/2022
5. Human Resources – Licensed Staff
  - a. New Hires

Benzine, Adrea - Physical Education Teacher, 1.0 FTE, Cedar Ridge Elementary, effective 8/29/2022

Bergeron, Makena- Licensed DAPE Teacher, 1.0 FTE, Central Middle School, effective 8/29/2022

Cephus, Faith - Grade 1 Teacher, 1.0 FTE, Eden Prairie High School, effective 8/29/2022

Denis, Abigail - Special Education Teacher, 1.0 FTE, Cedar Ridge Elementary, effective 8/29/2022

Goltz, Nathan - Grade 4 Teacher, 1.0 FTE, Eden Lake Elementary, effective 8/29/2022

Hagen, Spencer - Special Education Teacher, 1.0 FTE, Cedar Ridge Elementary, effective 8/29/2022

Hennen, Alexander - Science Teacher, 1.0 FTE, Eden Prairie High School, effective 8/29/2022

Holt, Adam - SPED Education Teacher, 1.0 FTE, Central Middle School, effective 8/29/2022

Jackson Kirchhoff, Elizabeth - Music - Band Teacher, 0.932 FTE, Forest Hills Elementary, effective 8/29/2022 through 12/22/2022.

Jordan, Yaureybo - Theater Teacher, EP Online, effective 8/29/2022

Lucido, Ellie - Speech-Language Pathologist, 1.0 FTE, Prairie View Elementary, effective 8/29/2022

Mattson, Jeremy - Instrumental Music (Orchestra) Teacher, 0.6 FTE, Prairie View Elementary, effective 8/29/2022

Miller, Michele - English Teacher, 1.0 FTE, Central Middle School, effective 8/29/2022

Nehring, Michael - Industrial Technology Education Teacher, 1.0 FTE, Central Middle School, effective 8/29/2022

Ortiz-Rivera, Melisa - Elementary Education Teacher, 1.0 FTE, Eagle Heights Spanish Immersion, effective 8/29/2022

Petroski, Adam - Music Teacher, 1.0 FTE, Central Middle School, effective 8/29/2022

Sanderson, Marley - Grade 4 Teacher, 1.0 FTE, Forest Hills Elementary, effective 8/29/2022

Selman, Nabo Paul - ELL/ESL Teacher, 1.0 FTE, Eden Prairie High School, effective 8/29/2022

Severs, Peggy - Special Education Teacher, 1.0 FTE, Eden Prairie High School, effective 8/29/2022

Seubert, Travis - Physical Education Teacher, 1.0 FTE, Central Middle School, effective 8/29/2022

Schuler, Madison - Speech-Language Pathologist, 1.0 FTE, District-wide, effective 8/29/2022

Stadem, Patricia - Kindergarten, 1.0 FTE, Prairie View Elementary, effective 9/12/2022 through 12/22/2022

Suggs, Jamee - Special Education Teacher Lead, 1.0 FTE, Cedar Ridge Elementary, effective 8/29/2022

Webster, Kyle - ELL Teacher LTS, 1.0 FTE, Central Middle School, effective 8/29/2022

Wickman, Jordan - Special Education Teacher, 1.0 FTE, Eden Lake Elementary, effective 8/29/2022

b. Resignation/Retirements

Madvig, Amy - Special Education Teacher, 1.0 FTE, Prairie View Elementary, effective 6/10/2022

Noble, Ainsleigh - Grade 5 Teacher, 1.0 FTE, Forest Hills Elementary, effective 6/10/2022

Peters, Jordan - Grade 5 Teacher, 1.0 FTE, Forest Hills Elementary, effective 6/10/2022

Rudnick, Avigail - Speech Language Teacher, 1.0 FTE, Central Middle School, effective 6/10/2022

6. Human Resources – Classified Staff

a. New Hires

CLASS

Brandt, Marissa - Office Professional-Student Activity, effective 7/11/2022

Keenan, Tara - Office Professional, Lower Campus, 8 hours/day, 5 days/week, 204 days/year, effective 7/15/2022

b. Resignation/Retirements

CLASS

Kaur, Manpreet - Curriculum Specialist, Prairie View Elementary, effective 6/25/2022

Kelly, Nicholas - Eagle Zone Program Lead, Prairie View Elementary, effective 8/26/2022

Laubach, Melissa - Office Professional, Community Education, effective 6/25/2022

MSEA

Mahamud, Nafisa - Preschool Paraprofessional, Prairie View Elementary, effective 6/9/2022

Sloan, Elizabeth - Preschool Paraprofessional, Cedar Ridge Elementary, effective 6/9/2022

Boon, Jaclyn - SPED Paraprofessional and Preschool SPED Paraprofessional, Lower Campus and Eden Lake Elementary, effective 6/9/2022

Mohamud, Suad - SPED Paraprofessional, Eden Prairie High School, effective 5/6/2022

PRESCHOOL TEACHERS

Abler, Samantha - Little Eagles Preschool Teacher, .355 FTE, Lower Campus, effective 6/10/2022

Byrnes, Blair - Probationary Release, Little Eagles Preschool Teacher, .992 FTE, Lower Campus, effective 6/10/2022

Henry, Melissa - Little Eagles Preschool Teacher, .455 FTE, Cedar Ridge Elementary, effective 6/10/2022

Kalliguddi, Ashwini - Little Eagles Preschool Teacher, .248 FTE, Lower Campus, effective 6/10/2022

West, Amber - Probationary Release, Little Eagles Preschool Teacher, .540 FTE, Forest Hills Elementary, effective 6/10/2022

1. Human Resources – Coaches Fall Season

HIRES	Sport	Coach	Start date	End date
Valerie Song	Cheer	Head Coach	8/15/2022	11/05/2022
Marea Anderson	Cheer	Asst. Coach	8/15/2022	11/05/2022
Courtney Heinz			8/15/2022	
Brandon	Cross Country	Head Coach		10/29/2022
Ryan Ford	Cross Country	Asst. Coach	8/15/2022	10/29/2022
Zach Hanson	Cross Country	Head Assistant Coach	8/15/2022	10/29/2022
Bruce Kivimaki	Cross Country	Asst. Coach	8/15/2022	10/29/2022
Molly Patil 50%	Cross Country	Asst. Coach	8/15/2022	10/29/2022
Allie Rudin 50%	Cross Country	Asst. Coach	8/15/2022	10/29/2022
Elizabeth McNamara	Cross Country	Asst. Coach	8/15/2022	10/29/2022
Tony Yost	Football	9A Head Coach	8/15/2022	11/05/2022
Craig Banham	Football	9A Offense Coach	8/15/2022	11/05/2022
Hobet Diaz	Football	9B Coach	8/15/2022	11/05/2022

Mitch Rieke	Football	9B: Head Coach/Offense Coach	8/15/2022	11/05/2022
Daniel Slinden	Football	Soph Head Coach	8/15/2022	11/05/2022
Brian Sibley	Football	Soph: Defensive Coach	8/15/2022	11/05/2022
Lenny Moskowitz	Football	Soph: Offensive Line Coach	8/15/2022	11/05/2022
Mike Monks	Football	Soph: O line coach	8/15/2022	11/05/2022
Jason Peterson	Football	Varsity D-line Volunteer	8/15/2022	11/05/2022
David Ritter	Football	Varsity DB	8/15/2022	11/05/2022
Andrew Rotschafer	Football	Varsity DB Volunteer	8/15/2022	11/05/2022
Mark Ritter	Football	Varsity DC/Linebacker Coach	8/15/2022	11/05/2022
Steven O'Toole	Football	Varsity Defensive Line Coach	8/15/2022	11/05/2022
Windlan Hall	Football	Varsity Defensive Backs	8/15/2022	11/05/2022
Mike Grant	Football	Varsity Head Coach	8/15/2022	11/05/2022
Titus Bates	Football	Varsity RB Coach	8/15/2022	11/05/2022
Tom Anderson	Football	Varsity Receivers Coach	8/15/2022	11/05/2022
Mark Griffin	Football	Varsity Special Teams Coach	8/15/2022	11/05/2022
Blake Freese	Football	Varsity Weight Room	8/15/2022	11/05/2022
Josh Groll	Football	Varsity: Offensive Line Coach	8/15/2022	11/05/2022
Matt Herkenhoff	Football	Varsity: Offensive Line Coach	8/15/2022	11/05/2022
Nick Schiavo	Football	Varsity: Tight Ends Coach	8/15/2022	11/05/2022
Emily Ophus	Performance Team	Head Coach	8/15/2022	11/05/2022
Jenna Gasner	Performance Team	Asst. Coach	8/15/2022	11/05/2022
Lindsey Steinke	Performance Team	Asst Coach	8/15/2022	11/05/2022
Rob St. Clair	Soccer - Boys	Head Coach	8/15/2022	10/21/2022
Jim Williams	Soccer - Boys	Varsity Asst. Coach	8/15/2022	10/21/2022

John Becker	Soccer - Boys	B-Squad Coach	8/15/2022	10/21/2022
Doug Boonstra	Soccer - Boys	JV Coach	8/15/2022	10/21/2022
Wes Durand	Soccer - Boys	9A Coach	8/15/2022	10/21/2022
Scott Hofstedt	Soccer - Boys	Volunteer Coach	8/15/2022	10/21/2022
Kelly Taylor	Soccer - Girls	Head Coach	8/15/2022	10/21/2022
Katherine Windsor	Soccer - Girls	Varsity Asst. Coach	8/15/2022	10/21/2022
Andy Coutts	Soccer - Girls	Varsity Asst. Coach	8/15/2022	10/21/2022
Abby Kuzara	Soccer - Girls	JV Coach	8/15/2022	10/21/2022
Lindsay Welch	Soccer - Girls	Soph Coach	8/15/2022	10/21/2022
Steve Vuolo	Soccer - Girls	Girls 9A	8/15/2022	10/21/2022
Christine Retzlaff	Swim & Dive - Girls	Head Coach	8/15/2022	11/12/2022
Alexa Horoshak	Tennis - Girls	Head Coach	8/15/2022	10/18/2022
Donna Ricco	Tennis - Girls	Varsity Asst Coach	8/15/2022	10/18/2022
Karen Nelson	Tennis - Girls	JV Coach	8/15/2022	10/18/2022
Amy Ware	Tennis - Girls	JV Asst Coach	8/15/2022	10/18/2022
Alexandra Schwarzrock	Tennis-Girls	B-Squad Coach	8/15/2022	10/18/2022
Jay Asfeld	Trajectories	Director	8/15/2022	10/18/2022
Chad Becker	Volleyball	Head Varsity Coach	8/15/2022	11/05/2022
Stephanie Chapek	Volleyball	Varsity Asst Coach	8/15/2022	11/05/2022
Kelsey Snyder	Volleyball	JV Head Coach	8/15/2022	11/05/2022
Molly Johnson	Volleyball	Soph Head Coach	8/15/2022	11/05/2022
Scott Johnson	Volleyball	9A Head Coach	8/15/2022	11/05/2022
Patti Werning	Volleyball	9B Head Coach	8/15/2022	11/05/2022
Blake Freese	Weight Room	Strength & Conditioning Coach	8/15/2022	11/05/2022

## 2022-2023 Eden Prairie Student Handbook Summary of Changes

### Elementary:

There are not a lot of changes as the handbook was re-established last year

- Grammatical and mechanical changes to align language
- Changed language of 'tests' to 'assessments'
- Removed Gifted and Talented Services to 'Talent Development Services'
- Changed 'School Supplies' with 'School Information'
  - Added via electronic communication to sending information home via backpack
- Contacting Your Child:
  - Changed language from 'you' or parents' to 'families'
- Updated Personal Devices / Cell Phone Use
- Steps to Follow (under Communications) if Questions or Concerns
  - Language of he/she to building principal
- Expectations of Adults (under Safe and Supportive Schools)
  - Removed 'underlining' of work 'providing'
  - Lining up the bulleted information (formatting change)
- Under Student Life
  - Removed Before and After School Activities Statement due to redundancy
- Dress Code
  - It is encouraged that hats, caps and hoods be removed (rather than 'must be removed')
- Changed reference to grade levels throughout the document from grades K - 6 to grades K - 5 (i.e. Electronic Devices section)
- Added Social worker to contact if payment assistance is needed for Field Trips
- Under Lockers: Add 'do not ensure the safety of valuable items'
- Lunch and Breakfast: Changed the Year to 2022-23
  - Remove 'varies by school' amount of time for breakfast
- Under Student Life: Lunch Pins: Grammatical changes
- Under Parent / Sibling Visits During Lunch
  - Changed 'parent' to 'visitor'
- Under Birthday and Parties Outside of School
  - Removed the second link referencing 'wellness policy' (redundant)
- Under iLean@EP
  - Changed 'electronic devices' from 'internet'
- Under Tobacco-Free Schools: Added a statement regarding vaping, etc. to align with CMS statement

- Transportation section updated by Randy Haar with new ‘all students receive transportation’, etc., payment process, communication in the middle of August, riding a different bus home, rules and consequences (removed all the ‘do not’s’ to state expectations in a positive manner, etc.

### **EPO Elementary:**

After completing a full year of EPO, the handbook was reviewed, revised, and reordered to address the unique experiences of learning online while keeping in alignment with district policies and expectations. You will notice that last year’s entire handbook has been stricken through. SY23 handbook has been written to allow for easy reading.

### **Central Middle School:**

- School Volunteers section updated
- Dress: Updated language around wearing face masks for health reasons.
- Breakfast expectations updated
- Updates to Roughhousing language with additional language and examples.
- Removed language around dress and grooming, language was not viewed with an equity lens.
- Simplified the language under lunchroom rules and consequences.
- Updated information about backpacks and handbags
- Gendered language removed (he/she all became they)
- “/Guardian” was added after every “parent”
- PBIS language of “Safe/Responsible/Kind” was embedded into Philosophy & Critical Components
- Removed Flex Time and changed to Advisor with Advisor language
- Planning room language has changed. New language has been added regarding a structured day.
- Before and after school expectations have been added.
- Updated language about lunchroom expectations.
- Posting video/messages language and consequences have been updated

### **High School:**

- Update to grading scale language. I’s that have not been completed will transition to F’s on transcripts circa August 31 of each year. Addition of using a W for withdrawals on student transcripts. (p3-4)
- Language around receiving a P for a course with the P/NC option more clearly defined (p4)

- Update to incomplete policy to include more clarity on how students can complete incomplete courses as well as language on I to F rollover on August 31 of each year (p5)
- Replacement of gold and silver cord language for seniors. No longer offering honors diploma/red cords. Language added for service cords and program recognition. (p6-7)
- Conference language was too specific. Replaced language - - no changes made to the general message of why we hold conferences. (p8-9)
- Personal Electronic Devices: Behavior response outlined in more detail for incidents of misuse (p11)
- “Library” changed to “Media Center.” Hours of operation updated and clearer guidelines for accessing the Media Center during the school year added (p11-12)
- Parking permit language now includes pricing for locations (p12)
- Junior and Senior privileges updated to reflect new process for applying for privileges and details around expectations for maintaining and using privileges (p12-13)
- Completely new section added for co-curricular participation. Includes eligibility requirements, attendance requirements, lettering requirements, participation requirements, and chemical violations (p25-27)
- Activity bus section removed as it is addressed earlier in the handbook in the after-school guidelines section (p27-28)
- Unexcused Attendance: language updated to reflect process requirements with be@school and to include reference to the EPHS positive attendance support plan (p29)
- Disruptive Behavior: Second offense is now up to 2 day dismissal as opposed to 3 days. Third and *subsequent* offenses are now up to three days of dismissal with restorative practices (p31)
- Dress and Grooming: Language around covering shoulders, midriff, chest, or buttocks deleted. We think this could be navigated with the “dress and grooming that is disruptive to the education process” language after the section header (p32)
- Fighting/Assault: Updated to include filming a fight or assault (p33)
- He or she language replaced with “they” (p34 and throughout)
- Littering/Lunchroom: Restricted lunch added to third offense (p36)
- Off-Campus/Unauthorized Areas: Third offense now included up to one day of in-school suspension (p36-37)
- Threats and Intimidation; Physical, Verbal or Written: 1st, 2nd, and 3rd behavior responses added and outlined in detail. Note language added on “serious offenses” (p39-40)

**EPO Secondary:**

After completing a full year of EPO, the handbook was reviewed, revised, and reordered to address the unique experiences of learning online while keeping in alignment with district policies and expectations. You will notice that last year's entire handbook has been stricken through. SY23 handbook has been written to allow for easy reading.

**TASSEL:**

No changes

**TASSEL Transition Program**

TEACHING ALL STUDENTS  
SKILLS FOR EMPLOYMENT & LIFE



**EDEN PRAIRIE SCHOOLS**

*Inspiring each student every day*

**TASSEL Transition Program**

**Handbook**

TASSEL Transition Program  
8040 Mitchell Road  
Eden Prairie, MN 55344  
Main office: (952) 975-6930

## **TASSEL TRANSITION PROGRAM**

TASSEL Transition Program is designed for students with disabilities receiving special education services, ages 18-21, who have transition needs in post-secondary education & training, employment, and independent living skills. Students qualify for transition support through the Individual Education Program (subsequently referred to as an “IEP”) planning process while they are in high school. Placement in the TASSEL Transition program is determined on an individual basis and according to the student's specific transition needs. Students of the TASSEL Transition program are considered to be a part of Eden Prairie School District and must follow district policies and district-wide expectations.

The goal of the TASSEL Transition program is to prepare students to achieve independence, to support them in securing competitive integrated employment, and to assist them in becoming fully participating members of their community. The TASSEL Transition Program provides a supportive learning environment in which students continue to develop their skills and explore a variety of opportunities to find their passion and have a positive plan for their future.

### **GENERAL STUDENT INFORMATION**

The TASSEL Transition Program is located in the City of Eden Prairie building at 8040 Mitchell Road, Eden Prairie, MN. We also have one of our classrooms in Hennepin Technical College (HTC) South Campus in Eden Prairie. Students in the TASSEL program focus their coursework on their individual transition needs. Program options include career preparation through Pathways and pre-college or college level courses offered at HTC. Independent living skills classes are provided at TASSEL Education Center or in the TASSEL classroom at HTC. Additional support is provided for coursework and employment training. Transition is a post-high school choice program; participation is not legally required.

Here are the examples of courses offered:

#### **Independent Living Skills**

- o Budgeting and money management
- o Life Skills
- o CEO of Self
- o Transportation
- o Ready for Launch
- o Health & Wellness
- o Communication Skills
- o Leisure activities, recreation options

## **Employment**

- o Volunteer and paid work experiences
- o Workplace support & work skills training
- o Soft skills development training
- o Portfolio-building skills
- o Careers

## **Post-secondary Education & Training**

- o Exploration of career interests
- o Training through pre-college or college-level courses
- o College & study skill support
- o Problem Solving Skills
- o Digital Citizenship

## **DAILY SCHEDULE**

Each student's schedule is based on the needs identified in their IEP and their plans for completing the program. The TASSEL program is held Monday through Friday from 8:00 am – 2:00 pm. Classes at Hennepin Technical College may be offered outside regular school hours. Students' schedules can be adjusted if they hold a paid or non-paid job, receive job training through outside agencies, or take college level courses.

## **SCHOOL DAY**

Every student must be under supervision and accounted for during the school day. "School day" is defined as the time from when a student gets on the bus in the morning or enters school district property by any mode of transportation to the time when the student gets off the bus at the end of the school day or when the student leaves the school ground by any mode of transportation after the school day or after any school district sponsored activity. TASSEL Transition Program operates on a closed campus policy that includes lunch time, unless determined otherwise by the student's case manager.

## **LUNCH OPTIONS**

TASSEL students may purchase a daily school lunch delivered from another district site. If a student is eligible to receive free/reduced cost lunch, the daily school lunch as well as a cold breakfast is available. Students may buy food from on-site vendors, order food online and have it delivered, or bring lunch from home. Students may store food in the designated refrigerated/freezer space. All food brought by students should be clearly labeled with a student's name. Microwaves are also available to reheat or cook lunch. Students who are their own guardians can have the open lunch option if approved by their case manager. Students who are not their

own guardians are not allowed to leave for lunch in other students' vehicles without their parents written permission. Students have to stay in the designated areas at TASSEL during lunch time.

## **LOCKERS**

Lockers are available for TASSEL students and assigned at the beginning of the school year. It is the student's responsibility to keep the storage space clean and neat. The school reserves the right to inspect backpacks and lockers when programming staff has reasonable suspicion that the student may be in possession of something dangerous or illegal, the school reserves the right to search the locker or a student's personal property. Students are advised not to keep valuables at school. TASSEL is not responsible for lost or stolen property.

## **PARKING**

Students who choose to drive to school will operate their vehicles in conformance with all rules and regulations of the state of Minnesota, the city of Eden Prairie, and the School District. TASSEL is not responsible for the motor vehicle or its contents. Students parking at the TASSEL campus are required to park at the north end of the parking lot in the area marked "TASSEL Transition Program Parking."

## **TRANSPORTATION**

The Eden Prairie Schools transportation department (952-975-7500) provides transportation to TASSEL students who are residents of Eden Prairie Schools District. Transportation to work sites, to and from HTC (South Campus) is available for TASSEL students during the regular program hours. If students are going to be absent, the TASSEL office and the transportation provider need to be notified.

## **ATTENDANCE**

The TASSEL Transitions Program strongly believes that regular school attendance directly impacts student success and goal achievement. Consistent school attendance helps students with developing responsibility and self-discipline. For these reasons, student absence from our program should be limited to those instances in which it is unavoidable. The program may request medical verification for excessive absences. Students, parents or guardians, and the program share an obligation to ensure the student's continuous attendance.

Hennepin Technical Pathways and HTC require that the TASSEL Transition Program implements and enforces an attendance procedure for students taking classes through their programs. Regular attendance and punctuality are essential for successful completion of HTC coursework. In order for students to pass relevant coursework with a successful grade, students are recommended to maintain satisfactory attendance (90% or better).

Every student is expected to attend class in a timely manner. Attendance records will be maintained by each instructor. It is also expected that the student will make every effort not to let personal circumstances preclude class attendance. Serious illness, hospitalization, and other such emergencies may be taken into account if

notified and explained prior to class and/or proper documentation. Doctor's notes are needed in case of hospitalization or medical treatment. It is the students' responsibility to contact the instructor concerning make-up of absences. Lower attendance may result in failure of the course and termination from the program.

Please make every effort to schedule personal appointments outside of the school day. Some appointments are deemed an educational experience for students, so please check with program staff to see if your appointment meets requirements to regularly schedule during your school day. If students leave school at any time without signing out and informing program staff, the absence will be considered unexcused.

Students / guardians have to notify the TASSEL Transition Program about the absence by calling the office at 952-975-6930. A student will be considered absent when the student is missing from the program for any day or part of the day for reasons outside of the student's regular programming schedule. Teachers will make students aware of specific absence/attendance expectations. When absences from the program become habitual, a letter requesting medical verification will be sent home. From that point on, all additional absences will require medical verification to be considered excused. When an excessive number of pre-college classes are missed, the student/family may receive a notice of absences / low class grade. If frequent absences become a concern in any programming, the case manager will contact the student / parent to address attendance and to make a plan to address the issue. The IEP meeting might be held to discuss the alternatives for meeting the IEP goals due to the excessive absences. TASSEL Transition Program requires 80% or better attendance for the successful completion of the program.

## **ABSENCE REPORTING PROCEDURES**

Before or on the morning of a student's absence, the student / guardian is requested to call the TASSEL Transition Program (952-975-6930) about their absence. Students / guardians should contact the bus company and their case managers. Students should also contact any other sites that are listed on their schedule. If students have an off-site work experience scheduled, they should notify TASSEL Work Coordinator (952-975-8260) about their absence. For students who are their own guardians, parent verification of absences is not required, but may be requested / necessary depending on individual circumstances. Students and parents / guardians should be aware that if the program does not receive verification to excuse the absence, the absence will be marked as unexcused.

When possible, TASSEL students are encouraged to make the call about their absence. Parents / Guardians are encouraged to confirm that they are aware of the absence. At the TASSEL Transition Program we are all about promoting independence and responsibility.

## **TARDINESS**

We believe that being on time is a very important life skill. Students are expected to be in class when the student's scheduled time begins. In order to teach our students the importance of arriving to work on time, tardiness can and may result in the loss of work opportunities. Students should be aware that tardiness may also result in loss of credit for coursework missed or interfere with the successful completion of the program.

## **HEALTH & NURSING SERVICES**

TASSEL does not have on-site nursing staff but the nurse is available if needed on a consulting basis. Eden Prairie High School Nurse consults TASSEL staff to determine appropriate first aid procedures, health and safety procedures, and medication distribution procedures. If a student takes medication during school hours, please notify staff so we can have documentation on file and medication protocols in place. Students who become ill during the school day are to report to the program staff, who will then assist them to address the health concerns including coordinating transportation home if necessary. Students leaving school due to illness without reporting to staff will be considered unexcused.

## **COMMUNICATION**

### **Alerts and Announcements**

The district has the ability to call and email all district families. In order to help ensure that you receive these important messages, please go to [www.edenpr.org](http://www.edenpr.org) and make sure that we have the correct email address and phone numbers for us to use. You can update your email address and cell phone number yourself by logging into the parent portal and clicking on "Family Members." Make the necessary changes and click "Update" in each cell that you change. If you have moved or changed your primary home phone number, please contact your students' schools to have that information updated in the system. Contact us with questions at (952) 975-7094 or [helpline@edenpr.org](mailto:helpline@edenpr.org). You can also contact the TASSEL office at (952) 975-6930 to provide your current email and phone number so we can update your contact information. The HTC Campus utilizes a different notification system to contact their students. TASSEL students need to check their emails daily for updates and notifications.

### **Publication of Student Information**

Throughout the year, photographs and videos are taken in classrooms and at school activities. Some of these may be shared in a district or TASSEL publications. Students / guardians may request that their student's images not be published. Every student will receive the Permission Notice in the beginning of the school year to indicate their preference.

## **SAFETY & SECURITY**

State law requires schools to have emergency drills each school year, including fire, lockdown, and tornado drills. School staff will assist students on following the procedures required to observe each drill.

## **SAFE & SUPPORTIVE SCHOOLS ACT**

The TASSEL program operates in accordance with Minnesota's Department of Education Safe and Supportive Schools Act. All students deserve to attend a school free of bullying, intimidation and harassment.

## **VISITORS**

In order to protect data privacy for our students and to honor their unique instructional needs, visits may be limited to outside of student contact hours. All visitors to the program must check in with program staff prior to visiting TASSEL and upon arrival. Students are not to bring other guests during the school day. Student requests for unique circumstances must be cleared by programming staff in advance.

## **RECREATION & LEISURE FEES**

TASSEL recreation and leisure activities are focused on developing social, emotional, communication, and planning skills. Students will participate in recreation and leisure programming on Friday afternoons and most activities will be offered free of charge. Certain activities outside the building may require a small fee (i.e. bowling costs our students \$3). Sometimes our students have the option to purchase snacks or lunch while on outings and money would be needed to cover those costs as well. If any student would like to participate but does not have the necessary funds, please contact his/her case manager.

Here are some examples of recreation & leisure opportunities:

- Bowling
- Apple Orchard
- Ice sculptures
- Nature walks
- Sledding
- Cleaning park trails
- Volunteering

## **STUDENT LEARNING**

The following guidelines will help ensure the successful educational environment for students at TASSEL:

- Attend all scheduled classes and activities on-time and with needed materials.
- Be attentive to and actively participate in classroom activities.
- Make an effort to be successful.
- Show respect for teachers, job coaches, work supervisors, peers, and school property.
- Wear clothing that is school and work appropriate.
- Help keep classrooms and other areas in our program neat and clean by picking up after self.
- Students are expected to keep track of their daily schedule and activities
- Be ready for your transportation times. Arrive a couple minutes early to your pick-up location.
- Demonstrate independence with your personal hygiene.
- Follow directions of teachers and supervisors. Insubordination or refusal to follow directions of staff will be taken seriously.
- Maintain positive communication with teachers, other staff, and students by refraining from using offensive or vulgar language in verbal or written forms.
- Appropriate use of electronic devices is expected.

## **USE OF TECHNOLOGY AND SCHOOL-OWNED EQUIPMENT**

Students enrolled in TASSEL Transition Program are required to follow Eden Prairie Schools District expectations regarding the use of technology. Access to Eden Prairie Schools' owned technology is a privilege and not a right. At any point access to devices, the internet and the like can be revoked.

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.

### **Lost or Stolen School-Owned Device**

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

## Digital Citizenship

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

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

**Student Digital Responsibilities** include but not limited to:

- **Personal Safety:** Do not send any message that includes your personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Do not send information regarding your schedule (where you are/will be, timing, dates, etc.).
- **Password Protection:** Never share your password, steal or use another person's password. If a password is lost or compromised the student or teacher should call the technology 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:** Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use the 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.
- **Accessing/Posting Inappropriate Material:** Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (including photos of students and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of district policy.
- **Blogging and/or Podcasting:** Use of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home, or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other Web 2.0 tools.
- **Plagiarism/Copyright/Licensing:** Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments,

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

- **Proxies:** The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of district policy.
- **Photos and Videos:** Students are not to take pictures or videos of staff or students without staff permission. Unapproved camera use is a violation of district policy.
- **Malicious Use/Vandalism:** Any malicious use, disruption or harm to the school unit's technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses, is a violation of district policy.

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

### **Tech Support**

If technical difficulties arise with a school-owned device, or non-conforming content is discovered, the device will be restored by Tech staff. If the Technology staff needs to restore the iPad / MacBook Air, the District is not responsible for the loss of content put on that device by the student. If there are problems with your district issued device, call 952-975-7094 or email [helpline@edenpr.org](mailto:helpline@edenpr.org).

### **Information And General Precautions Regarding the iPad in Eden Prairie Schools**

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

## **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.
- The iPad should be charged (EPS provides a charger) and 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.
- Contact the help desk (call 952-975-7094 or email [helpline@edenpr.org](mailto:helpline@edenpr.org)) if your iPad is not working.

## **iPad Statement of Responsibility for Students / Guardians**

We understand instances of damage, destruction, or loss of the assigned iPad. These instances will be dealt with on a case-by case basis. Incidents of gross negligence or repeated incidents may result in financial restitution from the family, up to the cost of the entire device if warranted. If the device is damaged beyond repair or lost, the cost of replacement is \$300. 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 - \$300
- iPad Brick - \$13
- iPad Cable - \$7
- iPad Glass Damage - \$100
- iPad Case Replacement - \$32

## **Information And General Precautions Regarding the MacBook Air in Eden Prairie Schools**

- The MacBook Air is Eden Prairie Schools' property.
- The MacBook Air must remain free of any writing, drawing, stickers, or labels that are not issued and placed onto the device by EPS staff.
- Never throw or slide a MacBook Air even if it is in your backpack or another carrying case.
- Cords and cables must be inserted carefully into the MacBook Air to prevent damage.
- Never expose a MacBook Air to extreme temperatures, direct sunlight, or prolonged periods of time in rooms that are not at a normal room temperature.

- MacBook Airs must be kept in a secure location at all times; it is the student’s responsibility to know where their MacBook Air is at all times. Do NOT leave unsupervised, or lend to friends or family members outside of your home.

### **Transporting MacBook Air Cases**

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

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

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

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

### **MacBook Air Care**

- The Technology department is able to detect when unauthorized programs and apps are downloaded, and those devices will be “wiped” and reinstalled with approved programs and apps. EPS is not responsible for any lost content stored on the device, including but not limited to: documents, photos, music, etc.
- Never leave a MacBook Air unattended. It is your responsibility to keep your MacBook Air stored in a safe, secure, temperature appropriate space.
- Do NOT attempt to try to repair the internal workings of a MacBook Air yourself.
- If your MacBook Air is not working, call the help desk 952-975-7094 or email [helpline@edenpr.org](mailto:helpline@edenpr.org).

### **MacBook Air Statement of Responsibility for Students / Guardians**

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

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

## **Apple ID**

Each student needs to have an Apple ID to use a district-owned device. Information on creating an Apple ID is provided on the school website.

## **Storing Documents**

There will be limited storage on the device and academic files take priority over personal. Eden Prairie Schools STRONGLY recommends backing up important files and content daily. Several backup options exist, including cloud storage or personal computers. Students should backup their files, services, personally allocated storage space on the school district's network, flash drives and external hard drives.

## **PERSONAL ELECTRONIC DEVICES**

Cell phones or any other electronic devices that might cause disruption should be turned off or not used in the instructional or work setting unless pre-approved by the instructor or supervisor. Students are allowed to check their phones and make phone calls between classes and during lunch time unless it is an emergency situation.

Students will get a verbal warning about violating the rule about using the electronic device after the first incident. The teacher may confiscate the device until the end of the day and notify the parents if the student continues to disregard the TASSEL program rules about the use of electronic devices.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students who attend the TASSEL Transition Program have various rights and responsibilities. Students also have responsibilities to teachers, other staff, and fellow students. The following describes student rights and opportunities as well as student responsibilities.

### **Access to Records**

#### **Rights/Opportunities:**

- Students / guardians generally have the right to view their school records according to state and federal laws. Students who have reached their eighteenth birthdays, or who attend postsecondary institutions, have the right to inspect and control access to their own school records.
- Students have the right to privacy regarding any school records. Any disclosure of information from student records will be consistent with legal requirements and the discipline policy established by the school district.

#### **Responsibilities:**

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

## **Dress and Grooming**

### **Rights/Opportunities:**

- Students have the opportunity to wear clothing of their choosing and to engage in personal grooming which is not potentially disruptive to the education process, which does not pose a threat to the health or safety of other students and which is not lewd, vulgar, obscene, sexually explicit or discriminatory.
- Students in the TASSEL Transition Program are encouraged to dress professionally when presented with employment opportunities.

### **Responsibilities:**

- Students are responsible for dressing in such a manner that is not disruptive or likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory or associated with threat/hate groups, including gangs. Clothing which displays references to alcohol, chemicals, tobacco or other nicotine products is not permitted.

## **Equal Opportunity**

### **Rights/Opportunities:**

- Students have the right of equal opportunity to participate in all program activities and opportunities for which they are eligible based on their IEP goals, needs, skill level, and interest.

### **Responsibilities:**

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

### **Fair Treatment Rights/Opportunities:**

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

**Responsibilities:**

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

**Free Speech and Expression****Rights/Opportunities:**

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

**Responsibilities:**

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

**Harassment****Rights/Opportunities:**

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

**Responsibilities:**

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

**Nondiscrimination****Rights/Opportunities:**

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

**Responsibilities:**

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

**Privacy****Rights/Opportunities:**

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

**Responsibilities:**

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

## **Safety and Security**

### **Rights/Opportunities:**

- Students have the right to feel safe in the program and at program sponsored events and learning opportunities.

### **Responsibilities:**

- Students are responsible for reporting any safety concerns regarding themselves or others. Students are expected to report any concerns to any responsible adult.

## **STUDENT BEHAVIOR**

Students are provided with direct instruction of TASSEL behavior expectations. The expectations apply across instructional and community settings accessed by TASSEL students. Compliance with additional expectations at specific community sites is also required. Instruction of the expectations includes modeling, practice, acknowledgement of expected behaviors, feedback when unexpected behaviors occur, and re-teaching of expectations throughout the school year. Students will access each learning opportunity or setting that most appropriately meets their learning needs in a safe and productive way based on their skill development and IEP goals.

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

- Re-direct, work with, and ensure the student fully understands expectations.
- Work in partnership with the student, family, IEP team, TASSEL staff, and other support professionals to determine additional strategies and/or consequences.
- The IEP meeting can be scheduled if needed to address behavior concerns and develop the plan to address them.

## **STUDENT DISCIPLINE POLICY**

Every student and employee of TASSEL Transition Program is entitled to learn and work in a safe environment. To ensure this, the district and program have established clear student discipline policies, consequences appropriate for the behavior, and practices to consistently apply the policies. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the discipline policy. Students are expected to behave in accordance with federal, state and local laws and rules, district and school policies and regulations, and in a way that respects the rights and safety of others. Students violating the law will be referred to the police. The following are district discipline policies. These discipline policies and the potential consequences apply at any time a student is present at a program location or at a program-sponsored event, and on school buses. Also, the School District may impose disciplinary consequences for violations at nonschool locations/events if the misconduct is determined to have a nexus to the school environment.

## **Student Management Guidelines**

In order to maintain a safe and orderly learning environment, TASSEL Transition Program will strictly follow Eden Prairie School District Policy 506 that can be reviewed on the district website under Policies and Procedures. The School District retains the right to recommend the alternative placement, dismiss from the program, 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. The student's IEP team will be involved in the decision making process. Consequences for students with disabilities may be adjusted, as required by federal and state laws and regulations, and the student's individual education plan (IEP) and specific accommodations will be updated through the IEP team process.

Students will be expected to follow the Eden Prairie Schools policies. This includes but is not limited to policies concerning smoking, chemical/alcohol use, weapons, harassment, and appropriate computer/wifi use. Any violations of the school policies will result in involvement of the program administrator and may include suspension and/or police referral. See on district policies and our website for more information.

Students are expected to demonstrate appropriate behavior at school, at their worksite, and in the community. These expectations are to prepare students to present themselves in a responsible manner in an employment setting and their adult life after completing their programming at TASSEL.

## **Tobacco Use Policy**

TASSEL Transition Program as a part of Eden Prairie School District is a smoke-free and tobacco-free facility. All tobacco products, including e-cigs, vapes, and cigarettes are not allowed on the school property in an effort to keep our program safer and healthier for the students. There will be school consequences for violating this policy based on the severity of the case. This policy is in effect during the student's scheduled school day, while riding the school bus, and during extended day activities.

## **Drugs and Alcohol**

Students who are under influence of chemicals or alcohol while at school, or who consume, sell, give away, or in possession of drugs, alcohol or other chemical substances on school property, will be reported to the proper authorities and may be suspended or expelled from the program. Before the student can be readmitted to the program, a conference with the student's case manager, parent, and an administrator will be arranged to determine the best programming option for that student.

## **TRANSPORTATION EXPECTATIONS**

**Rules** for riding district busses and other types of transportation including vans:

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.

### **Safety**

Eden Prairie Schools has a well-trained staff of drivers and our buses are very well maintained. Our TASSEL Transition Program staff who transport students during the school day are trained and qualified to drive school vans. School district drivers have an excellent safety record. Safety is everyone's responsibility. Students should be aware of the 10-foot area around the stopped school bus referred to as the "Danger Zone." Parents/guardians and community members are required by law to stop at least 20 feet from a bus with flashing red lights.

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

Students may bring items such as backpacks and lunch bags that they can hold in their laps or between their legs during the bus ride. Objects like balls, ice skates, and in-line skates must be stowed in a backpack or bag.

### **What's not allowed on the bus?**

- Guns (including toy guns or look-alikes)
- Knives or other sharp objects
- Skis, ski poles, hockey or lacrosse sticks, bats, golf clubs, snow sleds (unless they roll up)
- Flammable items
- Glass items
- Laser pens
- Balloons
- Any items of dangerous or objectionable nature

More information about Eden Prairie Schools Transportation Department, including detailed student and parent/guardian responsibilities, is available at [www.edenpr.org](http://www.edenpr.org).

## **WITHDRAWAL OR DISMISSAL FROM THE PROGRAM**

A meeting with the student's parents / guardians, case manager, and an administrator should be held to discuss the reasons for the withdrawal or dismissal from the program and developing recommendations for alternative programs and additional support if needed.

### **TASSEL PROGRAM CONTACTS:**

TASSEL Transition Program Main Office – (952) 975-6930

TASSEL Program Coordinator - (952) 975-6933

TASSEL Work Coordinator - (952) 975-8260

TASSEL Social Worker - (952) 975-6932

### **CRISIS RESOURCES**

- Cornerstone Crisis Line 952-884-0330, [www.cornerstonemn.org](http://www.cornerstonemn.org)
- Hennepin County Mental Health Emergencies 612-596-1223
- Rape & Sexual Assault Center (24 hr) 612-825-4357
- Suicide Hotline 800-273-8255 [suicidepreventionlifeline.org/](http://suicidepreventionlifeline.org/)
- Bridge For Youth 612-400-SAFE Mental or Chemical Health
- Alcoholics Anonymous 952-922-0880, [www.aaminneapolis.org](http://www.aaminneapolis.org)
- Mental Health Association of MN 612-331-6840, [www.mentalhealthmn.org](http://www.mentalhealthmn.org)
- Narcotics Anonymous [www.twincitiesna.org](http://www.twincitiesna.org)
- Move Forward 952-988-8336, [www.moveforward.org](http://www.moveforward.org)



## **EDEN PRAIRIE HIGH SCHOOL**

# **Student Handbook**

## **2022-23 EPHS Student Handbook**

### **Academic Expectations**

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

### **Graduation Requirements**

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

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

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

## Credit for Prior Learning

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

## Dropping Classes

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

## Eden Prairie Independent Coursework (EPIC)

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

## EPHS Staff Assistance Limited to EPHS Courses

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

## Failing and Re-taking a Course

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

## Grade Level Waivers

Grade level requirements for EPHS courses are listed in the Course Offerings Guide. Students may ask for a grade level waiver on a case-by-case basis by meeting each of the following criteria: ● a severe scheduling conflict or other extreme need, as determined by an EPHS counselor or administrator;

- a high class ranking equivalent to Post-Secondary Enrollment Option status for the University of Minnesota (the student must have a GPA of 3.70 or higher);
- completion of all other prerequisites for the course;
- a strong teacher recommendation from the student’s most recent teacher in the subject area in question for the waiver;
- several examples of where the student has shown strong interactive or discussion skills in a class or activity (especially highlighting interaction or discussion with older students); AND, ● an early request (i.e., during the spring registration period for the following school year) so that staffing levels can be addressed, or a later request if space is available in the class in question. EPHS reserves the right to deny a grade level waiver if related administrative issues cannot be reasonably resolved. Forms to request a grade level waiver are available from the Gifted and Talented Coordinator.

## Grading & Evaluation Process

### Guiding vision

At Eden Prairie High School, our shared mission is to ensure that all students can answer “Yes!” to our three guiding questions: Do I belong here? Is this meaningful? Can I do this? Our grading practices and procedures directly contribute to students’ ability to answer yes to these questions. Our grading and evaluation process plays an important role in realizing our mission. We are committed to implementing evidence-based grading practices that align with the following principles:

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

### Grading scale

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

- **A:** 93-100%
- **A-:** 90-92%
- **B+:** 87-89%
- **B:** 83-86%
- **B-:** 80-82%
- **C+:** 77-79%
- **C:** 73-76%
- **C-:** 70-72%
- **D+:** 67-69%
- **D:** 63-66%
- **D-:** 60-62%
- **I or F:** 0-59%



\*Incomplete grades are temporary placeholders indicating that a student has yet to demonstrate proficiency. If a student does not meet proficiency in a course by August 31, the incomplete will be transition to an F on the student's transcript.

W: Withdrawal (W) is entered on a student's record when the student officially withdraws from a course. The W will be entered on the transcript if the student withdraws from the course after the first two weeks. If a student officially withdraws from a course within the first two weeks, there will be no record of that course registration entered on the student's transcript.

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

The guidelines for the pass/no credit option are:

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

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

#### **Determining grades**

- The academic performance category will account for at least **85%** of a final grade (**15%** maximum for academic practice).
- Final term grades will be rounded up for point values of .5-.9 and rounded down for point values of 0-.4.
- No Extra Credit factored into grade.
- Students can retake/redo assessments in the academic performance category.
- Any re-take/re-do is worth 100% value.
- Pursuant to our guiding vision, behaviors will not be factored into a student's grade. Examples of this guiding principle include but are not limited to:
  - Attendance should not be directly included in grade calculations.
  - For assessments on Essential Learning Targets, points should not be added or subtracted for timeliness of work completion.
- Student scores in the academic performance and academic practice categories will reflect student mastery of course Essential Learning Targets.

### **Academic Integrity**



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

## Plagiarism

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

- Quotes another person's actual words, or replicates all or part of another's product.
- Cutting and pasting another person's actual words.

- Uses another person's ideas, opinions, work, data, or theories, even if they are completely paraphrased in one's own words.
- Borrows facts, statistics, or other illustrative materials - unless the information is common knowledge.

## Incomplete Policy

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

If students are missing Essential Learning items at the end of a term, the student grade may be reported as an incomplete until the student completes those items. When a student earns a grade of (I) Incomplete, it will be reflected in the computation of his/her new GPA as a zero. This zero stays until the grade is changed. In order to resolve an Incomplete, the student must make arrangements with the teacher to complete the missing work. If an Incomplete is not completed by these arrangements the student may enroll in an in-school or summer credit recovery class. If a student does not meet proficiency in a course by August 31, the incomplete will be transition to an F on the student's transcript.

- 1. Contract with their teacher to finish it:** If a student contracts with a teacher, the teacher stipulates what must be done and a deadline (at least 3 weeks after the end of the term) for completion of work. If a student contracts with a teacher, and does not complete by the contracted deadline, the "I" turns into an "F".

2. **Enroll in an in-school credit recovery class:** If a student enrolls in the in-school credit recovery class, they must finish the incomplete by the end of the term of enrollment. If they do not, the “I” turns into an “F”. This option is only available if the original class is able to provide materials to allow credit recovery. If the teacher can provide rubrics to correct the assessments associated with the incomplete, then the credit recovery teacher can do this. If not, then the original teacher will evaluate the work.
3. **Enroll in a summer school class:** If a student enrolls in the summer school credit recovery class, s/he needs to complete credit in summer school. If the course is not completed, the original grade of “I” will convert to an “F.” This option is only available if the original class is able to provide materials to allow credit recovery. If the teacher can provide rubrics to correct the assessments associated with the incomplete, then the credit recovery teacher can do this. If not, then the original teacher must evaluate the work.

## Recognition

### Gold and Silver Cords for Seniors

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

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

### Honor Roll

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

### Honors Diploma / Red Cord

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

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

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

### National Honor Society

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

### Academic Recognition Cords

- Gold Cords will be awarded to students with a 3.9-4.0 GPA and 54 credits at the end of Term 3
- Silver Cords will be awarded to students with a 3.75-3.89 GPA and 54 credits at the end of Term 3

Designation of gold and silver cords will be determined at the end of term 3. Students receiving academic recognition as noted above will be Honors Graduates, receiving an Honors sticker on their diploma.

### Service Cords

Students in identified school programs will receive a white cord as recognition of their service to EPHS.

### Program Recognition

Students in the AVID Program will receive a blue cord.

Students members of the National Honor Society will be recognized with an NHS Medallion or Stole.

## Communication

### Alerts

The district has the ability to call and email all district families. In order to help ensure that you receive these important messages, please go to [www.edenpr.org](http://www.edenpr.org) and make sure that we have the correct email address and phone numbers for us to use. You can update your email address and cell phone number yourself by logging into the [parent portal](#) and click on "Family Members". Make the necessary changes and click "Update" in each cell that you change. If you have moved or changed your primary home phone number, please contact your students' schools to have that information updated in the system. Contact us with questions at (952) 975-7094 or [helpline@edenpr.org](mailto:helpline@edenpr.org).

### Publications

Families with students attending Eden Prairie Schools receive print and electronic publications from the district. To ensure you're receiving electronic newsletters from the district and EPHS, log onto the district website, [www.edenpr.org](http://www.edenpr.org). You can update your email address and cell phone number yourself by logging into the [parent portal](#) and click on "Family Members." Make the necessary changes and click "Update" in each cell that you change. If you have moved or changed your primary home phone number, please contact your students' schools to have that information updated in the system.

### Contacting Your Student

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

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

## **Deliveries for Students**

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

## **Newsletter-Eagle Nation News**

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

## **Parent/Guardian Communication with EPHS Staff**

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

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

## **Publications / Parent/Guardian Contact Information**

Email is one of the most cost-effective, timely, efficient ways for your teacher, principal, and the district administration to communicate with families. Families with students attending Eden Prairie Schools receive print and electronic publications from the district. To ensure you're receiving electronic newsletters from the district and EPHS, log onto the district website, [www.edenpr.org](http://www.edenpr.org). You can update your email address and cell phone number yourself by logging into the [parent portal](#) and click on "Family Members." Make the necessary changes and click "Update" in each cell that you change. If you have moved or changed your primary home phone number, please contact your students' schools to have that information updated in the system.

## **Parent/Guardian - Teacher Conferences/Progress Reports**

The Eden Prairie School District recognizes the importance of families and teachers working together. Students and their parents/guardians will have several opportunities to meet with teachers during the school year. Student



Progress Reports include a letter grade, specific reasons for that grade (for example, test scores, missing work, etc.), and space for comments about behavior, performance, and attitude. Conferences are held in October, December, February/March. First, Second, and Third Term conferences are set-up through an on-line scheduler for the teachers/staff you'd like to meet with. Information and details are sent home by the second week of each term.

The Eden Prairie School District recognizes the importance of families and teachers working together. Students and their parents/guardians will have several opportunities to meet with teachers during the school year. Student report cards include a letter grade and specific reasons for that grade (for example, test scores, missing work, etc.).

Conference dates will be communicated to families at the beginning of each year and again at the start of each term.

### **Publication of Student Information**

Students' names and photographs will appear in the EPHS yearbook and may also appear in other school district publications. If you do not wish to have your child's information included, indicate this on the annual "Directory Release Form" located on the parent portal by October 1. If you need a hard copy of the form, please contact your child's school. Hard copies of the form should be turned into the school office by October 1. More information is available under the Directory Information heading in this handbook.

### **Weather-Related Closing**

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

- Website: [www.edenpr.org](http://www.edenpr.org)
- Radio: WCCO radio (830 AM)
- Phone: (952) 975-7000
- TV Channels: 4, 5, 9, and 11

If school dismisses early, students will be told to go home on their regular buses – please be sure your child has a backup plan in place. Students may not remain at school since staff will also face hazardous travel home. If school dismisses early, the building will be closed for after-school and evening activities (such as sports, scouts, PTO meetings, and community education classes). If your child goes to an after school program at a location other than school, please check with them regarding their closing policy. Again, have a backup plan in place.

### **Website**

Students and parents/guardians have access to student information by logging onto the Eden Prairie Schools website at [www.edenpr.org](http://www.edenpr.org). Within that website, the following student information is available: attendance, grades, final report cards, and unofficial transcripts. In addition, the daily bulletin, the Eagles Nest (newsletter),

calendar information, and time sensitive news releases are available. If there are problems logging into the website, call 952-975-7094 or email [helpline@edenpr.org](mailto:helpline@edenpr.org).

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

## Student Life

### After-School Guidelines

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

- Students are involved in an organized school activity, are completing academic work, or are waiting for pre-arranged parent/guardian transportation
- Any student staying after school for academic purposes must be in the media center, test center, or a department resource center under the supervision of school staff.
- Once a student has completed their supervised activity, they must remain in the East Commons.
- Students who ride the after-school activity bus must have a current school ID [or be verified by security prior to boarding](#). Buses depart from the East entrance.
- Students who fail to comply with these guidelines will be referred to their dean, which may result in the loss of after school privileges and / or a trespassing notice filed with the Eden Prairie Police Department.
- All other students must leave the high school campus by 3:45 p.m.

### Backpacks

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

### Communication Information Systems

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

### Dance Policy

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

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



- The supervisor(s) of the dance reserves the right to dismiss students from the dance for inappropriate dancing / behavior.

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

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

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

### **Personal Electronic Devices**

Students are allowed to have their electronic device at school and need to follow the expectations for the specific setting. Please see individual teacher syllabus for classroom expectations regarding electronic items. Cell phones / electronic communication devices with picture taking option are not allowed to be visible in locker rooms or lavatories. If an electronic device becomes a distraction in any school environment, it will be confiscated and school policies will be enforced followed which could include a parent/guardian meeting or other behavior responses outlined under disruptive behavior. Failure to comply will result in further action. EPHS is not responsible for lost or stolen electronic devices.

### **Lunch**

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

### **Hennepin Technical College: Transportation**

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

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

### **Locker Rules and Responsibilities**

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

- The district cannot reimburse you if your personal property is stolen.
- Items left in lockers at the end of the school year will be donated to charity. The Eden Prairie School District policy concerning lockers is as follows: School lockers are the property of the school district. At no time does

the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a

school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's possessions, the school authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

## Media Center

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

- The Library Media Center is a quiet study space. Please respect your fellow students by keeping noise / talking to a minimum.
- Library Media Center Conference Rooms can be checked out from the main desk if needed for group work.
- The Lakeside Lab is a space available for small group projects that require more communication.
- Food and drinks are not allowed in the Media Center and Lakeside Lab.
- All students are responsible for going to [www.epps.edenpr.org](http://www.epps.edenpr.org), then Library web page and applying the information provided in the text, tutorials and videos regarding orientation, resources, procedures, and services. The District Acceptable Computer Use policy is strictly observed.
- Backpacks are allowed in the LMC media center as long as they are under student desks and not left unattended.
- Hours are 7:15 a.m. – 4:15 p.m. 8:00am-5:00pm Monday through Thursday, 7 a.m. - 3 p.m. 8:00am-3:30pm Friday.

[Students may access the Media Center during their open hour.](#)

[During the school day, students who do not have an open hour may only access the Media Center with a pass from their teacher.](#)

## Neighborhood

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

## Parking

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

## Parking Permits

Students who choose to park on campus must purchase a yearly parking permit for \$350 or \$200. [Parking permits are available for \\$350 in Lot A and B of the high school and for \\$200 in Lot C.](#) Yearly passes are available by a seniority system. Limited daily parking permits are available for \$5 and must be purchased a day in advance.

Permits are to be purchased at Student Center South. Students must have their driver's license and car license plate number to purchase a permit. A lost parking pass in need of replacement is \$10.

## Privilege - Juniors

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

Junior students may earn a Junior Privilege to leave campus during an hour open period based on, but not limited to, the following criteria:

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

Process:

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

## Privilege - Seniors

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

Senior students may earn a Senior Privilege to leave campus during an open hour or lunch based on, but not limited to, the following criteria:

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

Process:

- Application available in counseling office



- Applications shared with students and families electronically
- Application signed by parents/guardians and student support team.
- Senior Privilege can be revoked at any time due to academic, attendance, or behavior concerns.
- Students may re-apply for Senior Privilege at the beginning of each term.
- Students with Senior Privilege may choose to work or study in the East Commons or Media Center.
- Students with Senior Privilege may choose to work or study in the East Commons, South Commons, South Commons Collab or Media Center only.
- Students with a privilege will have a sticker on the back of their ID and must have this ID present at all times.
- Students with a privilege will have a sticker on the back of their ID and must have this ID present at all times.
- Seniors who do not have a scheduled class and have not earned a privilege will be assigned to a study hall.

## Student IDs

Students must carry their current school provided ID at all times and show the ID when requested by school staff.

## Study Halls

All freshmen and sophomores who take less than 16 credits will be assigned to a study hall. Students with a pass will be allowed to access the media center or resource centers during study halls. **Juniors and Seniors who do not have a scheduled class and have not earned a privilege (See Privileges above) will also be assigned to a study hall.** Daily attendance is required.

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

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

## i-Learn Expectations

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

## Eden Prairie Schools Expectations for Student Learning

- Engaging and relevant learning experiences and development of life skills



**EDEN PRAIRIE SCHOOLS**

Inspiring each student every day

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

## Responsible Citizenship

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

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

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

## Student Digital Responsibility

**As listed below, but not limited to:**

### Personal Safety

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

### Password Protection

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

### Privacy

**Students and families need to know that files stored on school computers are not private.** Network and Internet access is provided as a tool for educational purposes only. Eden Prairie Schools (EPS) has the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the computer network and

Internet access including transmitted and received information. All information files are the property of EPS and no user shall have any expectations of privacy regarding such files.

## **Online Etiquette**

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

## **Blogging and/or Podcasting**

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

## **Plagiarism/Copyright/Licensing**

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

## **Proxies**

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

## **Accessing/Posting Inappropriate Material**

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

## **Photos and Video**

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

## **Malicious Use/Vandalism**



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

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

### **Tech Support**

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

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

### **MacBook Air General Precautions**

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

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

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

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



## MacBook Air Screen & Cleaning

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

## MacBook Air Care

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

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

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

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

## Earphones

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

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

## Storing Documents

There will be limited storage on the device and academic files take priority over personal. Eden Prairie Schools STRONGLY recommends backing up important files and content daily. Several backup options exist, including cloud storage or personal computers. Students should backup their files, services, personally allocated storage space on the school district's network, flash drives and external hard drives.

## Apple ID

Each student needs to have an Apple ID. Our recommendation is that the account is linked to a parent's account, and/or that parents have password information. Information on creating an Apple ID is provided at back to school nights and on the school website.

## Student Discipline

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

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

## Student Behavior

### Expectations of Adults and Students

Philosophy of Behavioral Expectations for Adults and Students

#### Adults will:

1. Create a balanced approach for all learning
2. Create a climate for learning that includes:
  - Providing opportunities for students to explore and construct their learning through choice, practice, trial, error and reworking
  - Knowing their students culturally, and individually, by being fully cognizant of their strengths and interests
  - Co-creating classroom rituals that maximize learning bell-to-bell
  - Creating a climate that respects difference and allows for multiple perspectives without hurting others

- Fostering opportunities for students to determine responsibility in meeting academic, social, and emotional expectations in monitoring their self-control

### **Students will:**

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

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

- Re-direct, work with, and ensure the student fully understands expectations
- Work in partnership with family, student, staff and other support staff to determine additional strategies and/or consequences
- Determine if there are extenuating physical, emotional or mental challenges
- Submit disciplinary referral as if deemed necessary

## **Student Rights and Responsibilities**

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

### **Access to Records**

#### **Rights/Opportunities:**

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

#### **Responsibilities:**

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

## Dress and Grooming

### Rights/Opportunities:

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

### Responsibilities:

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

## Equal Opportunity

### Rights/Opportunities:

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

### Responsibilities:

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

## Fair Treatment

### Rights/Opportunities:

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

### Responsibilities:

- Students are responsible for treating all persons respectfully, responding to all directives or inquiries from staff, and for following rules and regulations that apply to them.
- Students are responsible for being knowledgeable about and following all school policies, rules and regulations that apply to them.
- Students are responsible for being knowledgeable about and meeting all classroom expectations and evaluation procedures that apply to them.
- Students are responsible for treating others including other students and district employees in a respectful manner. Students also are expected to treat the property of others and the district responsibly.
- Students are responsible for refraining from using force or physical contact for the purposes of inflicting physical and emotional harm on another.

- Students are responsible for respecting the space and freedom of those around them. Students also are responsible for not engaging in conduct that threatens to injure themselves, other persons and property.

## Free Speech and Expression

### Rights/Opportunities:

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

### Responsibilities:

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

## Harassment

### Rights/Opportunities:

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

### Responsibilities:

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

## Learning



### **Rights/Opportunities:**

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

### **Responsibilities:**

- Students are responsible for daily attendance, for completing class assignments on time and for bringing appropriate materials required for class use.
- Students are responsible for behaving in such a manner that does not pose a potential or actual danger to themselves or others and that is not disruptive to the learning process for others.
- Students are responsible for obtaining and completing make-up work assigned for periods of absence.
- Students are responsible for completing work assigned as part of the home/hospital instructional process.

## **Nondiscrimination**

### **Rights/Opportunities:**

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

### **Responsibilities:**

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

## **Privacy**

### **Rights/Opportunities:**

- Students generally have the right to privacy of their persons and personal property when engaging, participating or pursuing curricular activities on a school location. In such instances, a student's person or personal property may only be searched by school officials if there is reasonable suspicion that the search will uncover evidence of a violation of a school rule or of the law.
- Students have the opportunity to utilize school lockers, desks and other designated areas for storing appropriate items of personal property subject to the understanding that such areas are within the exclusive control of the school district and that such areas may be searched for any reason, at any time

without permission, consent or requirement for a search warrant in accordance with the school district's locker policy.

- Students have the right to privacy regarding information which is collected or maintained about them because they are a student. Such information will be released in accordance with state and federal law. Matters of child neglect, physical or sexual abuse must be reported to the proper authorities according to state law. Matters involving criminal behavior may also be reported to the proper authorities.

### **Responsibilities:**

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

## **Safety and Security**

### **Rights/Opportunities:**

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

### **Responsibilities:**

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

## **Student Government**

### **Rights/Opportunities:**

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

### **Responsibilities:**

- Students are responsible, when forming a student government, for establishing purposeful bylaws. The student government is responsible for communicating with the student body, faculty and administration

and being aware of and complying with any policies of the school district that may affect the formation of procedural aspects of the student government.

## Student Discipline Policy

Every student and employee of Eden Prairie High School is entitled to learn and work in a safe school environment. To ensure this, the district and school have established clear student discipline policies, consequences appropriate for the behavior, and practices to consistently apply the policies. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the discipline policy. Any behaviors prohibited by policy may result in a referral to a pre-assessment team. The school district may take into account the student's disciplinary records while enrolled in EPHS. Where applicable, the student will be declared ineligible for participation in activities governed by the Minnesota State High School League. Students are expected to behave in accordance with federal, state and local laws and rules, district and school policies and regulations, and in a way that respects the rights and safety of others. Students violating the law will be referred to the police. The following are school discipline policies. These discipline policies and the potential consequences apply at any time a student is present at a school location or at a school-sponsored event, and on school buses. Also, the School District may impose disciplinary consequences for violations at non-school locations/events if the misconduct is determined to have a nexus to the school environment. Listed are the violations and the recommended consequences for first, second and third offenses. The school district in its sole discretion may impose more severe consequences (i.e. expulsion) beyond those set forth in this policy based on the particular misconduct.

## Co-Curricular Participation

### Academic Expectations for participants:

It is the expectation of Eden Prairie High School that all students who participate in activities will maintain eligibility by establishing satisfactory progress towards graduation.

### Student Academic Eligibility Process:

1. A bi-weekly progress report will be published that identifies any student who has a failing grade.
2. Students with a failing grade will have two weeks to improve to a passing grade.
3. If the student is not passing, he/she will be ineligible for competition until the grade is passing.
4. If a student has more than two failing grades, they will be unable to practice or compete until the grades are passing.
5. Ultimately, building Activities Directors or Principals will have the final say on eligibility in individual cases.
6. Students will maintain a minimum GPA of 2.0 at the completion of each term

### Attendance requirements:

1. Students are expected to attend all practices and contests.
2. Absences from practices and contests due to personal reasons will be handled by each coach according to pre-established team rules and guidelines.
3. Students who have not attended a full day of classes due to illness may not play in a game or participate in a school performance that day.



4. Students who have received an excused absence pass for reasons other than illness may practice or play, on presentation of the permit to their coach or advisor.
5. Students suspended from school or sent home for inappropriate behavior will be ineligible for contest, practices or any team functions during the time of the suspension. Days missed will also be considered unexcused by the coach or advisor. Students suspended from school are also ineligible for the next scheduled competition.
6. A student who has a truant absence any part of a school day is ineligible for participation that day. If the absence is not discovered until a later date, the student will be ineligible for participation as soon as the information is received.

#### **Post Season Awards and Lettering Requirements:**

- Each coach will make lettering requirements available to participants.
- Students receiving a MSHSL suspension may be ineligible for postseason awards including, but not limited to, selection all-state, all-conference and honorable mention.

In order to participate in MSHSL activities, students must meet the following standards:

- Students must be under the age of twenty (20).
- Students are allowed only four seasons of competition in any given program while enrolled in the senior high.
- Students will not play more than four seasons in any sport in grades 9-12.
- Students cannot be a member of any other team during the season of any given sport or activity.
- Students parents/legal guardian must maintain a legal residence in the school district, or the pupil must acquire eligibility (Refer to MSHSL)
- Students must successfully pass a prescribed physical examination and be certified as physically fit to participate in a designated sport /activity.
- Students must attend school regularly.
- Students must attend the entire day of school on the day of a contest in order to compete. (Coaches will determine practice policies)
- Students must show proof of health insurance.
- Students must sign and have parents sign an Athletic Eligibility Information Bulletin (MSHSL).
- Students shall not:
  - 1) Use a beverage containing alcohol;
  - 2) Use tobacco;
  - 3) Use, consume or have in possession, buy, sell or give away marijuana or any controlled substance, or participate in any unlawful event that involves the use of alcohol during the calendar year. "Participate" includes being at a party where alcohol is being consumed. Penalty shall be the penalty imposed by the MSHSL bylaws.
- Students shall not violate the racial/religious/sexual harassment bylaws of the MSHSL. (Bylaw 209)
- Students involved in vandalism of school property or violation of the criminal code may be subject to the same disciplinary action specified for the use of alcohol/drugs. (Bylaw 205)

The MSHSL rules governing activities and any additional amendment approved by the School Board shall apply to all co-curricular activities not under the control of the MSHSL, but these rules shall only apply when the students are under the supervision of the school district. Complete MSHSL rules are outlined in the Activity Eligibility Information Bulletin that is available in the Activities Directors Office or online at [www.mshsl.org](http://www.mshsl.org)

#### **MSHSL Chemical Violations**



#### A. Order of Penalties

1. 2 games or 2 weeks whichever is greater.
2. 6 games or 3 weeks whichever is greater.
3. 12 games or 6 weeks whichever is greater.

iii. A student who becomes a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:

1. The student is assessed as chemically dependent
2. Enters treatment voluntarily, and
3. The director of the treatment center certifies that the student has successfully completed the treatment program.

B. Penalties will be enforced and applied beginning in 7th grade.

C. If violation occurs at the end of season, playoff games will be counted.

## Student Management Guidelines

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

### 1. Abuse, Verbal or Written

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

#### Guidelines for Potential Consequences:

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

## 2. Academic Integrity

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

### Guidelines for Potential Consequences:

- **First Offense:** Parent/guardian contacted by teacher, documentation, Loss of privileges. \*\*If a planned, coordinated effort for cheating, suspension may occur.
- **Second Offense:** Parent/guardian contacted by teacher, documentation, [consideration of suspension](#), Parent/Guardian Meeting, Loss of privileges.
- **Third Offense:** \*\*Administrative conference to determine next action.

## 3. Activity Bus

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

### Guidelines for Potential Consequences:

- **First Offense:** Dean conference.
- **Second Offense:** Dean conference, parent/guardian contact, possible bus suspension.
- **Third Offense:** Dean conference, parent/guardian meeting, bus suspension.

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

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

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

#### Guidelines for Potential Consequences:

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

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

##### Guidelines for Potential Consequences:

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

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

##### Guidelines for Potential Consequences:

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

#### 5. Tobacco Possession or Use

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

##### Guidelines for Potential Consequences:

- **First Offense:** Restricted study, police referral, confiscation, parent/guardian meeting
- **Second Offense:** Restricted study, police referral, confiscation, parent/guardian meeting
- **Third Offense:** Up to 3-day suspension, police referral

#### 6. Arson

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

##### Guidelines for Potential Consequences:

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

#### 7. Attendance/Unexcused

##### Guidelines for Potential Consequences:

- **Offense:** Referral to school team for an attendance intervention - EPHS partners with the Hennepin County “be@school” program.

## Consequences of Unexcused Absences

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

## 8. Backpacks / Unattended Property

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

### Guidelines for Potential Consequences:

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

## 9. Bomb Threat

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

### Guidelines for Potential Consequences:

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

## 10. Bullying/Cyberbullying

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

- a) There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or
- b) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, service, or privileges.

- **Cyberbullying:** bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. This includes use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts the school environment or interferes in a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

**Guidelines for Potential Consequences:**

- **First Offense:** Up to 3-day suspension, referral to outside agency; intervention plan.
- **Second Offense:** Up to 5-day suspension, referral to outside agency, intervention plan.
- **Third Offense:** Suspension pending review by school & district administration for recommendation for expulsion.
- Refer to District Policy 514 for detailed description of the District's Bullying Prohibition Policy.

## 11. Burglary

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

**Guidelines for Potential Consequences:**

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

## 12. Cell Phones

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

**Guidelines for Potential Consequences:**

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

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

## 13. Co-Curricular Behavior

Students are expected to show positive behavior at all EPHS co-curricular events/contests and/or intramural events. Prohibited behaviors include, but are not limited to, the following: inappropriate dancing; students may not use



noisemakers, thunder sticks, display banners or placards; throw objects; use obscene, profane or abusive language or gestures; harass opponents' team, officials, cheerleaders, band, or any other performing group; fight, push, trip or any other behavior deemed dangerous; interfere with the rights of others to observe the event; climb, push or pound on the glass in the hockey arena. All EPHS student management guidelines are in effect at co-curricular activities. **Guidelines for Potential Consequences:**

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

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

## 14. Disruptive Behavior

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

### Classroom and Other School Locations

#### Guidelines for Potential Consequences:

- **First Offense:** Up to 1-day dismissal from class or activity, restitution and mediation.
- **Second Offense:** Up to 3 2-day dismissal from class or activity, restitution and parent/guardian meeting.
- **Third and Subsequent Offense:** Up to 3-day dismissal from class/activity or suspension, restitution, parent/guardian meeting, and behavior contract. Referral to MTSS team for additional support and intervention.

## 15. Dress and Grooming

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

Inappropriate clothing includes, but is not limited to, the following:

- a) Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory, racist, sexist or otherwise degrading or sexually suggestive or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- b) Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups or supremacist groups is prohibited.
- c) Wearing clothing that does not cover shoulders, midriff, chest, or buttocks. Clothing that does not

cover undergarments, and undergarments that are worn as outer garments. Clothing that does not cover undergarments, and undergarments that are worn as outer garments. Clothing that does not cover the abdomen, chest or buttocks.

d) Wearing short shorts and short skirts, see-through pants and shirts are prohibited.

e) Wearing a costume face mask, sunglasses or wigs in school that would not allow the student to be identified is prohibited.

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

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

### **16. Driving, Careless or Reckless**

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

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

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

### **17. False Reporting**

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

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

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

### **18. False Fire Alarm or 911 Calls**

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

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

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

### **19. Fighting/Assault\***

Engaging in any form of fighting (regardless of who initiated the fight), assault, or inciting a fight/assault (including filming a fight or assault) is prohibited. Fighting/assault includes, but is not limited to, hitting, slapping, pulling hair,



biting, shoving, pushing, kicking, scratching or any other acts in which a student intentionally inflicts or attempts to inflict bodily harm on another person.

**Guidelines for Potential Consequences:**

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

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

## 20. Fire Extinguisher, Unauthorized Use

Unauthorized handling of a fire extinguisher is prohibited.

**Guidelines for Potential Consequences:**

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

## 21. Gambling

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

**Guidelines for Potential Consequences:**

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

## 22. Threat Group Affiliation

Threat/Hate group related behavior in the school is not allowed. Threat/Hate group related behavior in the school and community is antisocial, counterproductive and ultimately destructive. No student may join or solicit any other pupil to join, or become a member of any threat group. Threat/Hate group “representing” which is likely to cause others to be intimidated by fear of violence is uniformly disallowed in the school. This includes, but is not limited to, “wearing of colors” and “affiliation signs,” the use of graffiti emblems, symbolism, hand signs, slang, jewelry,

and clothing, etc. Group intimidation of an individual or individuals is expressly disallowed in the school environment, school sponsored events or locations with a nexus to the school environment.

**Guidelines for Potential Consequences:**

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

## 23. Harassment

### Physical, Verbal or Written

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

Any person who believes he or she has they been the victim of sexual, racial, religious, sexual orientation harassment or violence or any other form of harassment, offensive behavior or hazing by any staff member or student in the school district should report it to the principal or responsible adult in the building, such as a teacher, counselor, security monitor, dean, or advisor, who will then notify the building principal or designee of the allegation.

### Abuse - Verbal or Written

**Guidelines for Potential Consequences:**

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

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

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

**Guidelines for Potential Consequences:**

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

## 24. Hazing/Offensive Behavior

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

**Guidelines for Potential Consequences:**

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

## 25. Identity Falsification

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

**Guidelines for Potential Consequences:**

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



## 26. Insubordination

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

### Guidelines for Potential Consequences:

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

## 27. Littering/Lunchroom

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

### Guidelines for Potential Consequences:

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

## 28. Off-Campus/Unauthorized Areas

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

### Guidelines for Potential Consequences:

- **First Offense:** Restricted study, parent/guardian contact.
- **Second Offense:** Restricted study, parent/guardian contact, loss of privilege.
- **Third Offense:** Restricted study, loss of privilege and conference with parent/guardian. [Up to one day of In-school suspension](#)



## 29. Parking Regulations

### 29a. Parking Permit Regulations

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

#### Guidelines for Potential Consequences:

- **First Offense:** Written warning.
- **Second Offense:** Written warning and parent/guardian contact.
- **Third Offense:** Parent/guardian contact, 1-week parking suspension.

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

### 29b. Parking Without Permit Regulations

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

#### Guidelines for Potential Consequences:

- **First Offense:** Written warning.
- **Second Offense:** Written warning and parent/guardian contact.
- **Third Offense:** Parent/guardian contact, Fine of \$40 and wheel lock.

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

### 29c: Falsifying Permits

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

## 30. Personal Property/Nuisance Objects

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

#### Guidelines for Potential Consequences:

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

- **Third Offense:** Up to 3-day suspension, confiscation, and item returned to parent/guardian. \* Indicates disciplinary action assigned by the building administration.

### 31. Posting Disruptive Videos/Photos

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

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

#### Guidelines for Potential Consequences:

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

### 32. Pushing, Shoving, Scuffling

Physical contact such as but not limited to pushing, shoving, or scuffling that is not defined as an assault or fighting is prohibited. This also includes other physically intimidating contact (such as “slap boxing”) aimed at another

student. In the event that pushing, shoving or scuffling constitutes a fight or assault, the consequences for those violations will be imposed.

#### Guidelines for Potential Consequences:

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

### 33. Restricted Study

Failure to attend restricted study as scheduled.

#### Guidelines for Potential Consequences:

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

### 34. Robbery or Extortion

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



**Guidelines for Potential Consequences:**

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

### 35. Misuse of School Issued Technology

See i-Learn Expectation Section of Handbook

**Guidelines for Potential Consequences:** Violations of these expectations could result in any of the following: removal of technology usage, disciplinary action (restricted study or suspension, legal action, police referral.

Consequences for severe or multiple infractions may result in a recommendation for expulsion.

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

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

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

**Consequences:**

- **First Offense:** Up to 3-day suspension, police referral and restitution. \*
- **Second Offense:** Up to 5-day suspension, police referral and restitution. \*
- **Third Offense:** Suspension pending Suspension pending review by school & district administration for recommendation for expulsion, police referral and restitution. \* A recommendation for expulsion may be made for any cases of theft.

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

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

**Guidelines for Potential Consequences:**

- **First Offense:** Suspension pending Suspension pending review by school & district administration for recommendation for expulsion, and police referral.
- **First Offense:** Up to 3-day suspension, referral to outside agency, police referral \*\*For serious offenses, recommendation for expulsion may be considered
- **Second Offense:** Up to 5-day suspension, referral to outside agency, police referral \*\*For serious offenses, recommendation for expulsion may be considered
- **Third Offense:** Suspension pending review by school & district administration for recommendation for expulsion and police referral

## 38. Transportation

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

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

### Guidelines for Potential Consequences:

- **First Offense:** Warning given.
- **Second Offense:** Up to 3-day bus suspension.
- **Third Offense:** Up to 5-day bus suspension and conference with student, parent/guardian, transportation representative.
- **Fourth Offense:** 10-day bus suspension.

## 39. Trespassing

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

### Guidelines for Potential Consequences:

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

## 40. Vandalism

Defacing, cutting or damaging property, technology or telecommunication equipment that belongs to the school district, other students, staff members or other individuals is prohibited. **Guidelines for Potential Consequences:**

- **First Offense:** Restitution, up to 3-day suspension, and police referral.

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

## 41. Weapons

In accordance with federal, state, and district policies, no weapons are permitted on school grounds. Anyone who has reason to believe a weapon is on a school site, bus, or at a school-sponsored activity has a duty to report that information to the site administrator, police officer, or any adult supervisor. Possession is defined as, but not limited to, having a weapon on one's person or in an area subject to one's control in a school environment. Definition: A "weapon" means any object, device, instrument, or substance designed as a weapon or through its use is capable of threatening or producing bodily harm, or which may be used to inflict self-injury, including, but not limited to:

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

### Guidelines for Potential Consequences:

- Confiscation of the weapon (if it can be done safely)
- 10-day suspension pending recommendation for expulsion from school for a period of not to exceed one year (365 days).
- Notification to the police with recommendation to bring legal charges.
- Students with disabilities who violate the weapons policy shall be disciplined in accordance with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.
- A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she they accidentally has have 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 they immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

## 42. Unique Situations

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

## Additional Discipline Information

### Discipline procedures

1. **All disciplinary actions shall be processed pursuant to Eden Prairie High Schools' Discipline Policy and the requirements of the Minnesota Pupil Fair Dismissal Act.**
  - a. Any student who violates the District-wide Student Discipline Policy or a school Student Discipline Policy may be subjected to the consequences established in the student handbook.
  - b. Any student who violates the District-wide Student Discipline Policy or school Discipline Policy that has a potential consequence of dismissal from school for more than one school day shall have an informal conference with a school administrator. An informal conference is not required where the student is creating an immediate and substantial danger to himself or herself or to surrounding persons or property.
  - c. Any student who is being suspended from school for more than one day will be provided written notice containing: the grounds for suspension, facts giving rise to the dismissal, a description of the testimony, a readmission plan, and a copy of the Pupil Fair Dismissal Act. A copy of the notice will be personally served upon the student at or before the time the suspension is to take effect, unless the student will create an immediate and substantial danger to surrounding persons or property. The parents or guardians of the student shall be provided written notice of the suspension by mail within 48 hours of the informal conference. The parent or guardian's notice will include all the elements contained in the student's notice. The administration will make reasonable efforts to notify the student's parents or guardians of the suspension as soon as possible following suspension.
  - d. Any suspension that exceeds five days in length will be accompanied by an explanation to the superintendent listing the reasons why the suspension exceeded five days in length. e. All students who violate a school policy or rule that has a potential consequence of exclusion or expulsion will be given the opportunity to have a hearing over the issue of exclusion or expulsion in accordance with Minnesota law. (See Minnesota Statute §121A.40 to 121A.56.) f. A student who has been recommended for expulsion the second time should expect to receive more severe consequences.
    - g. If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening.
      - o Grounds for dismissal (121A.45):
        - willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements.
        - willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

- willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

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

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

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

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

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

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

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

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

10. **Under the influence:** The following behaviors would indicate that a student is under the influence: smells of alcohol or drugs, physical appearance, incoherent, staggering or unsteady walk, slurred speech or comatose. These

indicators of when a student is under the influence are not an exclusive list but are examples of the kinds of observable behavior or conditions that would be utilized in making such a determination.

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

## Definitions

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

may not be officially recognized by the school. Hazing is any activity that risks or affects mental or physical health, including physical brutality such as whipping or beating; activities such as sleep deprivation or weather exposure; consumption of alcohol, drugs, tobacco or other substance; intimidation or threats of ostracism, mental stress, embarrassment, shame, humiliation; or any illegal activity.

## **Volunteering**

### **District Volunteers**

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

## Parent-Teacher Organizations

The Parent-Teacher Organization (PTO) at EPHS is comprised of parents/guardians and staff working together to enhance your child's school experience. The group sponsors and also organizes a wide variety of volunteer programs. The PTO plans events that serve as fundraisers with money used for programs and curriculum supplements that directly benefit students.

## School Volunteers

**Opportunities:** EPHS offers a wide variety of volunteer opportunities that can vary by school year depending on need. Some of the possibilities include speaking in classes, assisting with school pictures, working in the resource centers, and working in the media center.

**Procedures:** Volunteer forms will be available in the "back-to-school packet" in the summer. Please fill one out and return it at any time. Volunteers are asked to follow the school security sign-in procedures. Staff are instructed to ask if they can help any visitor without a volunteer badge. This procedure has been developed in response to safety concerns. As you work with staff and students, information of a confidential nature may be shared with you. The problems, abilities, relationships, and confidences of students, their parents/guardians and staff should never be discussed with anyone who does not have a professional right or need to know. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school.

## Attendance

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

## Late Arrival/ Early Departure

Eden Prairie students arriving late or leaving early must have parents/guardians call the attendance line at 952-975-8001. The message should include the parent/guardian's name, student name, and reason for absence. Excused reasons for being late or leaving early will follow the same listing as excused absences. Early dismissal calls should be received a minimum of one hour prior to requested departure time.

## Excused Absences

The following reasons shall be sufficient to constitute excused absences:

1. Illness



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

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

### **Unexcused Absences or Truancy**

These are examples of absences that will not be excused:

1. Truancy which is an absence that is not approved by the parent/guardian and/or the school district
2. Any absence where the student/ family failed to comply with any reporting requirements of the school district's attendance procedures
3. Work at home
4. Work at a business, except under a school-sponsored work release program.
5. Vacations with family without prior notice and exceeding 5 days
6. Missing the bus
7. Oversleeping
8. Any other absence not included under the attendance procedures set out in this policy EPHS has an automated phone calling system that will contact a parent/guardian when a student has an unexcused absence to a class.

## **Tardiness**

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

### **Procedures for Reporting Tardiness**

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

### **Excused Tardiness**

Valid excuses for tardiness are:

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

### **Unexcused Tardiness:**

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

## **Consequences of Unexcused Absences**

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

## **Attendance Policy Definitions**

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

## Procedures for Excusing Students

Parents/guardians are encouraged to call the school prior to 11 a.m. each day their student is absent.

Parents/guardians must follow procedures for excusing students. A voice messaging system is available; the phone number is 952-975-8001.

- For Spanish: Si su hijo/a estará ausente por favor llame al 952-975-7068 para justificar la ausencia.
- For Somali: IImahaygu ma iman doono dugsigaa ama wuxuu Leeyahay ballan takjitar. Soo wac dugsigaa: 952-975-2444.

All absences must be called in within 48 hours; no absences will be excused after that time period. Students who are 18 years old are not allowed to call themselves in for attendance or early release.

Notes are not accepted. School will not accept calls from parents/guardians to excuse their student from missing a class for any reason while remaining in the building; this will be counted as an unexcused absence.

## Leaving School During the Day

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

## State Tournament Attendance

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

## Health

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

### Allergies (Animals, Fragrances, Latex)

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

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

## Health Conditions

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

## Health Services Information

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

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

## Homebound or Hospital Instruction

Homebound or hospital instruction is provided for children who are absent from school due to prolonged illness or disability. If your child is going to be absent longer than 15 school days, please contact the health office at (952) 975-8074.

## Illness

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

## Illness/Injury at School

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

## Immunizations Up-to-Date

Eden Prairie Schools is part of the "No Shots, No School" program. All students must have proof of vaccination to start school. Students who have special medical problems and cannot be vaccinated, or whose

parents/guardians conscientiously object, may receive legal exemption. Contact Health Services for assistance with accessing immunizations or to get information on exemptions.

## Insurance

The Eden Prairie School District does not carry accident, disability or medical insurance for students. Coverage is through the student's family medical coverage, including the cost of ambulance services. The district does carry public/general liability coverage for district premises and/or employee negligence.

MinnesotaCare health insurance is available for those families who qualify based on monthly income and family size. Questions about this plan can be directed to the School Nurse or Social Worker.

## Medications

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

- A physician's order/signature for medication during the school day
- Parent/guardian signature on a Medication Authorization Form or a note
- Medicine in original prescription bottle labeled with student's name, etc. Please ask the pharmacy to put prescription medication in two bottles completely labeled – one for home and one for school. Improper use of medications may be subjected to chemical violations.

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

## Notices

### Asbestos/Pesticide/Air Quality Notices

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

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



Eden Prairie Schools has developed an Indoor Air Quality (IAQ) Management Program as required by the Minnesota Department of Education. The program includes information for concerned parents, guardians, and staff regarding the IAQ in our schools as well as an overall building walk through inspection that is conducted in all school district buildings annually. The program also includes a written set of procedures that describe ways to correct the identified IAQ problems, prevent future problems, and respond to emergencies and concerns. More information on Indoor Air Quality can be found at:

<https://www.health.state.mn.us/communities/environment/air/schools/index.html>.

## **Background Checks, Employment**

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

## **Curriculum Content Review**

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

## **Fees**

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

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

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

## **Parent Right to Know**

If a parent/guardian requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following: 1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

2. Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications. 5. In addition, the school district will provide parents/guardians with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents/guardians if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

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

### **Pledge of Allegiance**

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

### **Release of Directory Information**

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

### **Student Records**

Eden Prairie Schools has adopted a policy about the rights of parents/guardians and students with respect to school records. This policy complies with federal and state laws guaranteeing the right to examine and challenge the contents of student records. The Minnesota Legislature has said that all school records are deemed private. This means that the district cannot release any information without permission except directory information. A

summary of census information along with grades and attendance data is stored electronically when students leave the school system.

## **Student Surveys**

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

## **Policies and Guidelines**

### **Bullying Prohibition**

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

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

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

### **Equal Education Opportunity**

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

### **Equal Employment Opportunity**

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

### **Harassment and Violence Prohibition**

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

## Hazing Prohibition

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

## Internet Acceptable Use Policy

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

## Nondiscrimination

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

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

## Notice of Violent Behavior by Students

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

## Search and Seizure of Student Possessions

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

## Tobacco-Free Schools

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

## **Weapons**

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

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

## **Wellness Policy**

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

## **Safety and Security**

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

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

- Follow all emergency directions given by school officials.



- Report to designated area for attendance and further instruction.
- Report any suspicious activity/behavior, concern or information immediately to school officials.

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

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

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

## Transportation

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

### Activity buses for EPHS

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

### Bus Assignment

The bus assignment process is as follows:

- **May** – Transportation Commitment Letters are emailed to families.
- **June** – Transportation Commitment Forms and payment are due. Families inform the district of how their student(s) will be getting to school the following year, so the district can plan appropriately for bus routes and pedestrian and vehicle traffic at each school. Pay-to-Ride payment is due by date on form.
- **End of August** – Student Bus Route Information cards (bus number, stop locations, pick-up and drop-off times) will be emailed to all students (including those who have requested and paid in full for transportation).

### Riding a Different Bus Home

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

### Rules and Consequences



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

### **Rules**

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

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

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

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

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

1. Stay away from the street, road, or highway when waiting for the bus. Line up at least three feet away from the street in an orderly fashion and wait until the bus stops before boarding.
2. Respect the property of others while waiting at your bus stop. Do not pick flowers or shrubs, throw stones, snowballs, litter, etc.
3. Keep your arms, legs, and belongings to yourself.
4. Do not use offensive or foul language.
5. Avoid standing in and blocking sidewalks and driveways.
6. No pushing, fighting, harassment, intimidation, or horseplay.
7. Do not run to the curb when the bus comes. Stay back until the bus is actually stopped. (A push at the middle or end of the line can send the front person into the bus or under its wheels.)
8. Older students should be helpful to younger ones.

### **Safety**

Eden Prairie Schools has a well-trained staff of drivers and our buses are very well maintained. We have an excellent safety record. Safety is everyone's responsibility. The majority of children injured in student transportation are not hurt on the bus but outside the bus. Students should be aware of the 10-foot area around



the stopped school bus referred to as the “Danger Zone.” Parents/guardians and community members are required by law to stop at least 20 feet from a bus with flashing red lights.

### **What’s allowed on the bus?**

Students may bring items such as musical instruments that they can hold in their laps or between their legs during the bus ride. Objects like balls, ice skates, and in-line skates must be stowed in a backpack or bag.

### **What’s not allowed on the bus?**

- Guns (including toy guns or look-alikes)
- Knives or other sharp objects
- Skis, ski poles, hockey or lacrosse sticks, bats, golf clubs, snow sleds (unless they roll up)
  
- Flammable Items
- Glass items
- Laser pens
- Balloons
- Any items of dangerous or objectionable nature

More information about Eden Prairie Schools Transportation Department, including detailed student and parent/guardian responsibilities, is available at [www.edenpr.org](http://www.edenpr.org).

Flammable items

# **Central Middle School Student Handbook 2022-2023**



**EDEN PRAIRIE SCHOOLS**

*Inspiring each student every day*

**\*Page will be deleted**

# Central Middle School Handbook

2022-2023

*Table of Contents: Click on the hyperlinks to view each section below*

<a href="#">Academic Success</a>	<a href="#">Communications</a>	<a href="#">Student Activities</a>
<a href="#">Student Life</a>	<a href="#">iLearn@EP</a>	<a href="#">Student Behavior</a>
<a href="#">Student Management Guidelines</a>	<a href="#">Volunteering</a>	<a href="#">Attendance</a>
<a href="#">Health</a>	<a href="#">Notices</a>	<a href="#">Policies and Guidelines</a>
<a href="#">Safety and Security</a>	<a href="#">Transportation</a>	

## **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. **Our expectation of all CMS students is that they are Safe, Responsible and Kind in and out of school.***

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

**Guidance:**

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

## Academic Success

### Advisor:

Advisor occurs daily and serves as a home base for students to build relationships with one another and their teacher. During this period, students engage in lessons focused on social/emotional learning, build a sense of community, provide academic support and students watch/listen to announcements. which celebrate students and staff across CMS as well as provide important information on upcoming school events.

The advisor/advisee system provides communication between teachers, students, and parents/guardians. A teacher from a student's team will be his/her advisor. Students meet with their advisor group at the start of their day on Thursdays. The advisor takes attendance, shows Monday Announcement Video keeps students informed of important school events, and shares information from teachers about classroom achievements and behavior

### 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-Development Services:**

Central Middle School serves as a bridge between elementary gifted services and the many advanced and/or enriched offerings at the high school level. As in the elementary schools, throughout the middle school experience, CMS offers enrichment and extensions. ~~in the regular classroom curriculum. CMS offers enriched classes in four three areas--Math, English, Science and Social Studies--for students who are interested in an extra challenge.~~ Prior to registration for each school year, a parent/[guardian](#) informational meeting about enriched [Gifted and Talent Development](#) programs ~~is~~ **will be** held at [CMS Central Middle School](#).

### **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/umt ymp>

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/[guardians](#) 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 family](#), 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/[guardians](#). 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.~~

~~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.~~ 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	83-8	80-82	77-79	73-76	70-72	67-69	63-66	60-6	0-59
%	%	%	9%	%	%	%	%	%	%	2%	%

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

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

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



### **Student of the Month-Quarter:**

The “Student of the **Month-Quarter**” program recognizes ~~approximately 35 6th, 7th and 8th grade~~ students each ~~month~~ quarter for their overall performance at **CMS Central Middle School**. These students will receive ~~their pictures placed in a display case in the 200 hall, and~~ a letter explaining the honor, ~~and a letter will be sent home to their family as well~~ **will be sent emailed to their parents/guardians**. A “~~s~~Student of the ~~month~~ **Quarter**” breakfast is held ~~three-four~~ times per year to celebrate ~~their this achievement~~ **these students**.

### **Homework:**

Central Middle School believes that it is essential for middle school students to develop good study and homework habits. ~~The school~~ **We** also ~~believes~~ **believe** parents/guardians ~~can~~ **should** 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 Honesty: Integrity:**

If a student uses someone else’s words or ideas in ~~his/her~~ **their** work ~~and presents it as their own~~, 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 loss~~ **result in -of credit and/or in loss of credit and potentially** 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-. We designate each team by color (~~Jade, Magenta, Turquoise, Cobalt, Navy, Crimson, Indigo, Green, Purple, Aqua, Orange and Maroon~~) with each team consisting of about 150-180 students and seven to nine teachers. ~~Randomly~~Students are randomly placed on teams by their elective choices, and 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.

## Communications

### **Alerts:**

The district has the ability to call and email all district families. In order to help ensure that you receive these important messages, please access Campus and make sure that we have the correct email address and phone numbers ~~for us to use~~. Log in using your username and password and click “edit profile.” Contact us with questions at (952) 975-7094 or [helpline@edenpr.org](mailto:helpline@edenpr.org).

### **Publications:**

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



**Contacting Your Student:**

If ~~parents~~parents/guardians 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~~Parents/guardians can get a message to their student by calling the main office. If students ~~are do~~ not ~~abiding~~abide by the personal electronic devices policy ~~during are observed using their cell phones during~~ the school day, ~~the~~their ~~phone~~device will be confiscated, and parents/guardians of the student will be responsible for picking up the ~~phone~~device after the school day.

**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 or after school. ~~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 in to Campus to verify that your information is correct. If you cannot access your parent portal, please contact the technology help desk at (952) 975-7395.

**Weather-Related Closing:**

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

Additional Resources:

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

If school is dismissed early, students will be told to go home on their regular buses – please be sure your student has a backup plan in place. Students may not remain at school. If school is dismissed early, the building will be closed for after-school and evening activities (such as sports, PTO meetings, and community education classes). If your student goes to an after-school program at a location other than school, please check with them regarding their closing policy. ~~Again, have a backup plan in place.~~



## Parent and Student Information

### **Website:**

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

### **Conferences:**

Eden Prairie Schools recognizes the importance of [parents/guardians](#)[families](#) and [teachers](#)[staff](#) 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](#) and ~~students/~~[parents/guardians](#) 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, [counselor](#) or advisor ~~sooner rather than later~~ to ~~begin finding~~ [determine](#) a solution.

### **Curriculum Nights:**

~~Each team plans a~~ Curriculum Night will be hosted by grade level in September. At Curriculum Night, teachers share information about various ways the school communicates with [parents](#)[families](#), 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/guardians](#), [teachers](#)[staff](#), and students work together to build a positive learning environment. Communicating with students and [parents/guardians](#) about student progress, school events, and classroom activities builds and maintains the learning environment. All 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](#)[staff](#):

- Utilize email and voicemail whenever possible to contact [teachers](#)[staff](#); you can expect a response within one working day.
- Call the [teacher](#)[staff member](#) in advance to schedule a face-to-face meeting.
- Strive to resolve a conflict directly with a [teacher](#)[staff member](#) 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/[guardians](#) to enroll in Schoology ~~to~~[also](#), as it is another way to be informed about your student's education.



## Safe and Supportive Schools



## Student Life



### **Backpack/Handbags:**

Because of space and safety concerns, students are not allowed to carry backpacks during the school day. Students may use a backpack to transport books and belongings to and from school. Backpacks must remain in the student's lockers between 9:20 a.m. and the end of the school day. Handbags smaller than a school textbook may be carried at school. Exceptions to this policy may be granted to students with special circumstances.

### **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~~[or](#) school success. If parents/[guardians](#) or students need information, support, or skill-building during the year, please consult their ~~team~~[student's](#) counselor.

Please also note [the](#) "Outside Resources for Teens" under the Health section of this handbook.

### **Dress:**

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

- A. Wearing shorts that are an inappropriate length, shirts with bare midriff or shirts with shoulder straps less than 2 inches (i.e. tank tops) are not acceptable.
- B. Going barefoot, wearing slippers, or wearing pajamas is not acceptable.



- ~~C. Hats, gloves, sunglasses, and jackets are not allowed during the school day. Students must store these items in their lockers.~~
- ~~D. Clothing with obscene language or symbols, or symbols of drugs, tobacco, sex, alcohol, or 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/Cell Phones:**

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~~ **are not** 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 while 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.~~, **but still must store them out of sight while at Central Middle School.** 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

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

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



### **Lost and Found:**

If a student finds 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. In general, at each quarter break, CMS will donate any items left in the “Lost and Found”.

### **School Store:**

The CMS mobile school store is located in the 320 FLEX space. 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 Central Middle School administration.

### **Student ID:**

At the Open House events in August and September, 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/guardians 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. ~~Advisors will provide guidelines for the use of tape, standards of cleanliness and care, and posting of pictures or other materials that may constitute harassment.~~

The best way to prevent locker theft is to lock lockers. Students should not share a combination or locker with anyone (even a friend). Lockers are provided for student convenience but are not to be considered secure. Therefore, students should not leave items of value in their lockers unless they are willing to accept the risk of loss. School lockers are the



property of the school district. School authorities may conduct inspections of lockers for any reason and at any time without notice or consent. If a student defaces or damages a locker, he or she will be responsible for cleaning it or paying for damages. More information can be found under the Search Policy heading in this handbook.

Students are only allowed to decorate for birthdays before school from ~~9:15-9:25~~ ~~7:30-7:40~~ a.m. ~~or after school from 4:07-4:20~~ ~~2:15-2:30~~ p.m. Locker decorating must be contained to the individual locker. Decorations must be school appropriate. ~~and not include balloons.~~

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

### 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 AM~~ ~~7:50~~ or during the first class of the day with teacher permission. ~~Advisory time at the beginning of the day.~~

**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). Lunch 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 Schools or using the online FeePay system for parents/[guardians](#) to add funds to student meal accounts. It is the same system used to pay activities fees, sports fees, and transportation fees. Parents/[guardians](#) log into the [parent/guardian 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. ~~Tardies to lunch or skipping lunch will carry the same consequence as being tardy or truant from class. The same school rules regarding hats, coats, cell phones, or electronic devices apply in the lunchroom as in the classroom and all other parts of the building.~~ ***iPads are not allowed in the lunchroom.***

**Rules:**

- Keep hands, feet, and objects to self.
- Follow directions from both kitchen and lunchroom staff.
- Do not cut in line.
- Stand in line only if buying a meal.



- Please keep money in student accounts as they are not allowed to charge.
- Be on time.
- Students are not allowed to leave the lunchroom without permission.
- Be responsible for keeping the 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/Guardians 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 at (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.

## iLearn@EP

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 pictures 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 ~~tolerated~~. 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, with the support and permission of parents may install apps or other content having an educational purpose on their iPad. Applications or content that does not have an educational purpose and is disruptive to the educational process or at home will be removed from the device.~~ **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 that 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~~ they 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 ~~their~~ 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 ~~\$400.00~~ **\$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

## Student Behavior

### Expectations of Adults and Students

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

#### **Adults will:**

1. Create a balanced approach for all learning
2. Create a climate for learning that include:
  - 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 they 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 that the 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 an office referral as ~~as~~ deemed necessary.

## Student Management Guidelines

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

### **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 teacher.
- Second Offense:** Parent/guardian contacted by teacher. ~~documentation~~ 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:**

- a. **First Offense:** Dean Conference, parent/guardian contact.
- b. **Second Offense:** Dean conference, parent/guardian contact, possible bus suspension. Detention.
- c. **Third Offense:** Dean conference, parent/guardian meeting, bus suspension.
- d. 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:**

- a. **First Offense:** Up to 3-day suspension, confiscation, police referral, chemical health referral.
- b. **Second Offense:** Up to 5-day suspension, police referral.
- c. **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:**

- a. **First Offense:** Possible Suspension or ISS. Restorative Practice/Mediation.
- b. **Second Offense:** Up to 3 day suspension. Restorative Practice/Mediation. Parent/guardian meeting with staff and student.
- c. **Third Offense:** Up to 5 day suspension. ~~Parent meeting.~~ Parent/guardian meeting with staff and student. Possible referral for expulsion.



### **Cell Phones:**

Cell phone use during the school day is prohibited unless permission is otherwise granted by a staff member. If a message is to be relayed to a student during the school day, parents or guardians should contact the main office. The use of cell phones or other video recording devices in bathrooms and locker rooms is strictly prohibited.

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

- a. **First Offense:** Conference with Dean, confiscation of phone.
- b. **Second Offense:** Phone to be picked up by parent/guardian.
- c. **Third Offense:** Phone to be picked up by parent/guardian, and 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:**

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.

Dress and/or 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,~~ **abdomen**, 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 **costume** face mask, ~~hood, sunglasses~~ or wigs in school that would not allow the student to be identified is prohibited.



- f. ~~Wearing or carrying any headwear, except for legitimate religious or medical reasons during the day without permission from school administration is prohibited. Headwear is defined as any object which covers one's head, all or in part, including but not limited to bandanas, headbands, hats, hoods, and do-rags.~~

If necessary, parents/guardians may be called to bring appropriate clothing to school.

### **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 (**including filming a fight or 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.

### **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" and "neck slapping"**) aimed at another student. In the event that pushing, shoving or scuffling constitutes a fight or assault, 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.~~

~~**Third Offense:** Dean conference, detention, parent/guardian meeting.~~

### **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. ~~iPods may be in possession and used outside of academic areas, provided the use is not disturbing to others.~~ Skateboards, in-line skates and scooters must be kept in 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,~~ anyone without their prior consent. ~~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.~~ anyone without their prior consent. 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. **if recordings or photographs are made without approval or they substantially disrupt and interfere with school, the video must be removed and consequences provided.**

**Guidelines for Potential Consequences: (refer to ilearn + personal devices)**

- a. **First Offense:** Possible Suspension or ISS. Restorative Practice/Mediation.
- b. **Second Offense:** Up to 3 day suspension. Restorative Practice/Mediation. Parent/guardian meeting with staff and student.
- c. **Third Offense:** Up to 5 day suspension. Parent meeting. Parent/guardian meeting with staff and student. Possible referral for expulsion.

**~~Subsequent Offense:~~** Up to 3 day suspension, offending posting must be removed.

**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, [vaping](#), 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/[guardian](#) 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 they accidentally has have 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/guardians will be notified when a student is assigned a consequence.

**Structured Day:**

Students in violation of following school wide expectations will have an administrator enter their classroom to assist with issues that arise during the school day. Students will reflect on the incident that occurred and develop a plan to ensure success in the classroom or other designated area. Families will be notified of the occurrence and plan. If



distractions continue, the student will be assigned a structured day(s), completing classroom assignments in a designated space. Negative behavior that persists after all proactive measures have been made could result in, but not limited to:

- Meeting with the student, parent/guardian, administrator and classroom teacher to develop a behavior contract that is agreed upon by all parties
- Parent will shadow their student for a school day
- Suspension

**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 an administrator. 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 may give them additional work to complete.

## Volunteering

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

**Parent-Teacher Organizations:** The [Parent-Teacher Organization](#) (PTO) at Central Middle School is comprised of parents/guardians 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/guardian 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. All volunteers are required to have a background check and orientation prior to volunteering at Eden Prairie Schools.

**Opportunities:** Central Middle School offers a variety of volunteer opportunities for parents. A current list of volunteer needs is posted on the CMS website. There is a place for you to volunteer at Central Middle School whether you have an hour or a day to share with our students and staff. Fill out the volunteer form available on the website and drop the form off at CMS, mail it or e-mail it to the school.



~~**Procedures:** Volunteer forms will be available at your school at the beginning of the school year. Please fill one out and return it at any time. Volunteers are asked to follow the school security sign-in procedures and may be required to complete a background check. Staff are instructed to ask if they can help any visitor without a volunteer badge. This procedure has been developed as a proactive safety measure. As you work with staff and students, information of a confidential nature may be shared with you. The problems, abilities, relationships, and confidences of students, their parents, and staff should never be discussed with anyone who does not have a professional right or need to know. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school.~~

## Attendance

Eden Prairie Schools values attendance. We believe that every student should be in school every day. Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. Class attendance is a joint responsibility to be shared by the student, parent/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/[guardian](#) needs to call the school attendance line prior to, or the day of the absence. The parent/[guardian](#) needs to state when the child will be absent and explain the reason for the absence. Students whose absences are excused are required to make up assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students who accumulate excessive absences, even when excused, will work with the school staff and parents/[guardians](#) to develop a plan to assure attendance at school daily. 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/[guardian](#), student and the Hennepin County Attorney's office [be@school](#) program and follow the three-day notification and six day Parent Group Meeting process.



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~~ **their** 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/guardian clearing the student for participation that day. The note must be given to the coach or advisor before the student participates in the activity or program.
5. Students who miss school regularly due to enrichment activities must seek prior approval in order for those absences to be excused. Families for whom this applies may contact the building principal for further information.

## Health

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

**Allergies (Animals, Fragrances, Latex):** Animals and pets are not allowed to visit inside schools without principal permission and specific policy requirements. This policy is in place because of student and staff health needs and air quality issues. Some exceptions may be made; please check with the principal before bringing any animals into the classroom. Eden Prairie Schools encourages a fragrance aware and latex limited environment. “Fragrance Aware” means that we will try to have a fragrance and scent-free environment. “Latex Limited” means that no latex gloves or latex balloons are allowed.

**Health Conditions:** The school nurse will work closely with students who have an acute or chronic health need such as asthma, cancer, diabetes, allergies, or other illness. Parents/[guardians](#) 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/student 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/guardian 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/their 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/guardians conscientiously object, may receive legal exemption. Contact Health Services for assistance with accessing immunizations or to get information on exemptions.

**Insurance:** The Eden Prairie School District does not carry 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/guardians requesting that prescription or non-prescription medication be administered during school hours are required to provide:

- A physician’s order/signature for medication during the school day
- Parent’s/guardian’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/](http://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](http://www.aaminneapolis.org)
- Family & Children’s Services                    952-884-7353
- Mental Health Association of MN                    612-331-6840, [www.mentalhealthmn.org](http://www.mentalhealthmn.org)
- Narcotics Anonymous [www.twincitiesna.org](http://www.twincitiesna.org)
- Move Forward                    952-988-8336, [www.moveforward.org](http://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](http://www.cornerstonemn.org)
- Casa de Esperanza Crisis Line                    651-772-1611, [www.casadeesperanza.org](http://www.casadeesperanza.org)

**Notices**

**Asbestos/Pesticide/Air Quality Notices:** The Environmental Protection Agency requires school districts to annually notify parents, guardians, and staff about the presence of asbestos in district facilities as well as planned abatement activities. Eden Prairie Schools performs routine six-month periodic inspections of all asbestos-containing building material to ensure materials are in good condition. Records of these inspections are available for viewing in each building maintenance office and the Facilities and Safety Department at the Administrative Services Center. Anyone is welcome to review these plans with prior notice during normal working hours Monday through Friday. ~~No planned asbestos abatement is scheduled for the 2015-2016 school year.~~ If you have any questions or concerns, please contact



the district's Asbestos Designated Person, ~~Jim Anderson~~ Kyle Fisher, at 952-975-7126. ~~More information on Asbestos can be found at: [www.epa.gov/asbestos/pubs/asbestos\\_in\\_schools.html](http://www.epa.gov/asbestos/pubs/asbestos_in_schools.html)~~

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

~~[www.mda.state.mn.us/en/plants/pestmanagement/ipm/ipmschools.aspx](http://www.mda.state.mn.us/en/plants/pestmanagement/ipm/ipmschools.aspx)~~

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

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

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

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

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.



- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

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

**Parent-/Guardian Right to Know:** If a parent-/guardian requests it, the school district will provide information regarding the professional qualifications of his/her/their 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-/guardians with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents-/guardians if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

**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/Parents/guardians or students of majority age who do not want directory information released for internal and/or external use must notify the district in writing by October 1.



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

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

## Policies and Guidelines

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

**Distribution of 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.

## Safety and Security

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

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.

### Before and After School Expectations

CMS school hours are 9:25-4:07. Students are not permitted to loiter around the building before or after school. Students may enter the building beginning at 9:15 AM. If a student needs to enter the building prior to this time they must be enrolled in Eagle Zone, our before school program or have a signed note from a classroom teacher. Any student staying after school must be enrolled in an after school activity. Violation of these expectations will result in school consequences.

## Transportation

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

**Activity buses for CMS:** An after-school activities bus is provided on a limited basis for students in grades 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. ~~Four bus routes are provided Monday-Thursday.~~ Route maps are posted at CMS. Students may have a longer ride and be dropped further from home than their normal bus stop.

**Bus Assignment:** The bus assignment process is as follows:

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



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

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

**Rules:**

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

**Grades ~~6-7~~-12 Consequences (listed in order of severity):**

1. Warning given, may be assigned discipline seat—may involve school consequences
2. One- to three-day bus suspension
3. Five-day bus suspension, conference with student, parent, school, driver, and Transportation Department
4. Ten-day bus suspension
5. Loss of bus riding privileges for the remainder of the school year. There will be no mid-year forgiveness period for students in grades ~~6-7~~-12. Severe behavior moves immediately to step 3, 4, or 5 at the administrator's discretion based on the severity of the action and/or previous bus violations. School Student Management Guidelines may also be enforced when appropriate.

**Rules at the Bus Stop:**

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



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

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

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

- Knives or other sharp objects
- Skis, ski poles, hockey or lacrosse sticks, bats, golf clubs, snow sleds (unless they roll up)
- Flammable items
- Glass items
- Laser pens
- Balloons
- Any items of dangerous or objectionable nature

More information about Eden Prairie Schools Transportation Department, including detailed student and parent/guardian responsibilities, is available at [www.edenpr.org](http://www.edenpr.org).

# **Elementary School Student Handbook 2021-2022**



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

**\*Page will be deleted**

# Elementary School Handbook

~~2021-2022~~ **2022-2023**

*Table of Contents: Click on the hyperlinks to view each section below*

<a href="#"><u>Academic Success</u></a>	<a href="#"><u>Communications</u></a>	<a href="#"><u>Safe and Supportive Schools</u></a>
<a href="#"><u>Student Life</u></a>	<a href="#"><u>iLearn@EP</u></a>	<a href="#"><u>Volunteering</u></a>
<a href="#"><u>Attendance</u></a>	<a href="#"><u>Health</u></a>	<a href="#"><u>Policies and Guidelines</u></a>
<a href="#"><u>Safety and Security</u></a>	<a href="#"><u>Transportation</u></a>	

## Academic Success

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

### **HOMEWORK:**

Homework, when connected to learning targets, goals and objectives to what students are currently learning in class, is an important part of your child's education. Homework assignments are not included in a student's achievement grade but are considered opportunities for students to do independent practice, review and apply knowledge. Homework enhances a student's ability to reach a level of expected proficiency for knowledge and skill acquisition appropriate to the student's instructional level.

Guidelines on the amount of independent practice done at home will vary from grade to grade and subject to subject. The amount of daily homework/independent practice varies from 10 minutes (Kindergarten) to 50 minutes (fifth grade).

The following are suggested for homework:

Kindergarten	10-15 minutes
Grades 1 and 2	10-25 minutes
Grades 3 and 4	20-30 minutes
Grades 5	30-50 minutes

**Daily Reading:** Literacy is the foundation of all student achievement. All students should also spend at least 15-30 minutes each day reading.

**Unfinished In-Class Assignments:** There may be times when a student does not complete a portion of an in-class assignment or project. When that occurs students may need to complete the assignment at home in order to stay on track with the next day's content and learning objectives.

### **FAMILY INVOLVEMENT:**

Learning at Home: Research supports that families are the earliest and ~~the~~ most significant teachers in a child's life. A child's value of education and lifelong learning is also impacted by teachers, caregivers, and outside influences. Families know their child best and can 1.) Help foster learning by linking current and past experiences, 2.) Ask questions that help the child reflect, and 3.) Support the child's growing knowledge of self and what works best for him or her. More information about how families can take an active role in their students' education can be found at [www.edenpr.org](http://www.edenpr.org).



## STUDENT SUPPORT SERVICES

### Multilingual English Learners

**English Language Services:** Specialized English language instruction is available at each school to support Speaking, Listening, Reading and Writing for multilingual English Learners.-Students are served both in their core classes, and in supplemental instruction, depending on each student’s linguistic needs. In addition to specialized services, enrichment occurs within the classroom through teacher differentiation of curriculum and instruction for our multilingual learners.

### Psychologist

Each elementary school has a school psychologist. Our school psychologist is involved with children, families, and school teams to support students and their educational programming needs.

### Intervention Teachers

These specialists support students with high-quality instruction in foundational skill development in the areas of reading and/or math.

### Social Workers

Each elementary school has a school social worker whose role is to support the social-emotional learning and growth of children. The school social worker works with families, teachers, and other staff to support student needs related to social-emotional, behavioral, and academic progress. Social Workers also support connections between families and outside agencies for mental health-related needs.

### Special Education

Special Education services are available to any student eligible for specific disability services as defined by state and federal law. Disability areas include speech/language, emotional behavioral disorders, other health disabilities, physically impaired, traumatic brain injury, visually impaired, deaf/hard of hearing, specific learning disabilities, autism spectrum disorder, visually impaired, cognitive disabilities, and severely mentally impaired.

- A student may also be eligible for services because of a specific developmental delay through age seven.
- Students may be referred for a Special Education assessment by parents or teachers.
- Parents will be involved in a review of the evaluation and the decisions regarding eligibility and services.
- Services are described through the development of an Individual Education Program Plan (IEP). Students are served in accordance with district, state, and federal guidelines.

## PERSONALIZED LEARNING

### Assessments

**The Eden Prairie Assessment System** fosters the careful selection of the right assessment at the right time in a tiered decision-making process to improve learning and achievement for each student. District-wide, assessments are used to evaluate curriculum and instructional effectiveness. Individually, the **assessments tests** are used to evaluate each student’s progress towards the achievement of benchmarks and standards. **Assessment Test** results are shared with parents through various means including at conferences.

- **FAST (FastBridge Learning)** assessments are administered to K-5 grade students in the fall, winter and spring.



- **MCA-III (Minnesota Comprehensive Assessment)** in Math and Reading are given to all 3-5 grade students in the spring. The Science MCA is given to fifth grade students in the spring.
- **CogAt 7** assessments will be administered to all students, grades two and four in February. Information from assessment is used as part of the identification process for Key and Mosaic Programming.
- Other assessments may be administered to some students at various times of the year in order to monitor progress.

### **Gifted and Talented Development Services**

Eden Prairie Schools have 4 Levels of Service in the elementary grades:

#### **Level 1 - Enrichment for All**

All students receive enrichment learning opportunities within the classroom through differentiation of curriculum and instruction by the classroom teacher.

#### **Level 2 - Young Scholars and Content-Specific Enrichment Groups**

Young Scholars is a pull-out program designed to develop the gifts and talents of students based on the need for access to resources and experiences, affirmation of their potential in both self-confidence and academic success, and advocacy to further develop their potential. Content-Specific Enrichment Groups are designed to develop gifts and talents of students in regards to specific subject areas. Both of these programs are taught by our GT Specialist teachers who have a propensity and passion for Gifted and Talented Education.

#### **Level Three - Key - Pull Out Program Integrated into School Day**

Key is a program for gifted and talented students in second through fifth grade. Key students engage in rigorous enrichment lessons that focus on elements of depth and complexity, critical thinking skills and advanced topics. Parents or teachers may recommend a child for the Key program. Students who are recommended are assessed using multiple measures of both ability and achievement. A district team then reviews and evaluates the data to determine if criteria is met for programming. The Key Program is taught by our GT Specialist teachers who have a propensity and passion for Gifted and Talented Education. Students in the Key program still receive enrichment opportunities within the classroom through differentiation of curriculum and instruction by the classroom teacher. The Key program is different from the Mosaic program.

#### **Level Four: MOSAIC - Full Day Program for Highly Gifted Learners**

Mosaic is a full-day self-contained classroom program for highly gifted students; with classes at Eden Lake Elementary and Prairie View Elementary. This program provides a challenging curriculum at an accelerated pace while meeting the unique academic and social/emotional needs of highly gifted learners in a supportive educational environment. Our Mosaic classes serve students in third through fifth grades that meet district criteria for programming. There is an application process and a search process as well as criteria for entrance into the Mosaic program. The district also has an acceleration policy for core subjects in rare instances where subject or grade acceleration best meets the student's educational needs.



### **Curriculum Content Review**

General information about the district elementary curriculum can be found at <https://www.edenpr.org/academics/curriculum>. The district has specified the following procedure for a parent, guardian, or adult student (18 years or older) to further review the content of curricular materials, address concerns, and propose alternative instruction for an individual student. There are three potential action steps, beginning with an informal meeting of the adult and the educator(s) responsible for delivering the curriculum in question. If the concern is not resolved, it will be taken to the building principal. If resolution cannot be reached. There, the building principal will notify the district Personalized Learning Department of the concern, and a meeting will be convened involving the parent/guardian/adult student, the site principal, and the appropriate district representatives to discuss the matter further and work to determine a course of action.



## **Communications**



### **Alerts**

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

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

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

### **Publications**

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

**District Communications:** To ensure you're receiving electronic communication from the district and your school, log onto the district website, [www.edenpr.org](http://www.edenpr.org). You can update your email address and cell phone number yourself by logging into the parent portal and [clicking](#) on "Family Members". Make the necessary changes and click "Update" in each cell that you change. If you have moved or changed your primary home phone number, please contact your students' schools to have that information updated in the system.

### **School Communications**

Each school uses electronic communication. Communication includes news on upcoming events, school expectations, and reminders. Classroom teachers also keep parents informed with electronic communication through the Campus Parent Portal Schoology, and e-mail. This information is also posted on your school website and can be obtained through requested hard copy.



### **School Information Supplies**

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

### **Contacting Your Child**

Call the main office at your child's school if you need to contact your child during the school day. It is important that families you contact their your child's school before 2 p.m. if there are changes to the your child's after-school routine that affects their mode of transportation. Arrangements for transportation, visiting or going home with another child, or other social reasons should be arranged before the child leaves home in the morning. We cannot guarantee teachers will see emails or receive voicemails ~~regarding~~ due to end-of-the-day routines; for this reason, we do not recommend contacting the teacher during the school day as they may not read or hear the message in time. Students are not permitted to use cell phones during the day.

### **Student ~~Telephone~~ Personal Devices / Cell Phone Use**

For safety purposes, cell phones, apple watches, gizmos, etc. should be left at home. Should there be a need for a student to bring a personal device or phone to school, a plan for phone security should be determined by the teacher and family. Cell phone use at school should not occur at any time unless authorized by the classroom teacher or other school official.

Families ~~Parents~~ should not contact their children (via personal or school issued device) by ~~via~~ texting, emailing, personal calls, etc. during the school day. All family to student communication during school hours should be done through school officials (office staff, teachers, etc.).

Students who are ill must visit the Health Room prior to being dismissed from school. Students must not make direct contact with families (via electronic device or cell phone) to be picked up for early dismissal.

### **Registering Your Child**

If your child attended an Eden Prairie School last year, they will automatically be registered for the current school year and you will receive information from your child's teacher prior to the beginning of the school year. Preschool children who are listed on census information will automatically be sent kindergarten registration information. Census information forms are sent out each year via the district office.

**New Families:** If you are new in the area, please contact our District Central Registration Office for registration materials. You may either pick up the forms at the Administrative Services Center or call 952-975-7008 and have them mailed to you.

### **Steps to Follow if Questions/Concerns**

Throughout the school year, situations at your elementary school may bring about questions or concerns for students or families. The process described below is structured to promote resolving situations quickly to the satisfaction of all parties involved. This process also encourages those people closest to the situation to examine and develop solutions to concerns. A positive resolution of these situations enhances communication, builds trust between members of the school community, and benefits the educational program for the students.



**Please follow the steps below if you have a question or concern:**

- **Step 1 – Contact the appropriate staff member:** The first step in resolving a concern is to discuss it with the staff member(s) most closely involved. Most likely this is your child’s classroom teacher. More than 95 percent of all questions or concerns are resolved at this level.
- **Step 2 – Contact the principal:** If your question or concern remains unresolved, contact the building principal. **Building principals** are He/she is the instructional leaders in charge of the school and the person responsible for handling questions or concerns regarding the school’s operation. The principal can share school information and explain procedures, guidelines, and policies. **They are** He/she is available to listen and support your **child** student and family.
- **Step 3 – Contact the appropriate district administrator:** If the previous steps have been unsuccessful, contact the appropriate district administrator or the Associate Superintendent. We sincerely hope that we can work together to solve problems as they arise. Please know we believe clear, open, honest, and two-way communication is the key to promoting positive home-school connections.

**Weather-Related Closing**

Distance Learning days may only be used for instances where inclement weather prevents students from attending school on-campus; may be counted as an instructional day, included as hours of instruction, and for up to a maximum of 5 days in one school year.

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

Additional Resources:

- Website: [www.edenpr.org](http://www.edenpr.org)
- Radio: WCCO radio (830 AM)
- Phone: (952) 975-7000
- TV Channels: 4, 5, 9, and 11

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

**Website**

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

**Conferences**

Eden Prairie Schools recognizes the importance of families and teachers working together. Families and teachers



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

### End of Semester Report Cards:

End of semester report cards will be available online by logging onto the district website, [www.edenpr.org](http://www.edenpr.org), with your username and password.

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

## Safe and Supportive Schools

### Student Behavior: Expectations of Adults and Students

#### Safe and Supportive Schools

Eden Prairie Schools believes each student, regardless of age, race, gender, ability level, religious beliefs, national origin, sexual orientation (actual or perceived), or physical attributes, deserves the right to be educated in an environment that does not interfere with their educational opportunities or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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. 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. **Bullying does not refer to a one-time argument or disagreement between students.**

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

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



cyber-bullying has occurred the same protocol will be followed. Cyber-bullying may take place on or off school property.

### **Expectations of Adults and Students**

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

Behavioral expectations specific to all areas of school, for example, classrooms, hallways, bathrooms, lunchroom, playground, and school buses, are taught at the beginning of the school year. Behavior expectations are re-taught and positively reinforced throughout the year to promote a safe, welcoming, and engaging learning environment for each child.

If students demonstrate inappropriate behavior at school, an adult will seek to understand what happened, support the child in reflecting on their behavior, and provide opportunities for restoring relationships, as applicable. In addition, specific consequences may be applied; parents may be contacted, depending on the nature of the behavior, frequency of the behavior, and severity of the specific incident.

Adults will:

1. Create a balanced approach for all learning.
2. Create a climate for learning that includes:
  - **Providing** ~~Providing~~ opportunities for students to explore and construct their learning through student choices, practice, trial, error and reworking
  - Knowing the students culturally, and individually, by being fully cognizant of their individual strengths and interests
  - Co-creating classroom rituals that maximize learning bell-to-bell
  - Creating a climate that respects difference and allows for multiple perspectives without hurting others
  - Fostering opportunities for students to take responsibility for academic, social, and emotional expectations in monitoring their self-control
  - Responding to unexpected behaviors in restorative ways that support accountability and healing to rebuild the learning community

Students will:

1. Participate fully in the learning experience, including curricular, co-curricular and extracurricular activities, from the moment he/she is on the bus until s/he is returned home, at all district activities and events.
2. Participate actively in the learning experience by being fully engaged, fully prepared, raising engaging questions, and effectively and positively communicating with all students and staff.
3. Participate actively in the learning experience by sharing information about themselves—strengths, weakness, and culture to create common bonds in curricular, co-curricular and extracurricular activities.



4. Participate actively in the learning experience by respecting differences while asserting perhaps a divergent viewpoint, doing so without harm to the other students, staff, team, other leader, and property.
5. Demonstrate empathy (knowing others) to build fruitful relationships that create a cohesive learning opportunity for all and through self-control behave in an ethical manner from the moment he/she is on the bus until s/he is returned home.

**If a student is unable to demonstrate how to be Safe, Responsible, and Kind and disrupts the learning for other students, adults may:**

- Redirect and re-instruct to ensure that student fully understands the expectations
- Work in partnership with family, students, staff and other significant adults to restoratively determine additional strategies and/or consequences
- Refer to Peer Mediation, Conflict Resolution or other restorative processes
- Consider removal from class, possibly through suspension or expulsion

**Severe Behavior**

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

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

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

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

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



## Student Life

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

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

### **Before and After School Enrichment: Targeted Services Program**

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

In partnership with Community Education, the Targeted Services program offers an opportunity for students to strengthen their literacy, math, and social-emotional skills before or after school. This engaging, hands-on program is taught by licensed Eden Prairie teachers with small groups of students to build their academic skills in a fun and unique way. To participate, students must be recommended by their classroom teacher. For more information and to learn about current Targeted Services opportunities, please contact our Community Education team at 952-975-6940 or by email, [EPIC@edenpr.org](mailto:EPIC@edenpr.org).

### **EPIC Classes (Offered through Community Education)**

EPIC is Community Education's youth enrichment program, which aims to connect students to learning outside of the classroom. Whether your student enjoys sports, STEM, art, drama, or connecting with friends, EPIC offers a program sure to ignite their interests and challenge them in a fun, safe, and supportive atmosphere. Enrichment and recreational classes are open to all Eden Prairie students and are conveniently held right after the bell rings in each elementary school. EPIC also hosts evening and weekend classes, along with a robust Summer Camp program. For more information and to learn about current EPIC offerings, visit [edenpr.org/EPIC](http://edenpr.org/EPIC), call 952-975-6940, or email [EPIC@edenpr.org](mailto:EPIC@edenpr.org).

### **Eagle Zone School-Age Care (offered through Community Education)**

All elementary schools offer Eagle Zone before-school from 6:30 a.m. to the start of the school day, and after-school until 6:00 p.m. Eagle Zone provides a safe out-of-school time environment for students, with planned activities that support social, emotional, and academic development. Before and after school, Eagle Zone helps promote physical health, and positive youth development in a structured environment. On most non-school days, a full day of programming is available from 6:30 a.m. to 6:00 p.m. with the program offering field trips on most days. For more information, visit [edenpr.org/eaglezone](http://edenpr.org/eaglezone).

### **Dress Code**

Appropriate dress is a necessary component in providing an optimal learning environment. Students may not wear clothing that presents inappropriate language (as determined by each classroom teacher or administrator), drug or alcohol advertising, or ethnic, racial, or sexist put-downs. Types and amounts of clothing worn should be appropriate for weather forecasts. It is encouraged that hats, caps, and hoods ~~must~~ be removed inside the building. Students need to wear boots when there is snow or ice. Sweaters, jackets, snow pants, boots, hats, and mittens should be labeled with the student's name. Gym shoes are required for safety when participating in physical education activities.



### **Electronic Devices**

All students are provided iPads as learning tools for all grade levels, K -6 5. Your child’s teacher will communicate with you regarding specific classroom procedures and expectations. Filtered and monitored internet access is provided when the student connects to our wireless network. If students bring a personal mobile device to school, the school is not responsible for loss, damage, or theft.

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

### **Field Trips**

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

### **Lockers**

Students are advised to leave valuables at home. Lockers in elementary school are not secure and [do not ensure the safety of ~~are not for storing~~](#) valuable items. The school district is not responsible for reimbursements to families if personal property is stolen. Items left in lockers at the end of the school year will be donated to charity. School lockers and student desks are the property of the school district and may be searched by school authorities. More information can be found under the Search Policy heading in the back of this handbook.

### **Lost and Found**

Labeling your child’s personal items increases the chance that lost personal items will be returned. Please label all items of clothing. Students always have access to the lost and found area at their school. Parents are encouraged to look through the lost and found items on conference days and times they visit the school. If you do not find a lost item, please ask in the office. Unclaimed items will be donated to charity at various times throughout the year with advance notice to families through school communications.

### **Lunch and Breakfast**

For up to date meal service for school year ~~2021-22~~ [2022-2023](#) please see our main page located at: **[Child Nutrition - Eden Prairie ISD](#)**

#### **In a regular year of meal service the following is our practice:**

Students may purchase breakfast each day before school. Breakfast is free for Kindergarten students. Breakfast is served 20 minutes (~~varies by school~~) before the start of the school day. Students can either bring a lunch from home or purchase a lunch at school with milk included. School lunch choices include the daily menu in the main line, soup and sandwich, or soup and salad. A student bringing a lunch from home can purchase milk. Here is a link to our menus: <https://schools.mealviewer.com/district/EdenPrairieISD272,MN>

- Free and Reduced-Price Meals are Available for Qualifying Families. To see if your family qualifies, please pick up an application from any school office, apply online through your parent portal, or complete the form at this link: <https://resources.finalsite.net/images/v1594397266/edenprorg/b2ayjfnaxsvyzlipet9/EPAPPEnglish.pdf>. Please call 952-975-8055.



**Lunch menus and answers to frequently asked questions are available online**

<https://www.edenpr.org/experience/departments/child-nutrition>

**Lunch Pins**

Each student is assigned an account with a personal identification number (PIN) at the beginning of the school year. Lunches will be paid **and recorded** for by a student entering the PIN number on a keypad at the end of the serving line and saying their first and last name to the cashier. Families must pay for meals **and ala carte purchases** in advance by sending a check to school payable to Eden Prairie Schools. Please print your child's name and PIN number on the check. Families may also add funds to their child's account through the online [Parent Portal](#). You will be notified by email when the account balance runs low. Money remaining in a student's account at the end of the year will be transferred to the next year's account, even if they are moving on to a different Eden Prairie School.

**Online Payments:** Parents can also go to the Food Service webpage on the district website, [www.edenpr.org](http://www.edenpr.org) to make online payments with Infinite Campus (access via the parent portal?) and review history and meal account balance. This is a secure, fast, and friendly online way for parents and guardians to manage their children's school food service account.

Students are assigned a PIN that they use for the entire time that they are attending Eden Prairie Schools. It will also be used for their iPad password.

Checks should be made payable to Eden Prairie School District.

Parents can check balances and see purchases through their parent portal (see link above) You can also set up recurring payments for your children's food service accounts.

**Parental/Sibling Visits During Lunch**

Parents are welcome to join their children during their assigned lunch period and do not need to notify the school in advance. Parents are encouraged to use their child's PIN number to pay for their meal in the lunchroom. Each of the elementary lunchrooms have designated [Visitor Parent/Family Tables](#) for [families parents](#) to each eat with their child(ren).

**Birthdays and Parties Outside of School**

- **Party Invitations:** Birthday party invitations for personal parties should not be distributed at school. By adhering to this policy, we alleviate hurt feelings and friendship dilemmas. Please handle the distribution of invitations outside of the school environment. The school directory may be helpful in this process.
- **Classroom Treats:** In light of our district Wellness Policy, students should not bring birthday treats or gifts of any kind. The district Wellness Policy is linked here with more information. Wellness Committee page> Wellness Summary document located, <https://www.edenpr.org/experience/departments/child-nutrition>
- **Acknowledging Birthdays:** Our classroom teachers may acknowledge and celebrate the birthdays of their homeroom students. ~~Here is a link for ideas - Wellness Committee page> Wellness Summary document located;~~ <https://www.edenpr.org/experience/departments/child-nutrition>

**Recess/Playground**

Students have approximately 20 minutes outside for recess as weather permits. It is important that children wear appropriate outdoor clothing throughout the school year, including boots, mittens, gloves, jackets, snow pants, and



hats. All playgrounds are adult supervised and have the necessary equipment needed for recess activities. Students should not bring their personal equipment (balls, bats, footballs, frisbees, etc.) from home.

Families in need of outdoor clothing are invited to contact the social worker at their child's school. The Eden Prairie service organization, People Reaching Other People (PROP), provides us with warm clothing for children in need. Should there be a request for a child to stay indoors, a doctor's request / permission must be provided and should state how long the restriction is to remain in effect.

### **Playground Behavior**

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

- **Behavior Expectations:** If students demonstrate inappropriate behavior on the playground, an adult will seek to understand what happened, support the child in reflecting on their behavior, and provide opportunities for restoring relationships, as applicable. In addition, specific consequences may be applied; depending on the nature of the behavior and severity of the specific incident, parents may be contacted.
- **Weather:** The school uses weather and additional safety information when making decisions regarding indoor recess. The following weather conditions may necessitate students to remain inside for recess with alternative recreation provided: rain, temperatures below -10 degrees, or a windchill of -10 degrees



**iLearn@EP**

*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 **electronic devices** ~~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 as a tool in learning.*



### **Eden Prairie Schools Expectations for Student Learning**

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

### **Responsible Citizenship**

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

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

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

### **Student Digital Responsibility**

#### **Personal Safety**

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

#### **Password Protection**

Never share your password, steal or use another person's password. If a password is lost or compromised the student or teacher should call the technology 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.

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

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

### **Photos and Video**

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

### **Malicious Use/Vandalism**

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

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



### **Tech Support**

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

### **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.

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

#### **iPad General Precautions**

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

#### **iPad Cases**

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

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

#### **iPad Screen & Cleaning**

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

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



### **iPad Care**

- Only labels or stickers approved and placed onto the iPad by EPS staff are acceptable.
- Never leave an iPad unattended. It is your responsibility to keep your iPad stored in a safe, secure, temperature appropriate space.
- Do NOT dismantle or attempt to repair the internal workings of the iPad or the iPad case. If your iPad is not working, take your iPad to the Media Center as soon as possible and have 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 did not purchase earphones, earphones are requested as part of the K-5 Elementary Supply List.

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

### **Storing Documents**

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

### **Applications and Content**

Students, with the support and permission of parents may install apps or other content having an educational purpose on their iPad. Applications or content that does not have an educational purpose and is disruptive to the educational process or at home will be removed from the device. 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 will range from the student needing to check his or her iPad in and out of school each day for a period of time, to having all iPad privileges revoked.

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

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

We understand that instances of damage, destruction, or loss of the assigned iPad. These instances will be dealt with on a case-by case basis. Incidents of gross negligence or repeated incidents may result in financial restitution from the family, up to the cost of the entire device if warranted. If the device is damaged beyond repair or lost, the cost of replacement is \$300. 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 - \$300
- iPad Brick - \$13
- iPad Cable - \$7



- iPad Glass Damage - \$100
- iPad Case Replacement - \$32

## Volunteering

### **Sharing Inspiration Volunteer Program**

We believe each person has individual gifts, interests and talents, which is why we are passionate about incorporating volunteers into our district classrooms and programs. Community Education oversees the [Sharing Inspiration Volunteer Program](#), which places community members, older students wanting to give back, and parent volunteers (including field trip chaperones) in one-time or ongoing volunteer roles across the district.

The Sharing Inspiration Volunteer Program works with teachers and other building staff members to identify needs for volunteers. Placements are then made based on the availability, strengths, and interests of vetted volunteers. A wide variety of opportunities are available within and outside of the school day, including, but not limited to, literacy or math tutors, lunchroom or recess support, guest speakers, media center volunteers, general classroom support, special event workers and evening homework helpers/tutors.

All volunteers must start by submitting an application at [www.edenpr.org/volunteer](http://www.edenpr.org/volunteer). Our Outreach and Engagement Supervisor will then connect to discuss your interests and current opportunities. Depending on the type of role you are assigned, volunteers typically then go through a background check and brief orientation prior to being placed.

### **Parent-Teacher Organizations**

The Parent-Teacher Organization (PTO) at each elementary school is made up of parents working to enhance your child's school experience. The group sponsors family-oriented social and/or academic activities during the year and also organizes a wide variety of parent volunteer programs. The PTO plans events that serve as fundraisers with money used for programs and curriculum supplements that directly benefit students. Anyone interested in joining, or requesting additional information about the PTO, should contact the main office of the school(s) and someone will gladly assist in getting you connected to a current PTO member.

Please know that most PTO volunteers who are volunteering during the school day must also go through the Sharing Inspiration Volunteer Program process (see above).

### **District Advisory Council Volunteers**

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



## Attendance

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

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

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

### **Excused Absences**

**The following reasons shall be sufficient to constitute excused absences:**

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



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

### **Tardiness**

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

### **Procedures for Reporting Tardiness**

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

### **Expected Tardiness**

#### **Valid excuses for tardiness are:**

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

### **Unexcused Tardiness**

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

### **Unexcused Absences for Truancy**

These are examples of absences that will not be excused:

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

### **Consequences of Unexcused Absences**

*School district staff will work with the parent, student and the Hennepin County Attorney's office be@school program and follow the three-day notification and six-day Parent Group Meeting process.*

- If unexcused absences continue after following be@school process, the Hennepin County Attorney's office will follow with necessary legal action to ensure attendance at school.
- Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56.



- Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.
- Along with following the Hennepin County Attorney's be@school programs, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

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

The Environmental Protection Agency requires school districts to annually notify parents, guardians, and staff about the presence of asbestos in district facilities as well as planned abatement activities. Eden Prairie Schools performs routine six-month periodic inspections of all asbestos-containing building material to ensure materials are in good condition. Records of these inspections are available for viewing in each building maintenance office and the Facilities and Safety Department at the Administrative Services Center. Anyone is welcome to review these plans with prior notice during normal working hours Monday through Friday. No planned asbestos abatement is scheduled for the 2021-2022 school year 2012-2013 school year. If you have any questions or concerns, please contact the district's Asbestos Designated Person, Kyle Fisher, at 952-975-7124 Jim Anderson, at 952-975-7126. More information on Asbestos can be found at: [www.epa.gov/asbestos/pubs/asbestos\\_in\\_schools.html](http://www.epa.gov/asbestos/pubs/asbestos_in_schools.html)

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

Eden Prairie Schools has developed an Indoor Air Quality (IAQ) Management Program as required by the Minnesota Department of Education. The program includes information for concerned parents, guardians, and staff regarding the IAQ in our schools as well as an overall building walkthrough inspection that is conducted in all school district buildings annually. The program also includes a written set of procedures that describe ways to correct the identified IAQ problems, prevent future problems, and respond to emergencies and concerns. The district's Indoor Air Quality Coordinator, is Kyle Fisher, Facilities and Safety Director. He can be reached at 952-975-7124. More information on Indoor Air Quality can be found at: [www.health.state.mn.us/divs/eh/indoorair/schools/index.html](http://www.health.state.mn.us/divs/eh/indoorair/schools/index.html)

### **Background Checks, Employment**

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



### **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, **and devices** 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 or legal guardian requests it, the school district will provide information regarding the professional qualifications of his/her child’s classroom teachers, including, at a minimum, the following:

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

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

### **Pledge of Allegiance -**

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

### **Release of Directory Information**

The Family Education Rights and Privacy Act requires school districts to notify parents/guardians and students that certain information from student records may be released and made public without the written consent of the parents or students 18-years-of-age or older. This information is called “directory information.” Directory information includes name, residential mailing address, telephone number, date and place of birth, grade in school, major field of study, participation in officially organized activities and sports, weight and height of athletic team members, dates of



attendance, degrees and awards received, previous school attended, and photos. These publications could include district-initiated publications such as calendars, newsletters, annual reports, and brochures. They also include school-initiated publications such as student newspapers and yearbooks. In addition, media, including weekly community newspapers, metro daily papers, and television stations may ask to take photos of district students. Parent/guardians or students of majority age who do not want directory information released for internal and/or external use should indicate this on the annual "Directory Release Form" located on the parent portal by October 1. If you need a hard copy of the form, please contact your child's school. Hard copies of the form should be turned into the school office by October 1.

### **Student Records**

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

### **Student Surveys**

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



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

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

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

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



### **Communicable Disease**

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

### **Health Conditions**

The school nurse will work closely with students who have an acute or chronic health need such as asthma, cancer, diabetes, allergies, or other illness. Parents will want to notify Health Services about their student's specific health needs. The student and parents will work with the school nurse to determine how best to manage the health conditions and plan for any potential life-threatening emergencies. Nurses will also be a resource for any ongoing needs related to isolation or exposure to COVID-19 based on current guidance from state and federal agencies.

### **Homebound or Hospital Instruction**

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

### **Illness/Injury**

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

- Fever of 100.4 degrees Fahrenheit or more – child should stay home until 24 hours after the temperature returns to normal
- Vomiting or diarrhea – child should stay home until 24 hours after the last episode
- Rash that may be disease-related or the cause is unknown – check with your health care provider before sending the child to school

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

### **Immunizations Up to Date**

Eden Prairie Schools is part of the "No Shots, No School" program. All students must have proof of 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**

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



### **Medications**

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

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

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

### **Restricted Activities**

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

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

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



## **Policies and Guidelines**



### **Bullying Prohibition**

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

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

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





### **Equal Education Opportunity**

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

### **Equal Employment Opportunity**

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

### **Harassment and Violence Prohibition**

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

### **Hazing Prohibition**

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

### **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. [Smoking, vaping, 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.](#) 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, providing at least 20 minutes of time after going through the lunch line to discourage hurried eating, no pop is sold where students are present during the school day, classroom birthday treats are discouraged, staff is encouraged to model healthy behaviors, food and beverage rewards are discouraged, healthy snacks from home are encouraged (a snack guideline is available at each site), classroom/holiday parties should be limited and not centered around food, and staff are encouraged to create opportunities for physical activity for students.

## Safety and Security

### Drills

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

### Emergencies

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

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

### School Resource Officer

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

### Visitor check-in

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

1. All must enter the school through the front security entrance and present their driver's license to the receptionist. Visitors will be required to wear a badge indicating their destination in the building.
2. Parents wishing to pick up their child(ren) from school prior to regular dismissal time must come to the office. The security assistant or the receptionist will call your child to the foyer/office and ask you to sign him/her out.
3. It is a common courtesy to let classroom teachers know prior to coming to visit the classroom. To avoid instructional interruptions, we ask that parents arrange classroom visits/ volunteer opportunities with the teacher or administrator prior to the day of the visit.
4. Visitors are asked to help maintain the consistency of the learning environment and are not allowed to observe in classrooms due to distractions and the importance of data privacy.
5. Only adults listed in CAMPUS as parents / guardians will be allowed to pick up a child. If a different adult will pick up a child, the child's parent / guardian must provide a signed note, email or verbal agreement and have it approved by the principal or designee.

## Transportation

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

### Bus Assignment

The bus assignment process is as follows:

- June – Transportation Commitment Forms and payment are due. Families inform the district of how their student(s) will be getting to school the following year so the district can plan appropriately for bus routes and pedestrian and vehicle traffic at each school.

\*Middle of August- Families receive preliminary bus information via email. Families have the opportunity to contact transportation if bus stop changes are needed.

- End of August – Families receive final student bus route information via email. (bus number, stop locations, pick-up and drop-off times)

### Riding a Different Bus Home

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

### Rules and Consequences

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

Rules: [Be Safe, Be Kind, Be Responsible](#)

1. Hands and body to yourself.
2. Voice level 0-2.
3. Remain seated while the bus is moving.
4. Keep the aisle clear.
5. Keep your personal items to yourself.
6. Be considerate of food allergies.
7. Use kind/nice words.
8. Avoid bullying behavior.
9. Be respectful to others.
10. Listen to your bus driver.
11. Be at your stop on time.
12. Stay in your assigned seat.



13. Follow rules for technology use.
14. Keep all food, drinks and gum in your bag.

**K-5 Consequences (listed in severity order)**

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

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

**Rules at the Bus Stop**

1. Stay away from the street, road, or highway when waiting for the bus. Line up at least three feet away from the street in an orderly fashion and wait until the bus stops before boarding.
2. Respect the property of others while waiting at your bus stop. Do not pick flowers or shrubs, throw stones, snowballs, litter, etc.
3. Keep your arms, legs and belongings to yourself.
4. Do not use offensive or foul language.
5. Avoid standing in and blocking sidewalks and driveways.
6. No pushing, fighting, harassment, intimidation, or horseplay.
7. Do not run to the curb when the bus comes. Stay back until the bus is actually stopped. (A push at the middle or end of the line can send the front person into the bus or under its wheels.)
8. Older students should be helpful to younger ones.

**Safety**

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

**What’s allowed on the bus?**

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



## EDEN PRAIRIE SCHOOLS

Inspiring each student every day

# Eden Prairie Online 6-12 Student Handbook

### **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.

### **Translation Available:**

Warbixin muhiim ah. Wac Ahmed Noor in laguu turjubaano 952-975-7069.

Especialista en Comunicaciones Heriberto Vargas Ilame al 952-975-7068 para Traducciones Importantes.

### **Academic Expectations**

Eden Prairie Schools and Eden Prairie Online (EPO) are committed to the academic success of all students. We know you have entrusted your student's education to us, and we promise to work as hard as possible to educate each child in a caring, safe environment.

### **Grading Policy**

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

- ~~A: 93-100%~~
- ~~A: 90-92%~~
- ~~B+: 87-89%~~
- ~~B: 83-86%~~
- ~~B: 80-82%~~
- ~~C+: 77-79%~~
- ~~C: 73-76%~~
- ~~C: 70-72%~~
- ~~D+: 67-69%~~
- ~~D: 63-66%~~
- ~~D: 60-62%~~
- ~~F: 0-59%~~

■■■■■

- ~~Pass/No Credit system: P = 60% and above NG = below 60%~~
- ~~Final term grades will be rounded up for point values of .5-.9 and rounded down for point values of 0-.4.~~
- ~~Grades are based on at least a 70% Academic Performance/30% Academic Practice split~~
- ~~No Extra Credit factored into grade~~

- ~~Retakes/redos apply to course/team identified Essential Learning items in the Academic Performance category~~
- ~~Any re-take/re-do is worth 100% value~~
- ~~Cheating or unexcused absences on Essential Learning items in Academic Performance category will result in disciplinary responses, but retake/re-do rule applies.~~
- ~~If students are missing Essential Learning items in Academic Performance category at the end of a term, the student grade may be reported as an incomplete until the student completes those items~~

### **Pass/No Credit Option**

The guidelines for the pass/no credit option are:

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

### **Assignments when Absent**

~~When a student is absent from school, the student is encouraged to contact a classmate or contact a teacher by email, voicemail, and access Schoology site to get assignments. Students must turn in work within the identified time frame.~~

~~Parents/guardians should contact their child's teachers to report absences within 48 hours to excuse an absence.~~

### **Academic Integrity**

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

### **Plagiarism**

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

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

## **Incomplete Policy**

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

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

## **Honor Roll**

- ~~"A" Honor Roll: Term GPA of 3.66 or above.~~
- ~~"B" Honor Roll: Term GPA of 2.66—3.65~~

## **Communication**

### **Alerts**

~~The district has the ability to call and email all district families. In order to help ensure that you receive these important messages, please go to [www.edenpr.org](http://www.edenpr.org) and make sure that we have the correct email address and phone numbers for us to use. You can update your email address and cell phone number yourself by logging into the parent portal and clicking on "Family Members". Make the necessary changes and click "Update" in each cell that you change. If you have moved or changed your primary home phone number, please contact your students' schools to have that information updated in the system. Contact us with questions at (952) 975-7094 or [helpline@edenpr.org](mailto:helpline@edenpr.org).~~

## **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 EPO, log onto the district website, [www.edenpr.org](http://www.edenpr.org). You can update your email address and cell phone number yourself by logging into the parent portal and clicking on "Family Members." Make the necessary changes and click "Update" in each cell that you change. If you have moved or changed your primary home phone number, please contact your students' schools to have that information updated in the system.

## **Parent/Guardian Communication with EPO Staff**

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

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

## **Publications / Parent/Guardian Contact Information**

Email is one of the most timely and efficient ways for your teacher, Head of School, and the district administration to communicate with families. Families with students attending Eden Prairie Schools receive print and electronic publications from the district. To ensure you're receiving electronic newsletters from the district and EPO, log onto the district website, [www.edenpr.org](http://www.edenpr.org). You can update your email address and cell phone number yourself by logging into the parent portal and click on "Family Members." Make the necessary changes and click "Update" in each cell that you change. If you have moved or changed your primary home phone number, please contact your students' schools to have that information updated in the system.

## **Parent/Guardian – Teacher Conferences/Progress Reports**

The Eden Prairie School District recognizes the importance of families and teachers working together. Students and their parents/guardians will have several opportunities to meet with teachers during the school year. Student Progress Reports include a letter grade, specific reasons for that grade (for example, test scores, missing work, etc.), and space for comments about behavior, performance, and attitude. Report cards are issued at the end of each quarter. At EPO, we recognize the importance of frequent updates. EPO online teachers will have, at a minimum, monthly check ins with families to report student progress. EP Online does not follow the same system as other EP Schools. The monthly check-ins are similar to conferences at other E.P. Schools. Monthly check ins after formal progress reports have been issued or standardized tests have been administered can focus on discussing any questions parents/ guardians may have at that time.

## **Publication of Student Information**

Students' names and photographs may appear in school district publications. If you do not wish to have your child's information included in any publications, please indicate this on the annual "Directory Release Form"

located on the parent portal by October 1. If you need a hard copy of the form, please contact your child's teacher. Hard copies of the form should be turned into the school office by October 1. More information is available under the Directory Information heading in this handbook:

### **Website**

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

Teachers include specific information regarding class activities, assignments, links to related course information, and other information via a Schoology course. Teachers and students will set expectations about how to use the Schoology course at the beginning of each term.

### **School-Owned Equipment: Lost or Stolen**

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

### **i-Learn Expectations**

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

### **Eden Prairie Schools Expectations for Student Learning**

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

### **Responsible Citizenship**

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

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

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

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

### **Student Digital Responsibility**

~~As listed below, but not limited to:~~

#### **Personal Safety**

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

#### **Password Protection**

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

#### **Privacy**

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

#### **Online Etiquette**

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

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

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

## **Plagiarism/Copyright/Licensing**

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

## **Proxies**

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

## **Accessing/Posting Inappropriate Material**

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

## **Photos and Video**

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

## **Malicious Use/Vandalism**

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

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

## **Tech Support**

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

## **Information Regarding the iPad in Eden Prairie Schools -- Grade 6-8**

### **iPad General Precautions**

- Students should come to school each day with a charged iPad.
- **The iPad is Eden Prairie Schools' property.**
- The iPad must remain free of any writing, drawing, stickers, or labels that are not issued and placed onto the device by EPS staff.

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- Never expose an iPad to extreme temperatures, direct sunlight, or prolonged periods of time in rooms that are not at a normal room temperature.
- iPads must be kept in a secure location at all times; it is the student's responsibility to know where their iPad is at all times. For students learning at home, Do NOT leave unsupervised, or lend to friends or family members outside of your home. During times when the iPad is not needed, place the iPad in a secure location.

### **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.
- The iPad should be charged (EPS provides a charger) and 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.
- Contact the help desk if your iPad is not working.

### **Storing Documents**

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

### **Applications and Content**

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

### **Student Discipline**

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

### **Traveling with Device**

Devices are only supported inside of the United States. It is advised for all families traveling outside of the United States to provide personal devices. Schoology and other software used by EP Online may experience blocking when traveling outside of the US due to the restrictions placed on the device and/or region of the world.

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

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

We understand that instances of damage, destruction, or loss of the assigned iPad. These instances will be dealt with on a case by case basis. Incidents of gross negligence or repeated incidents may result in financial restitution from the family, up to the cost of the entire device if warranted. If the device is damaged beyond repair or lost, the cost of replacement is

~~\$400. Samples of approximate repair and replacement cost of individual parts are listed below. If there is damage that can be repaired the student will be charged for the actual cost of repair.~~

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

## **Information Regarding the MacBook Air in Eden Prairie Schools Grades 9-12**

### **MacBook Air General Precautions**

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

### **Transporting MacBook Air Cases**

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

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

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

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

### **MacBook Air Care**

- ~~● The Technology department is able to detect when unauthorized programs and apps are downloaded, and those devices will be "wiped" and reinstalled with approved programs and apps. EPS is not responsible for any lost content stored on the device, including but not limited to: documents, photos, music, etc.~~
- ~~● Never leave a MacBook Air unattended. It is your responsibility to keep your MacBook Air stored in a safe, secure, temperature appropriate space.~~

- ~~Do NOT attempt to try to repair the internal workings of a MacBook Air yourself.~~
- ~~If your MacBook Air is not working, call the help desk. If your MacBook Air needs to be worked on for an extended period of time, you will be issued a temporary MacBook Air until yours is working properly.~~

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

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

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

## **Earphones**

~~Eden Prairie Schools does not supply earphones to students.~~

## **Storing Documents**

~~There will be limited storage on the device and academic files take priority over personal. Eden Prairie Schools STRONGLY recommends backing up important files and content daily. Several backup options exist, including cloud storage or personal computers. Students should backup their files, services, personally allocated storage space on the school district's network, flash drives and external hard drives.~~

## **Apple ID**

~~Each student needs to have an Apple ID. Our recommendation is that the account is linked to a parent's account, and/or that parents have password information. Information on creating an Apple ID is provided at back to school nights and on the school website.~~

## **Student Discipline**

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

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

## **Student Behavior**

~~Expectations of Adults and Students~~

## Philosophy of Behavioral Expectations for Adults and Students

### Adults will:

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

### Students will:

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

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

- Re-direct, work with, and ensure the student fully understands expectations
- Work in partnership with family, student, staff and other support staff to determine additional strategies and/or consequences
- Determine if there are extenuating physical, emotional or mental challenges
- Submit disciplinary referral as if deemed necessary

## Student Rights and Responsibilities

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

## Access to Records

### **Rights/Opportunities:**

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

### **Responsibilities:**

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

## **Dress and Grooming**

### **Rights/Opportunities:**

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

### **Responsibilities:**

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

## **Equal Opportunity**

### **Rights/Opportunities:**

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

### **Responsibilities:**

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

## **Fair Treatment**

### **Rights/Opportunities:**

- ~~Students have the right to due process as defined in the Pupil Fair Dismissal Act when involved in a violation of district rules. Included is the opportunity to hear the nature of the violation and to give their account of the situation.~~
- ~~Students have the right to be informed of all current school policies, rules and regulations that apply to them.~~

- ~~Students have the right to be informed of all classroom expectations.~~
- ~~Students have the right to be treated respectfully by district employees and other students.~~
- ~~Students have the right to be free from corporal punishment by school personnel.~~
- ~~Students have the right to be free from unreasonable physical contact from teachers and other district personnel. Reasonable force to restrain or correct a student from injuring self or other persons, however, is allowable.~~

### **Responsibilities:**

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

## **Free Speech and Expression**

### **Rights/Opportunities:**

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

### **Responsibilities:**

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

## **Harassment**

### **Rights/Opportunities:**

- ~~Students have the right to be free from sexual harassment and violence, racial harassment and violence, religious harassment and violence, and harassment and violence based on any other~~

~~protected characteristic, as denoted in District Policy 413, arising out of the physical or verbal conduct of other students, school personnel and others.~~

**Responsibilities:**

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

**Learning**

**Rights/Opportunities:**

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

**Responsibilities:**

- ~~● Students are responsible for daily attendance, for completing class assignments on time and for bringing appropriate materials required for class use.~~
- ~~● Students are responsible for behaving in such a manner that does not pose a potential or actual danger to themselves or others and that is not disruptive to the learning process for others.~~
- ~~● Students are responsible for obtaining and completing make-up work assigned for periods of absence.~~
- ~~● Students are responsible for completing work assigned as part of the home/hospital instructional process.~~

**Nondiscrimination**

**Rights/Opportunities:**

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

**Responsibilities:**

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

**Privacy**

**Rights/Opportunities:**

- ~~● Students generally have the right to privacy of their persons and personal property when engaging, participating or pursuing curricular activities on a school location. In such instances, a student's person~~

or personal property may only be searched by school officials if there is reasonable suspicion that the search will uncover evidence of a violation of a school rule or of the law.

- Students have the opportunity to utilize school lockers, desks and other designated areas for storing appropriate items of personal property subject to the understanding that such areas are within the exclusive control of the school district and that such areas may be searched for any reason, at any time without permission, consent or requirement for a search warrant in accordance with the school district's locker policy.
- Students have the right to privacy regarding information which is collected or maintained about them because they are a student. Such information will be released in accordance with state and federal law. Matters of child neglect, physical or sexual abuse must be reported to the proper authorities according to state law. Matters involving criminal behavior may also be reported to the proper authorities.

### **Responsibilities:**

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

### **Safety and Security**

#### **Rights/Opportunities:**

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

#### **Responsibilities:**

- Students are responsible for reporting any safety concerns regarding themselves or others. Students are expected to report any concerns to any responsible adult.

### **Student Discipline Policy**

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

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

## **Student Management Guidelines**

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

### **1. Abuse, Verbal or Written**

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

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

- ~~First Offense: Expectation review (unless sexual or racial abuse/threats see below), restorative mediation, parent/guardian contact~~
- ~~Second Offense: Expectation review, restricted study (ISS), restorative mediation, parent/guardian contact~~
- ~~Third Offense: Up to 5 day suspension. Meeting with parent/guardian~~

### **2. Academic Integrity**

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

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

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

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

EPOS' purpose is to provide a network of help for students who are having alcohol or other drugs interfere with their school performance. In addition, our goal is to provide consistent and clear enforcement for a chemically free school. The possession, use, distribution, delivery, transfer, sale or purchase of alcoholic beverages, controlled substances, or solvents, paint, gasoline, aerosols, and prescription or non-prescription drugs or other toxic substances, or benign substances being represented or used by students as an illicit substance,

~~steroids, or drug paraphernalia including e-cigarettes while at any school location, is expressly forbidden throughout the calendar year. State law requires law enforcement to notify school officials of certain alcohol/chemical violations.~~

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

~~Guidelines for Potential Consequences:~~

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

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

~~Guidelines for Potential Consequences:~~

- ~~● First Offense: Notifications to school team, including activities Resources will be provided.~~
- ~~● Second Offense: Notification to school team. Student and parent/guardian meeting with the school team.~~
- ~~● Third Offense: Notification to school team. Referral to outside agency.~~

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

~~Guidelines for Potential Consequences:~~

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

#### **5: ~~Tobacco Possession or Use~~**

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

~~Guidelines for Potential Consequences:~~

- ~~● First Offense: Restricted study, police referral, confiscation, parent/guardian meeting, and chemical health referral.~~
- ~~● Second Offense: Restricted study, police referral, confiscation, parent/guardian meeting~~
- ~~● Third Offense: Restricted study, parent meeting, social work involvement to set up plans for success, chemical health referral~~

#### **6: ~~Arson~~**

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

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

- ~~First Offense: Suspension pending review by school & district administration for expulsion, and police referral.~~

### **7: Attendance/Unexcused**

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

- ~~Offense: Referral to school team for an attendance intervention – EPHS partners with the Hennepin County “be@school” program.~~

### **8: Bomb Threat**

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

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

- ~~First Offense: Suspension pending review by school & district administration for recommendation for expulsion, and police referral.~~

### **9: Bullying/Cyberbullying**

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

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

- ~~First Offense: Up to 3-day suspension, referral to outside agency; intervention plan.~~
- ~~Second Offense: Up to 5-day suspension, referral to outside agency, intervention plan.~~
- ~~Third Offense: Suspension pending review by school & district administration for recommendation for expulsion.~~

~~Refer to District Policy 514 for detailed description of the District's Bullying Prohibition Policy.~~

### **10: Burglary**

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

## **Guidelines for Potential Consequences:**

- ~~First Offense: Suspension pending review by school & district administration for recommendation for expulsion, and police referral.~~

## **11: ~~Disruptive Behavior~~**

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

### ~~Classroom and Other School Locations Guidelines for Potential Consequences:~~

- ~~First Offense: Up to 1 day dismissal from class or activity, restitution and mediation.~~
- ~~Second Offense: Up to 3-day dismissal from class or activity, restitution and parent/guardian meeting.~~
- ~~Third Offense: Referral to MTSS team for additional support and intervention.~~

## **12: ~~Dress and Grooming~~**

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

- ~~a) Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory, racist, sexist or otherwise degrading or sexually suggestive or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.~~
- ~~b) Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups or supremacist groups is prohibited.~~
- ~~c) Wearing clothing that does not cover shoulders, midriff, chest, or buttocks. Clothing that does not cover undergarments, and undergarments that are worn as outer garments.~~
- ~~d) Wearing short shorts and short skirts, see through pants and shirts are prohibited.~~
- ~~e) Wearing a face mask, sunglasses or wigs in school that would not allow the student to be identified is prohibited.~~
- ~~f) Wearing or carrying any headwear, except for legitimate religious or medical reasons during the day without permission from school administration is prohibited. Headwear is defined as any object which covers one's head, all or in part, including but not limited to bandanas, headbands, hats, hoods, and do-rags.~~

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

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

## **13: ~~False Reporting~~**

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

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

- ~~First Offense: Disciplinary action assigned by the administration, parent/guardian contact, and mediation~~

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

#### **14: ~~Gang/Threat Group Affiliation~~**

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

~~Guidelines for Potential Consequences:~~

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

#### **15: ~~Harassment~~**

##### **~~Physical, Verbal or Written~~**

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

~~Any person who believes he or she has been the victim of sexual, racial, religious, sexual orientation harassment or violence or any other form of harassment, offensive behavior or hazing by any staff member or student in the school district should report it to the Head of School or responsible adult in the EP Online School, such as a teacher, or administrative dean who will then notify the Head of School or designee of the allegation.~~

##### **~~Abuse – Verbal or Written~~**

~~Guidelines for Potential Consequences:~~

- ~~First Offense: Up to 3-day suspension, Student Activities contacted, referral to outside support, and harassment report form filed with the district.~~

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

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

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

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

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

## **16: Hazing/Offensive Behavior**

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

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

- ~~First Offense: Up to 3-day suspension, mediation and/or offensive behavior support intervention.~~
- ~~Second Offense: Up to 5-day suspension, and referral to outside support~~
- ~~Third Offense: Suspension pending review by school & district administration for recommendation for expulsion.~~

## **17: Identity Falsification**

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

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

- ~~First Offense: Administrative conference and restitution~~
- ~~Second Offense: Administrative conference, restitution, parent/guardian contact, , possible restricted study (ISS)~~

- ~~Third Offense: Administrative conference, restitution, parent/guardian meeting.~~

## **18: Insubordination**

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

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

- ~~First Offense: Administrative conference, restitution.~~
- ~~Second Offense: Administrative conference, restitution, parent/guardian contact.~~
- ~~Third Offense: Administrative conference, restitution, parent/guardian meeting.~~

## **19: Posting Disruptive Videos/Photos**

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

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

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

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

## **20: Pushing, Shoving, Scuffling**

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

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

- ~~First Offense: Administrative conference.~~
- ~~Second Offense: Administrative conference, parent/guardian contact.~~
- ~~Third Offense: Administrative conference, loss of privilege or appropriate consequence.~~

## **21: Robbery or Extortion**

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

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

~~First Offense: Suspension pending Suspension pending review by school & district administration for recommendation for expulsion, and police referral.~~

## **22: Misuse of School Issued Technology**

See i-Learn Expectation Section of Handbook

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

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

### **23: Theft, Receiving or Possessing Stolen Property**

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

Guidelines for Potential Consequences:

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

\*A recommendation for expulsion may be made for any cases of theft.

### **24: Threats and Intimidation; Physical, Verbal or Written**

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

Guidelines for Potential Consequences:

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

### **25: Transportation**

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

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

Guidelines for Potential Consequences:

- First Offense: Warning given.
- Second Offense: Up to 3-day bus suspension.

- ~~Third Offense: Up to 5-day bus suspension and conference with student, parent/guardian, transportation representative.~~
- ~~Fourth Offense: 10-day bus suspension.~~

## **27: ~~Vandalism~~**

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

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

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

## **28: ~~Weapons~~**

~~In the case where EP Online students may be visiting an EP school or participating in an EP schools event on school grounds the following weapons policy applies: In accordance with federal, state, and district policies, no weapons are permitted on school grounds. Anyone who has reason to believe a weapon is on a school site, bus, or at a school sponsored activity has a duty to report that information to the site administrator, police officer, or any adult supervisor. Possession is defined as, but not limited to, having a weapon on one's person or in an area subject to one's control in a school environment. Definition: A "weapon" means any object, device, instrument, or substance designed as a weapon or through its use is capable of threatening or producing bodily harm, or which may be used to inflict self-injury, including, but not limited to:~~

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

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

- ~~Confiscation of the weapon (if it can be done safely)~~
- ~~10-day suspension pending recommendation for expulsion from school for a period of not to exceed one year (365 days).~~
- ~~Notification to the police with recommendation to bring legal charges.~~
- ~~Students with disabilities who violate the weapons policy shall be disciplined in accordance with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.~~

- ~~A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession and takes the weapon immediately to the Head of School's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the Head of School'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.~~

## **29: 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 need.~~

## **Additional Discipline Information**

### **Discipline procedures**

- ~~1. All disciplinary actions shall be processed pursuant to Eden Prairie Online Schools' Discipline Policy and the requirements of the Minnesota Pupil Fair Dismissal Act.
 
  - a. ~~Any student who violates the District wide Student Discipline Policy or a school Student Discipline Policy may be subjected to the consequences established in the student handbook.~~
  - b. ~~Any student who violates the District wide Student Discipline Policy or school Discipline Policy that has a potential consequence of dismissal from school for more than one school day shall have an informal conference with a school administrator. An informal conference is not required where the student is creating an immediate and substantial danger to himself or herself or to surrounding persons or property.~~
  - c. ~~Any student who is being suspended from school for more than one day will be provided written notice containing: the grounds for suspension, facts giving rise to the dismissal, a description of the testimony, a readmission plan, and a copy of the Pupil Fair Dismissal Act. A copy of the notice will be personally served upon the student at or before the time the suspension is to take effect, unless the student will create an immediate and substantial danger to surrounding persons or property. The parents or guardians of the student shall be provided written notice of the suspension by mail within 48 hours of the informal conference. The parent or guardian's notice will include all the elements contained in the student's notice. The administration will make reasonable efforts to notify the student's parents or guardians of the suspension as soon as possible following suspension.~~
  - d. ~~Any suspension that exceeds five days in length will be accompanied by an explanation to the superintendent listing the reasons why the suspension exceeded five days in length.~~
  - e. ~~All students who violate a school policy or rule that has a potential consequence of exclusion or expulsion will be given the opportunity to have a hearing over the issue of exclusion or expulsion in accordance with Minnesota law. (See Minnesota Statute §121A.40 to 121A.56.)~~
  - f. ~~A student who has been recommended for expulsion the second time should expect to receive more severe consequences.~~
  - g. ~~If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening.~~~~

○ ~~Grounds for dismissal (121A.45):~~

- ~~willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements.~~
- ~~willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school-sponsored extracurricular activities; or~~
- ~~willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.~~

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

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

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

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

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

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

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

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

10. ~~Under the influence: The following behaviors would indicate that a student is under the influence: smells of alcohol or drugs, physical appearance, incoherent, staggering or unsteady walk, slurred speech or comatose. These indicators of when a student is under the influence are not an exclusive list but are examples of the kinds of observable behavior or conditions that would be utilized in making such a determination.~~
11. ~~Unique Situations: Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Consequences can range from those assigned by an administrator up to and including recommendation of expulsion.~~

## Definitions

- ~~Bullying—intimidating, threatening, abusive, or harming conduct that is objectively offensive and: a) There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or b) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, service, or privileges.~~
- ~~Cyberbullying—bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. This includes use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts the school environment or interferes in a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.~~
- ~~Dismissal—dismissing a student from school for one school day or less.~~
- ~~Drug paraphernalia— all equipment, products and materials of any kind which are knowingly or intentionally used primarily in manufacturing a controlled substance; injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance; testing the strength, effectiveness, or purity of a controlled substance; or enhancing the effect of a controlled substance.~~
- ~~Exclusion— an action taken by a school board to prevent enrollment or re-enrollment of a student for a period which shall not extend beyond the school year.~~
- ~~Expulsion— a legal act taken by the school board to prohibit an enrolled student from further attendance up to 12 months from the date the student is expelled.~~
- ~~Threat/Hate Group — any ongoing organization, association or group, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in a pattern of threat group activity. "Pattern of threat group activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same threat group.~~
- ~~Threat/Hate Group like activity— any conduct engaged in by a student on behalf of any threat group, to perpetuate the existence of any threat group, to affect the common purpose and design of any threat group and/or to represent a threat group affiliation, loyalty or membership in any way while on a school location. These activities include recruiting students for membership in any threat group and threatening or intimidating other students or employees to commit acts or omissions against~~

his/her will in furtherance of the common purpose and design of any threat group.

- ~~Hazing – committing an act against a student or coercing a student into committing an act that creates risk of personal harm in order to be initiated or affiliated with any student organization or activity that may or may not be officially recognized by the school. Hazing is any activity that risks or affects mental or physical health, including physical brutality such as whipping or beating; activities such as sleep deprivation or weather exposure; consumption of alcohol, drugs, tobacco or other substance; intimidation or threats of ostracism, mental stress, embarrassment, shame, humiliation; or any illegal activity.~~

## **Volunteering**

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

## **Attendance**

Eden Prairie Schools values attendance. We believe that every student should be in school every day. Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. Class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. Eden Prairie Schools is a participant in the Hennepin County Attorney's Office [bc@school](mailto:bc@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.

## **Excused Absences**

The following reasons shall be sufficient to constitute excused absences:

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

12. Family emergencies
13. A student's condition that requires ongoing treatment for a diagnosis
14. Active duty in any military branch of the United States

In order for an absence to be excused, a parent/guardian needs to call the school attendance line within 48 hours of the absence. The parent/guardian needs to state when the child will be absent and explain the reason for the absence. Students whose absences are excused are required to make up assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

Students who accumulate excessive absences, even when excused, will work with the school staff and parents/guardians to develop a plan to assure attendance at school daily.

### **Unexcused Absences or Truancy**

These are examples of absences that will not be excused:

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

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

### **Consequences of Unexcused Absences**

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

### **Attendance Policy Definitions**

- Tardy: not arriving at the set or expected time.
- Absence: not being present during a scheduled period or arriving more than 15 minutes late to class without a valid excuse.
- Unexcused Absence or Truancy: any absence not called in by a parent/guardian within 48 hours of absence or an absence not known by parent/guardian or school.

- ~~Excused Absence or Tardy: any absence/tardy called in by a parent/guardian within 48 hours after the class was missed.~~
- ~~School-excused absence: any absence as a result of a school-sponsored activity (i.e. field trips, activity meetings, or student participation in competition). This absence must include a parent/guardian signed permission slip and does not need to be called in by the parent/guardian.~~

### **Procedures for Excusing Students**

~~Parents/guardians are encouraged to contact their teachers prior to 11 a.m. each day if their student is absent. Parents/guardians must follow procedures for excusing students.~~

~~All absences must be reported in within 48 hours; no absences will be excused after that time period. Students who are 18 years old are not allowed to report attendance or early release.~~

### **Illness**

~~Please contact your child's teacher(s) if they will not be at school due to illness.~~

### **Insurance**

~~The Eden Prairie School District does not carry accident, disability or medical insurance for students. Coverage is through the student's family medical coverage, including the cost of ambulance services. The district does carry public/general liability coverage for district premises and/or employee negligence.~~

~~MinnesotaCare health insurance is available for those families who qualify based on monthly income and family size. Questions about this plan can be directed to the School Nurse or Social Worker.~~

### **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 Head of School. If resolution cannot be reached, the parent/guardian/adult student will be asked to complete a form and a meeting involving representatives of the district and site Teaching and Learning staff will be convened.~~

### **Fees**

~~Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks.~~

~~Students may be required to pay certain other fees or deposits, including (not an all-inclusive list):~~

- ~~Cost for materials for a class project that exceeds minimum requirements and is kept by the student.~~
- ~~Security deposits for the return of materials, supplies, or equipment.~~

- ~~Field trips considered supplementary to the district's educational program.~~
- ~~Admission fees or costs to attend or participate in optional extracurricular activities and programs.~~
- ~~Voluntarily purchased student health and accident insurance.~~
- ~~Use of musical instruments owned or rented by the school district.~~
- ~~A school district-sponsored driver or motorcycle education training course.~~
- ~~Transportation to and from school for students living within two miles of school.~~
- ~~Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.~~

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

### **Parent Right to Know**

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

- ~~1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;~~
- ~~2. Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;~~
- ~~3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;~~
- ~~4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.~~
- ~~5. In addition, the school district will provide parents/guardians with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents/guardians if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.~~

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

#### **Pledge of Allegiance**

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

#### **Release of Directory Information**

~~The Family Education Rights and Privacy Act requires school districts to notify parents/guardians and students that certain information from student records may be released and made public without the written consent of the parents/guardians or students 18 years of age or older. This information is called "directory information." Directory information includes name, residential mailing address, telephone number, date and place of birth, grade in school, major field of study, participation in officially organized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, previous school attended, and photos. These publications could include district-initiated publications such as calendars, newsletters, annual reports, and brochures. They also include school-initiated publications such as student newspapers and~~

yearbooks. In addition, media, including weekly community newspapers, metro daily papers, and television stations may ask to take photos of district students. Parent/guardians or students of majority age who do not want directory information released for internal and/or external use should indicate this on the annual "Directory Release Form" located on the parent portal by October 1. If you need a hard copy of the form, please contact your child's school.

### **Student Records**

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

### **Student Surveys**

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

## **Policies and Guidelines**

### **Bullying Prohibition**

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

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

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

### **Equal Education Opportunity**

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

### **Equal Employment Opportunity**

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

### **Harassment and Violence Prohibition**

It is the policy of the school district to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status,

~~familial status, status with regard to public assistance sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.~~

### **Hazing Prohibition**

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

### **Internet Acceptable Use Policy**

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

### **Nondiscrimination**

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

- ~~● 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**

~~IF EPO students are participating in any activities on school grounds, 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 Head of School 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.

## **Transportation**

Rules and consequences for riding district busses and other types of transportation are listed below if EP Online students are riding Eden Prairie School's busses for any reason.

### **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/guardian, school, driver, and Transportation Department~~
- ~~4. Ten-day bus suspension~~
- ~~5. Loss of bus riding privileges for the remainder of the school year. There will be no mid-year forgiveness period for students in grades 7-12.~~

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

#### ~~Rules at the Bus Stop~~

- ~~1. Stay away from the street, road, or highway when waiting for the bus. Line up at least three feet away from the street in an orderly fashion and wait until the bus stops before boarding.~~
- ~~2. Respect the property of others while waiting at your bus stop. Do not pick flowers or shrubs, throw stones, snowballs, litter, etc.~~
- ~~3. Keep your arms, legs, and belongings to yourself.~~
- ~~4. Do not use offensive or foul language.~~
- ~~5. Avoid standing in and blocking sidewalks and driveways.~~
- ~~6. No pushing, fighting, harassment, intimidation, or horseplay.~~
- ~~7. Do not run to the curb when the bus comes. Stay back until the bus is actually stopped. (A push at the middle or end of the line can send the front person into the bus or under its wheels.)~~
- ~~8. Older students should be helpful to younger ones.~~

#### ~~Safety~~

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

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

~~Students may bring items such as musical instruments that they can hold in their laps or between their legs during the bus ride. Objects like balls, ice skates, and in-line skates must be stowed in a backpack or bag.~~

#### ~~What's not allowed on the bus?~~

- ~~● Guns (including toy guns or look-alikes)~~
- ~~● Knives or other sharp objects~~
- ~~● Skis, ski poles, hockey or lacrosse sticks, bats, golf clubs, snow sleds (unless they roll up)~~
- ~~● Flammable items~~
- ~~● Glass items~~
- ~~● Laser pens~~
- ~~● Balloons~~
- ~~● Any items of dangerous or objectionable nature~~

~~More information about Eden Prairie Schools Transportation Department, including detailed student and parent/guardian responsibilities, is available at [www.edenpr.org](http://www.edenpr.org).~~

### 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/](http://suicidepreventionlifeline.org/)
- Bridge For Youth 612-400-SAFE

### Mental or Chemical Health

- Counselors, GMS Counseling Office 952-975-7330
- Alcoholics Anonymous 952-922-0880, [www.aaminneapolis.org](http://www.aaminneapolis.org)
- Family & Children's Services 952-884-7353
- Mental Health Association of MN 612-331-6840, [www.mentalhealthmn.org](http://www.mentalhealthmn.org)
- Narcotics Anonymous [www.twincitiesna.org](http://www.twincitiesna.org)
- Move Forward 952-988-8336, [www.moveforward.org](http://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](http://www.cornerstonemn.org)
- Casa de Esperanza Crisis

# EP Online Secondary (6-12)

## Student Handbook

2022-2023

### 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.

### Table of Contents

*Click on the hyperlinks to view each section below*

<a href="#">Academic Expectations</a>	<a href="#">iLearn@EP (Technology)</a>
<a href="#">Attendance Expectations</a>	<a href="#">Communications</a>
<a href="#">Student Support Services</a>	<a href="#">Volunteering</a>

**Translation Available:**

Warbixin muhiim ah. Wac Ahmed Noor in lagu turjubaano 952-975-7069.  
Especialista en Comunicaciones Heriberto Vargas llame al 952-975-7068 para traducciones importantes.

**Academic Expectations**

*The Eden Prairie School District is committed to the academic success of all students. We know you have entrusted your student’s education to us, and we promise to work diligently to educate each child in a safe, caring, and engaging manner.*

**SCHEDULE:**

EP Online Secondary students utilize a block schedule that has them participate in one Connections advisory period and up to four academic courses every day throughout an entire academic semester each day that Eden Prairie Schools is in session (please consult our [district website](#) to find the current school year calendar).

Students will engage in approximately 15 minutes of synchronous interactivity via Zoom with one faculty advisor and a small group of similarly-aged peers in their Connections advisory every day that school is in session. Connections is a setting where daily attendance will be taken and students will forge professional interpersonal relationships with other students, hear important school updates, and plan out their academic tasks for the week. Students will “loop” with the same Connections faculty advisor and peer group each school year they remain in EP Online until graduation.

Following their Connections advisory period, students will have four different blocks of time throughout the remainder of the school day reserved for when their 4 academic courses can meet. Most courses will typically hold a 30-minute synchronous (‘live’) class session on Zoom every Monday-Thursday, followed by a 60-minute “support” period of flexible learning time where the teacher is available for further contact or support but students are otherwise able to work asynchronously (‘anytime’) on their remaining learning tasks for the day. Synchronous class sessions are typically not held on Fridays in order to provide teachers with time to engage in professional collaboration and personalized conferencing with students and families. [Note: There are several high school elective courses that, due to their size and setup, are designed to be largely asynchronous in nature to provide more flexibility to students and staff. These courses still feature weekly check-in opportunities with the instructor, but do not hold full-class synchronous sessions].

Below is a sample EP Online Secondary daily schedule. Please note that we reserve the right to adjust specific class period times throughout the school year as needed to adapt to learning challenges and support student growth.

Period	Times (General Classes Only)	Semester 1	Semester 2
Advisory	8:40-8:55	Connections	Connections
1st Period	9:00-9:30 (Support: 9:30-10:20)	Course 1	Course 5
2nd Period	10:30-11:00 (Support: 11:00-11:50)	Course 2	Course 6
3rd Period	12:30-1:00 (Support: 1:00-1:50)	Course 3	Course 7
4th Period	2:00-2:30 (Support: 2:30-3:20)	Course 4 (Teacher Prep)	Course 8 (Teacher Prep)
Eagle Period	3:30-4:30	Clubs, Music Ensembles, etc.	

### **FAMILY INVOLVEMENT:**

Learning at Home: Research supports that families are the earliest and most significant teachers in a child's life. A child's value of education and lifelong learning is also impacted by teachers, caregivers, and outside influences. Families know their child best and can 1.) help foster learning by linking current and past experiences, 2.) Ask questions that help the child reflect, and 3.) Support the child's growing knowledge of self and what works best for him or her. More information about how families can take an active role in their students' education can be found at [www.edenpr.org](http://www.edenpr.org).

### **COURSEWORK:**

**Synchronous Learning Activities:** In our online school setting, students will be invited to participate in a variety of 'live' Zoom sessions each day where they will receive direct instruction from their teacher about various academic topics as well as engage in a variety of large group, small group, and/or partner learning activities. These formative tasks help students to initiate new learning, discuss their thinking, and model and practice different strategies for meeting course learning targets. Consistent attendance and active participation in synchronous learning activities is essential for students' academic success.

**Asynchronous Learning Tasks:** Students will typically be assigned one or more independent learning tasks to complete each day in each academic content area (often following a synchronous "'live' learning session). This independent review, practice, and application of learning is important for students to ultimately reach a level of expected proficiency for knowledge and skill acquisition appropriate to the student's instructional level. Students will need to utilize their time wisely to complete these assignments and continue to make academic progress in their courses. One benefit of online learning is that students and families have considerable flexibility to determine when throughout the day these learning tasks should be completed. Some will find the recommended independent work times during the school day to be the best plan of action; others will decide they want to flex some of those work times to mornings or evenings to better accommodate student needs.

**Daily Reading:** Literacy is the foundation of all student achievement. In addition to other daily assigned learning tasks, every student should spend at least 15-30 minutes each day engaging in independent reading of a book that is of high interest to them. If your family needs help accessing books, please contact your classroom teacher.

## CURRICULUM:

General information about Eden Prairie Schools' secondary curriculum can be found on our [district website](#).

A list of EP Online Secondary course offerings and course descriptions can be found on our [school website](#).

Specific information about each course, including a course syllabus, essential learning targets, and required summative assessments is available upon request from site administration and will otherwise be shared with students and families by their assigned teacher at the beginning of every semester.

The district has specified the following procedure for a parent, guardian, or adult student (18 years or older) to further review the content of curricular materials, address concerns, and propose alternative instruction for an individual student. There are three potential action steps, beginning with an informal meeting of the adult and the educator(s) responsible for delivering the curriculum in question. If the concern is not resolved, it will be taken to the building principal. If resolution cannot be reached there, the building principal will notify the district Personalized Learning Department of the concern, and a meeting will be convened involving the parent/guardian/adult student, the site principal, and the appropriate district representatives to discuss the matter further and determine a course of action.

## GRADUATION REQUIREMENTS

A student must successfully complete 54 credits to graduate and complete all courses required of their graduating class (see below). In addition, students are required to take graduation exams required by the State of Minnesota.

Department	Credits	Required Courses
English	8	English 9, English 10, English 11, English 12
Social Studies	8	Human Geography, US History, World History, Government/Economics
Math	6	Geometry, Algebra II, Statistics
Science	6	Earth & Space Science, Biology, Chemistry -or- Physics
Physical Education	2	Online Physical Education, Personal Fitness
Health	1	Health
Technology	1	Introduction to Technology
Business	1	Personal Financial Literacy
Fine Arts	2	Choice: Art, Vocal Music, Instrumental Music, or Theater Electives
TOTAL	54	<i>Note: Many colleges/universities also expect applicants to have completed two years of world language study</i>

Eden Prairie Schools expects students to make continuous progress toward graduation. Seniors will be allowed to participate in commencement exercises only if they have completed and passed all graduation requirements or are

fewer than two credits deficient. Students who are deficient in credits may make them up by enrolling for extra classes or attending an approved night school, summer school, or independent study program. It is strongly recommended that the student confer with his/her counselor regarding progress toward graduation.

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

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

**COURSE REGISTRATION:**

Course registration for the upcoming school year occurs each February. Students will register for up to 4 courses per semester (8 courses per year). Each course is worth 2 credits, awarded in 1-credit increments each term (quarter). Students in grades 6-10 are expected to carry a full courseload throughout the school year; students in grades 11-12 are expected to carry a minimum of 3 courses per term. An EP Online Guidance Counselor will support students in making appropriate course selections to ensure a successful pathway to graduation and progress towards post-secondary college and career readiness goals. Students are not guaranteed placement in their elective course selections, but EP Online will make every effort to honor students' prioritized requests.

**COURSE PREREQUISITES:**

Certain courses may have prerequisite requirements that typically need to be met prior to the student being allowed to register for the course (i.e. students being a particular grade-level or students completing a previous course that provides essential foundational knowledge). These requirements are listed in the course catalogue.

Students may request a waiver to these prerequisite requirements on a case-by-case basis by meeting each of the following criteria:

- a severe scheduling conflict or other extreme need, as determined by an EPO counselor or administrator;
- a high class ranking equivalent to Post-Secondary Enrollment Option status for the University of Minnesota (the student must have a GPA of 3.70 or higher);
- completion of all other prerequisites for the course;
- a strong teacher recommendation from the student's most recent teacher in the subject area in question;
- several examples of where the student has shown strong interactive or discussion skills in a class or activity (especially highlighting interaction or discussion with older students); AND;
- an early request (i.e., during the spring registration period for the following school year) so that staffing levels can be addressed, or a later request if space is available in the class in question.

EP Online reserves the right to deny a waiver if related administrative issues cannot be reasonably resolved. Forms to request a grade level waiver are available from the EPO Guidance Counselor.

**POST-SECONDARY ENROLLMENT:**

Postsecondary Enrollment Options (PSEO) is a program that allows 10th, 11th, and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for admission into PSEO courses. 11th and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a grade of C in that class,

they may take additional PSEO courses. You can learn more about PSEO by contacting your EPO Guidance Counselor or reviewing information on [this webpage](#).

EP Online faculty are under no obligation to assist students taking PSEO courses (or any other courses not offered directly through EP Online and assigned to EP Online teachers, such as EPIC coursework, Credit for Prior Learning, EPHS courses, courses from a supplemental online provider other than EPO, etc.).

### **COURSE DROP/WITHDRAWAL:**

Once a class schedule has been developed for a given school year, course drops will only be allowed for students who were erroneously placed (i.e., a student who has not met the course pre-requisites, a student who has already completed course content at another school, a clerical error during registration by EPO staff, etc.) -or- for students who both the student's family and teacher believe have been significantly misplaced in a particular course as suggested by performance in that course in relation to the student's previous academic records.

A grade of "W" (Withdrawal) will be entered on a student's record when the student officially withdraws from a course after the first two weeks of the term. If a student officially withdraws from a course within the first two weeks of a term, there will be no record of that course registration entered on the student's transcript.

### **COURSE GRADES:**

EP Online teachers will provide frequent, timely and substantive feedback to families about how students are progressing in their academic studies. This feedback will be shared through a combination of synchronous conferences, asynchronous written correspondence (through email or messaging), and scores/notes being posted in the teacher's Schoology Gradebook and/or Infinite Campus Gradebook.

Final grades for the essential concepts in each subject area will be formally submitted on a student's report card (accessible in Infinite Campus) at the end of each semester. Students will be issued one of the following grades in each course using a 4.0 non-weighted grading system:

- **A:** 93-100%
- **A-:** 90-92%
- **B+:** 87-89%
- **B:** 83-86%
- **B-:** 80-82%
- **C+:** 77-79%
- **C:** 73-76%
- **C-:** 70-72%
- **D+:** 67-69%
- **D:** 63-66%
- **D-:** 60-62%
- **I or F:** 0-59%

A grade of "D-" or higher indicates a student has demonstrated sufficient proficiency of all essential learning targets in order to earn credit for the course; however, it is the goal of EP Online that every student will earn a grade of "C-" or higher in every course. Therefore, a student who has received a "D+" or lower has the option of re-taking the same

course in a future semester for a revised grade. The student is responsible for requesting that the higher grade replace the lower grade on the transcript (i.e., the lower grade is eliminated from the transcript). When students are attempting to retake a course, registration will be limited if there is no available space in the course roster during a given term. Students who fail the preceding term of a multiple term class may continue in the course at the discretion of the teacher, in consultation with the student support team.

A grade of "I" (Incomplete) is a temporary placeholder indicating that a student has yet to demonstrate proficiency in a given subject and that the student qualifies for additional time to successfully complete the course. In collaboration with the student and family, an EPO counselor, administrator, and teacher will determine the best pathway for a student to do so (see additional "Grading Practices - Incompletes" section below). When a student earns a grade of "I" (Incomplete), it will be reflected in the computation of the student's GPA as a zero until the grade is later changed to a "P" (Pass) or a replacement letter grade (based on the student's revised final performance in the course). If a student does not meet proficiency by **August 31** following the school year the "I" was issued, the "I" will be replaced with a grade of "F" on the student's transcript.

Additionally, in individual courses, students can alternatively opt for a Pass/No Credit grading system, where:

- **P** = 60% and above
- **NC** = below 60%

The guidelines for the Pass/No Credit option are:

- Students must continue to meet all classroom expectations (including completion of daily work, projects, and quizzes/tests) after choosing the P/NC option or the option will be revoked
- Students must demonstrate a minimum of 60% proficiency on course essential learning targets to earn a "P".
- Students may exercise the P/NC option for up to two courses each year with no more than one per term.
- Many colleges and universities request courses be taken for an "A-F" grade.
- Students must declare their intent to exercise the P/NC option in writing, with parental/guardian consent, by no later than the midpoint of the given grading term.

Student grades, final report cards, and unofficial transcripts are all available for students and families to view at any time. To view report cards in Infinite Campus, please follow these steps (and contact the EPS Help Desk if you need help accessing the Parent Portal by phone at 952-975-7094 or by email at [helpline@edenpr.org](mailto:helpline@edenpr.org)):

1. Go to [www.edenpr.org](http://www.edenpr.org) in web browser.
2. Move your mouse over the red **login** button (located in the upper left side of the page).
3. Select **Parent and Student Portal Login** from the drop down menu.
4. You will be brought to the Portal login page. Select "Campus Parent"
5. Enter your Parent Username and Password.
6. Select Documents on the left side, then navigate to Report Card on the right side.

## **GRADING PRACTICES:**

EP Online is committed to implementing evidence-based grading practices that align with the following principles:

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

The following standardized grading practices are utilized across all EP Online courses and strive to reflect the aforementioned philosophical principles:

- All course assignments will reflect student mastery of course Essential Learning Targets. Each assignment will be coded as either:
  - Formative “**Academic Progress**” (weighted to a maximum of **15%** of a final term grade)
  - Summative “**Academic Performance**” (weighted to at least **85%** of a final term grade)
- Students can retake/redo assessments in the summative “Academic Performance” category; any re-take/re-do is worth 100% of the value of the original task.
- Pursuant to our guiding vision, behaviors will not be factored into a student’s grade. Examples of this guiding principle include but are not limited to:
  - Attendance should not be directly included in grade calculations.
  - Points should not be added or subtracted for timeliness of work completion.
  - No “extra credit” shall be factored into a grade.
- Final term grades will be rounded up for point values of .5-.9 and rounded down for point values of .0-.4.

#### **GRADING PRACTICES - INCOMPLETES:**

If students are missing or failing summative “Academic Performance” task items at the end of a term, the student grade may be reported as an “Incomplete” until the student submits/revises those items. In order to resolve an Incomplete, the student must make one of the following arrangements to complete the course:

1. **Contract with their teacher to finish it:** If a student contracts with a teacher, the teacher stipulates what work must be completed or revised and a deadline (at least 3 weeks after the end of the term) for completion of work. If a student contracts with a teacher and does not complete by the contracted deadline, the original grade of “I” will convert to an “F”.
2. **Enroll in a summer school class:** If a student enrolls in the summer school credit recovery class, s/he needs to complete credit in summer school. A detailed accounting of work that needs to be completed or revised will be shared by the original course teacher with the summer school teacher. If the course is not completed, the original grade of “I” will convert to an “F.”

#### **ACADEMIC RECOGNITION:**

EP Online students are recognized at their senior graduation ceremony for exemplary academic achievement by the issuance of academic recognition cords to be worn in addition to their regular cap and gown.

- Gold Cords will be awarded to students with a 3.9-4.0 GPA and at least 54 credits
- Silver Cords will be awarded to students with a 3.75-3.89 GPA and at least 54 credits

Designation of gold and silver cords will be determined at the end of term 3 in 12th grade. Students receiving academic recognition as noted above will be “Honors Graduates”, receiving an Honors sticker on their diploma.

#### **STANDARDIZED ASSESSMENTS:**

**The Eden Prairie Assessment System** fosters the careful selection of the right assessment at the right time in a tiered decision-making process to improve learning and achievement for each student. District-wide, assessments are used to evaluate curriculum and instructional effectiveness. Individually, the tests are used to evaluate each student's progress towards the achievement of benchmarks and standards. Test results are shared with parents through various means including at conferences.

- **FAST (FastBridge Learning)** assessments are administered remotely to all 6-12 grade students in the fall, winter and spring in the areas of literacy and numeracy.
- **MCA-III (Minnesota Comprehensive Assessment)** in Math and Reading are administered in-person (at various testing locations around the state of Minnesota) to all 6-8 grade students in the spring. The Science MCA is given to 8th grade students in the spring. At the high school level, students take MCA exams at the end of 10th grade (Reading), 11th grade (Math), and completion of their Biology course (Science).
- Other assessments may be administered (typically remotely) to some students at various times of the year in order to monitor progress or provide further diagnostic information for student support services.

Please consult [this document](#) if your family would like to learn more about the rationale for and benefits of state-mandated standardized assessments and/or officially opt-out your student from participating in them.

## **ACADEMIC INTEGRITY**

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

### **Plagiarism**

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

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

## Attendance Expectations

*We believe each student should be in school every day. Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. Class attendance is a joint responsibility shared by the student, parent/guardian, teacher, and administrators.*

### **EP ONLINE SECONDARY - ATTENDANCE POLICY:**

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, all students of the school district are REQUIRED to attend classes (i.e. have interactions with a licensed teacher) every day that school is in session, unless the student has a valid excuse for absence (see below).

Attendance in EP Online Secondary is recorded by a student's Connections advisory teacher during the synchronous session each morning that Connections period occurs (at approximately 8:40 AM).

If a student is not present when attendance is taken, he/she can alternatively have their attendance recorded by participating in other synchronous or asynchronous coursework throughout the school day and documenting this engagement through our [EPO Attendance Verification form](#). *It is the responsibility of the parent/guardian to submit this form (or to notify EP Online of a valid excuse for absence) each day that a student is not present when attendance is taken by their teacher during their Connections advisory session.*

### **EXCUSED ABSENCES:**

In order for an absence to be excused, a parent/guardian needs to contact EP Online by calling (952-975-7163) or emailing ([EPOnlinerecords@edenpr.k12.mn.us](mailto:EPOnlinerecords@edenpr.k12.mn.us)) prior to -or- the day of the absence. In your communication, please 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 families to develop a plan to insure attendance at school daily.

**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 or extracurricular activity
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

**TARDINESS:**

Students are expected to be in all assigned synchronous learning sessions at the start of and through the duration of each session. Failure to do so without a valid excuse (see list above) constitutes tardiness. If a student has a valid, recurring scheduling conflict with a regular synchronous learning session, a meeting between the student's family, teacher, and principal will be held to develop a personalized asynchronous learning plan in lieu of tardiness.

**CONSEQUENCES OF UNEXCUSED ABSENCES OR TARDINESS:**

*School and district staff will work with the parent, student and the Hennepin County Attorney's office be@school program and follow the three-day notification and six-day Parent Group Meeting process.*

- If unexcused absences continue after following be@school process, the appropriate local county officials will be notified to follow with necessary legal action to ensure attendance at school.
- Minnesota statute section 126C.05, subdivision 8, requires any student who is absent for 15 consecutive school days to be dropped from the school's roll and classified as withdrawn.
- Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56.
- Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.
- Along with following the Hennepin County Attorney's be@school programs, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

**MINNESOTA RESIDENCY REQUIREMENT:**

While our online learning model provides considerable flexibility to families regarding where and when students engage in their coursework, the state of Minnesota mandates that students need to physically reside within the state while accessing their education. Specifically, Minnesota statute section 126C.05, subdivision 8 requires that any student who has been out of the state for 15 consecutive school days must be withdrawn from the Minnesota

Automated Reporting Student System (MARSS) and is no longer eligible for educational funding until he/she resumes physical residence in Minnesota again. Unfortunately, there currently are no exemptions to this rule for online education providers and EP Online staff is obligated to report this status if made aware of it.

If your student will be traveling outside of Minnesota on a trip that is less than 15 consecutive school days, your student is able to remain enrolled in EP Online without issue. Students in these circumstances are encouraged to continue to actively attend school during their travels if they are able to do so, and to request an excused absence for any days they are not able to participate either synchronously or asynchronously.

If your student will be traveling outside of Minnesota on a trip that is equal to or more than 15 consecutive school days, your student will need pursue one of the following options:

- 1) Withdraw from EP Online at the time of departure until such time as the student will be physically residing within the state of Minnesota again.
- 2) Change your enrollment status in EP Online to a “non-resident of Minnesota” during the remainder of the time you will be gone in excess of 15 days and pay the EPS non-resident tuition rate for those additional dates. For more information about this arrangement, please reach out to the EPO Principal.



## Student Support Services



*The following staff members work alongside our classroom teachers to ensure that each student and family receives the varied support needed to achieve academic, social, and interpersonal success.*

### **PRINCIPAL:**

EP Online’s Principal provides site-level leadership, including oversight of all K-12 EPO programming, supervision of all K-12 EPO faculty and staff members, delivery of all K-12 EPO communications, and assurance of academic excellence and continuous school improvement.

### **DEAN OF STUDENTS:**

EP Online’s Dean of Students supports students and families in ensuring each EPO student maintains consistent attendance, academic engagement, and positive behavior choices throughout the school year. The Dean of Students also acts as the site assessment coordinator and assists the principal in managing school functions.

### **INSTRUCTIONAL EXCELLENCE COORDINATOR:**

EP Online’s Instructional Excellence Coordinator supports teacher and staff members in their continuous growth and development as they work to enhance their pedagogy and craft, individually and as professional learning teams.

### **GUIDANCE COUNSELOR:**

EP Online’s Guidance Counselor provides academic counseling to students as they explore career pathways, register for courses in middle school and high school, and engage in post-secondary planning.

**SOCIAL WORKER:**

EP Online's school social worker supports the social-emotional learning and growth of children, including connections between families and outside agencies for physical, economic, and/or mental health-related needs.

**SCHOOL PSYCHOLOGIST:**

EP Online's school psychologist is involved with children, families, and school teams to support students and their educational programming needs, ensuring students receive multi-tiered systems of support after a thorough diagnosis of student needs obtained through varied assessment and observation methods.

**GIFTED & TALENTED SERVICES:**

EP Online's GT Specialists provide enrichment learning opportunities to develop the gifts and talents of students who qualify for expanded focus on elements of depth and complexity, critical thinking skills and advanced topics. Parents or teachers may recommend a child for GT services. Students who are recommended are assessed using multiple measures of both ability and achievement. A district team then reviews and evaluates the data to determine if criteria is met for programming.

**INTERVENTION SERVICES:**

EP Online Interventionists support students with high-quality instruction in foundational skill development in the areas of reading and/or math for students who would benefit from accelerated growth in either area.

**MULTILINGUAL ENGLISH LEARNER SERVICES:**

Specialized English language instruction is available to support speaking, listening, reading and writing for Multilingual English Learners. Students are served both in their core classes, and in supplemental instruction, depending on each student's linguistic needs. In addition to specialized services, enrichment occurs within the classroom through teacher differentiation of curriculum and instruction for our multilingual learners.

**SPECIAL EDUCATION SERVICES:**

Special Education services are available to any student eligible for specific disability services as defined by state and federal law. Disability areas include speech/language, emotional behavioral disorders, other health disabilities, physically impaired, traumatic brain injury, visually impaired, deaf/hard of hearing, specific learning disabilities, autism spectrum disorder, visually impaired, cognitive disabilities, and severely mentally impaired.

- A student may also be eligible for services because of a specific developmental delay through age seven.
- Students may be referred for a Special Education assessment by parents or teachers.
- Parents will be involved in a review of the evaluation and the decisions regarding eligibility and services.
- Services are described through the development of an Individual Education Program Plan (IEP). Students are served in accordance with district, state, and federal guidelines.



## Safe and Supportive Schools

*Eden Prairie Schools believes each student, regardless of age, race, gender, ability level, religious beliefs, national origin, sexual orientation (actual or perceived), or physical attributes, deserves the right to be educated in an environment that does not interfere with their educational opportunities or ability to participate in school functions or activities or receive school benefits, services, or privileges.*

### **BULLYING:**

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. 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. **Bullying does not refer to a one-time argument or disagreement between students.**

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

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

## **DRESS CODE:**

Appropriate dress is a necessary component in providing an optimal learning environment. Students are responsible for dressing in such a manner that is not disruptive or likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory or associated with threat/hate groups. Clothing, headwear, and accessories which display references to alcohol, chemicals, tobacco or other products which are illegal for use by minors is not permitted.

## **EXPECTATIONS OF ADULTS & STUDENTS:**

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

Behavioral expectations specific to all aspects of online schooling are taught at the beginning of the school year. Behavior expectations are re-taught and positively reinforced throughout the year to promote a safe, welcoming, and engaging learning environment for each child.

If students demonstrate inappropriate behavior while participating in EP Online, an adult will seek to understand what happened, support the child in reflecting on their behavior, and provide opportunities for restoring relationships, as applicable. In addition, specific consequences may be applied; parents may be contacted, depending on the nature of the behavior, frequency of the behavior, and severity of the specific incident.

Adults will:

1. Create a balanced approach for all learning.
2. Create a climate for learning that includes:
  - Providing opportunities for students to explore and construct their learning through student choices, practice, trial, error and reworking
  - Knowing the students culturally, and individually, by being fully cognizant of their individual strengths and interests
  - Co-creating classroom rituals that maximize learning through the duration of the session
  - Respecting difference and allowing for multiple perspectives without hurting others
  - Fostering opportunities for students to take responsibility for academic, social, and emotional expectations in monitoring their self-control
  - Responding to unexpected behaviors in restorative ways that support accountability and healing to rebuild the learning community

Students will:

1. 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
2. Participate actively in the learning experience by sharing information about themselves—strengths, weaknesses, and culture to create common bonds in curricular, co-curricular and extracurricular activities
3. Participate actively in the learning experience by respecting differences while asserting perhaps a divergent viewpoint, doing so without harm to the other students, staff, team, other leader, and property
4. Demonstrate empathy (knowing others) to build fruitful relationships that create a cohesive learning opportunity for all and through self-control behave in an ethical manner from the moment he/she is on the bus until s/he is returned home

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

- Redirect and re-instruct to ensure that student fully understands the expectations
- Work in partnership with family, students, staff and other significant adults to restoratively determine additional strategies and/or consequences
- Refer to Peer Mediation, Conflict Resolution or other restorative processes
- Consider removal from class, possibly through suspension or expulsion

## **SEVERE BEHAVIOR:**

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

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

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

- Parent phone call and conference
- In-school or out-of-school suspension
- Restitution
- Referral to a local police department
- Referral to outside agencies
- Recommendation for expulsion

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

*In today's rapidly-changing world, technology is a major tool in people's personal and professional lives. It is therefore important for our students to learn to demonstrate digital responsibility, technological awareness and the ability to use technology to create, research, communicate and produce in an academic and work 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 as a tool in learning.*

#### **ELECTRONIC DEVICES:**

All middle school students are provided iPads as learning tools in grade levels 6 - 8; all high school students are provided MacBook Air laptops in grade levels 9 - 12. Your child's teacher will communicate with you regarding specific classroom procedures and expectations. Filtered and monitored internet access is provided when the student connects to any district wireless network.

#### **DIGITAL CITIZENSHIP:**

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

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

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

## **STUDENT DIGITAL RESPONSIBILITIES:**

### **Personal Safety**

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

### **Password Protection**

Never share your password, steal or use another person's password. If a password is lost or compromised the student or teacher should call the technology 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.

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

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

### **Photos and Video**

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

### **Malicious Use/Vandalism**

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

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

### **Tech Support**

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

## **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.

## **INFORMATION REGARDING THE IPAD IN EDEN PRAIRIE SCHOOLS:**

### **iPad General Precautions**

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

### **iPad Cases**

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

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

### **iPad Screen & Cleaning**

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

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

### **iPad Care**

- Only labels or stickers approved and placed onto the iPad by EPS staff are acceptable.
- Never leave an iPad unattended. It is your responsibility to keep your iPad stored in a safe, secure, temperature appropriate space.
- Do NOT dismantle or attempt to repair the internal workings of the iPad or the iPad case.
- If your iPad is not working, contact [EPO Tech Support](#) (952-975-7163) 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**

Earphones are not provided by Eden Prairie Schools but students are requested to obtain them as part of the EPO 6-12 Secondary Supply List.

### **Storing Documents**

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

### **Applications and Content**

Students, with the support and permission of parents may install apps or other content having an educational purpose on their iPad. Applications or content that does not have an educational purpose and is disruptive to the educational process or at home will be removed from the device. 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 will range from the student needing to check his or her iPad in and out of school each day for a period of time, to having all iPad privileges revoked.

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

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

We understand that instances of damage, destruction, or loss of the assigned iPad. These instances will be dealt with on a case-by case basis. Incidents of gross negligence or repeated incidents may result in financial restitution from the family, up to the cost of the entire device if warranted. If the device is damaged beyond repair or lost, the cost of replacement is \$300. 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 - \$300
- iPad Brick - \$13
- iPad Cable - \$7
- iPad Glass Damage - \$100

- iPad Case Replacement - \$32

## INFORMATION REGARDING THE MacBook Air IN EDEN PRAIRIE SCHOOLS:

### MacBook Air General Precautions

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

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

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

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

### MacBook Air Screen & Cleaning

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

### MacBook Air Care

- The Technology department is able to detect when unauthorized programs and apps are downloaded, and those devices will be "wiped" and reinstalled with approved programs and apps. EPS is not responsible for any lost content stored on the device, including but not limited to: documents, photos, music, etc.
- Never leave a MacBook Air unattended. It is your responsibility to keep your MacBook Air stored in a safe, secure, temperature appropriate space.
- Do NOT attempt to try to repair the internal workings of a MacBook Air yourself.
- If your MacBook Air is not working, contact [EPO Tech Support](#) (952-975-7163) as soon as possible and have an EPS technology support specialist examine it. If your MacBook Air needs to be worked on for an extended period of time, you will be issued a temporary MacBook Air until yours is working properly.

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

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

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

### **Earphones**

Earphones are not provided by Eden Prairie Schools but students are requested to obtain them as part of the EPO 6-12 Secondary Supply List.

### **Storing Documents**

There will be limited storage on the device and academic files take priority over personal. Eden Prairie Schools STRONGLY recommends backing up important files and content daily. Several backup options exist, including cloud storage or personal computers. Students should backup their files, services, personally allocated storage space on the school district's network, flash drives and external hard drives.

### **Apple ID**

Each student needs to have an Apple ID. Our recommendation is that the account is linked to a parent's account, and/or that parents have password information. Information on creating an Apple ID is provided at back to school nights and on the school website.

### **Student Discipline**

If a student violates any part of the above policy, he/she will be subject to disciplinary action. In instances where the student has put his/her own safety or the safety of others at risk, all MacBook Air privileges will be revoked immediately.

## Communications

*In a remote learning environment, it is especially important to stay connected and up-to-date with the latest news from our district, online school, and your student's teachers through the following avenues.*

### **ALERTS:**

Eden Prairie Schools has the ability to call, text and/or email all district families. In order to help ensure that you receive these important messages, please go to [www.edenpr.org](http://www.edenpr.org) and make sure that we have the correct email address and phone numbers for us to use.

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

Families can also receive time-sensitive notifications via the district mobile app. The app is free and available for Apple, Android or Windows devices.

### **ANNOUNCEMENTS/PUBLICATIONS/WEBSITE:**

Families with students attending Eden Prairie Schools will receive print and electronic publications from the district and EP Online, with announcements about district/site expectations, initiatives, and upcoming events. Teachers will keep parents informed about classroom-level news through frequent email communication

Families can also find information about school programs and policies and student attendance, grades, final report cards and unofficial academic transcripts through the Campus Parent Portal, Schoology, and/or our school website.

### **COMMUNICATION WITH STUDENTS DURING THE SCHOOL DAY:**

One benefit of online learning is the easy, flexible access it provides you to communicate freely with your students throughout the school day. If you need to communicate with your student during 'live' synchronous instruction on

Zoom, however, please ensure your student mutes his/her microphone and video prior to engaging in that communication so you do not disrupt the learning environment for other students.

### **COMMUNICATION WITH TEACHERS DURING THE SCHOOL DAY:**

Communication between teachers and families about student progress, school events, and classroom activities builds and maintains the learning environment. All staff members respond to requests for information and assistance in a timely and professional manner.

If you need to communicate synchronously with your student's teacher, please set up a time to do so in an individualized Zoom conference or phone call. Our staff is eager to engage in personalized conversations and have established times throughout the school day where they are available for these interactions. Please, however, do not interrupt whole class synchronous instruction on Zoom with personalized questions or concerns, as this time is limited during the school day and needs to remain focused on the established learning plans for all students.

### **TEACHER-FAMILY CONFERENCES:**

Eden Prairie Schools recognizes the importance of families and teachers working together. Families and teachers communicate and build relationships at conferences. EP Online conferences are facilitated virtually via Zoom. EPO Secondary Connections teachers engage in an initial welcome call with each family at the beginning of the school year and then all teachers invite families to participate in personalized conferences at quarterly intervals throughout the remainder of the school year. Please come prepared with any questions you have regarding your child's education.

### **STEPS TO FOLLOW IF YOU HAVE QUESTIONS/CONCERNS:**

Throughout the school year, situations at your school may bring about questions or concerns for students or families. The process described below is structured to promote resolving situations quickly to the satisfaction of all parties involved. This process also encourages those people closest to the situation to examine and develop solutions to concerns. A positive resolution of these situations enhances communication, builds trust between members of the school community, and benefits the educational program for the students.

#### **Please follow the steps below if you have a question or concern:**

- **Step 1 – Contact the appropriate staff member:** The first step in resolving a concern is to discuss it with the staff member(s) most closely involved. Most likely this is your child's classroom teacher. More than 95 percent of all questions or concerns are resolved at this level.
- **Step 2 – Contact the principal:** If your question or concern remains unresolved, contact the building principal. He/she is the instructional leader in charge of the school and the person responsible for handling questions or concerns regarding the school's operation. The principal can share school information and explain procedures, guidelines, and policies. He/she is available to listen and support your student and family.
- **Step 3 – Contact the appropriate district administrator:** If the previous steps have been unsuccessful, contact the appropriate district administrator or the Associate Superintendent. We sincerely hope that we can work together to solve problems as they arise. Please know we believe clear, open, honest, and two-way communication is the key to promoting positive home-school connections

### **WEATHER-RELATED CLOSING:**

On rare occasions throughout the school year, Eden Prairie Schools may send mass communication that indicates the temporary closure of brick-and-mortar buildings in Eden Prairie Schools due to emergency weather. In these instances, [EP Online will always continue to operate normally.](#)

If your family ever experiences emergency weather conditions in your home area while EP Online is in session, please take appropriate precautions as advised by local meteorologists or other authorities. Any synchronous instruction that is missed in this fashion will be considered an excused absence.

## ENROLLMENT/REGISTRATION

If your child attended an Eden Prairie School last year, they will automatically be registered for the current school year and you will receive information from your child's teacher prior to the beginning of the school year.

**New or Open-Enrollment Families:** Please contact our District Central Registration Office for registration materials. You may either pick up the forms at the Administrative Services Center, call 952-975-7008 to have them mailed to you, or register online using our [registration website.](#)



## Volunteering

*Volunteerism by family and friends is welcomed and a great way to improve our district and school community!*

### SHARING INSPIRATION VOLUNTEER PROGRAM:

We believe each person has individual gifts, interests and talents, which is why we are passionate about incorporating volunteers into our district classrooms and programs. Community Education oversees the [Sharing Inspiration Volunteer Program](#), which places community members, older students wanting to give back, and parent volunteers (including field trip chaperones) in one-time or ongoing volunteer roles across the district.

The Sharing Inspiration Volunteer Program works with teachers and other building staff members to identify needs for volunteers. Placements are then made based on the availability, strengths, and interests of vetted volunteers. A wide variety of opportunities are available within and outside of the school day, including, but not limited to, literacy or math tutors, lunchroom or recess support, guest speakers, media center volunteers, general classroom support, special event workers and evening homework helpers/tutors.

All volunteers must start by submitting an application at [www.edenpr.org/volunteer](http://www.edenpr.org/volunteer). Our Outreach and Engagement Supervisor will then connect to discuss your interests and current opportunities. Depending on the type of role you are assigned, volunteers typically then go through a background check and brief orientation prior to being placed.

### PARENT-TEACHER ORGANIZATION:

The Parent-Teacher Organization (PTO) at each elementary school is made up of parents working to enhance your child's school experience. The group sponsors family-oriented social and/or academic activities during the year and also organizes a wide variety of parent volunteer programs. The PTO plans events that serve as fundraisers with money used for programs and curriculum supplements that directly benefit students. Anyone interested in joining, or requesting additional information about the PTO, should contact the main office of the school(s) and someone will gladly assist in getting you connected to a current PTO member.

Please know that most PTO volunteers who are volunteering during the school day must also go through the Sharing Inspiration Volunteer Program process (see above).

**DISTRICT ADVISORY COUNCILS:**

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



**Policies and Guidelines**

*The following policies guide student and staff behavior in Eden Prairie Schools and EP Online.*

**BACKGROUND CHECKS:**

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.

**DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES:**

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

**EQUAL EDUCATIONAL OPPORTUNITY:**

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

**EQUAL EMPLOYMENT OPPORTUNITY:**

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

### **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.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for district resources 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.

### **HARASSMENT & 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.

### **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.

### **PARENT RIGHT TO KNOW:**

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

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

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.

### **RELEASE OF DIRECTORY INFORMATION:**

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

### **SEARCH & 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.

### **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. Contact your principal with questions related to the rights of parents/guardians and students about conducting surveys.

### **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, providing at least 20 minutes of time after going through the lunch line 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.



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

# ~~EP Online~~ ~~Elementary~~ ~~Student~~ ~~Handbook~~

~~EP Online Elementary (Kindergarten – Fifth/Sixth Grade) Student Handbook~~

## ~~Academic Success~~

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

## ~~Daily Reading and Daily Work~~

Daily Reading guidelines will vary from grade to grade, and from subject to subject. For district policy for "Academic Success"

- **Daily Reading:** Literacy is the foundation of all student achievement; it is our expectation that all students spend at least 15-30 minutes each day reading.
- **Class Assignments:** In an online school setting there are 'live' sessions where students are expected to be online to participate in daily learning. Classroom assignments are mostly completed outside of those 'live sessions.' Students will need to utilize their time wisely each day to complete assignments and continue to make progress.

### Family Involvement

Learning at Home: Research supports that families are the earliest and most significant teachers in a child's life. A child's value of education and lifelong learning is also impacted by teachers, caregivers, and outside influences. Families know their child best and can 1.) help foster learning by linking current and past experiences, 2.) by asking questions that help the child reflect, and 3.) by supporting the child's growing knowledge of self and what works best for him or her. More information about how families can take an active role in their students' education can be found at [www.edenpr.org](http://www.edenpr.org).

### Student Support Services

- **English Language Services:** Specialized English language instruction and support is available at each school for English Learners. Instruction is directed at acquiring both social and academic language. In addition to specialized services, enrichment occurs within the classroom through teacher differentiation of curriculum and instruction for our multi-language learners.
- **Psychologist:** Each elementary school has a school psychologist. Our school psychologist is involved with children, families, and school teams to support students and their educational programming needs.
- **Instructional Specialists:** These content specialists support students and staff to ensure high-quality instruction and student achievement in the areas of reading and/or math.
- **Social Worker:** Each elementary school has a school social worker whose role is to support the social-emotional learning and growth of children. The school social worker works with families, teachers, and other staff to address concerns about student achievement, behavior, and facilitates connections to needed social and mental health services.
- **Special Education:**
  - Special Education services are available to any student eligible for specific disability services as defined by state and federal law. Disability areas include speech/language, emotional behavioral disorders, other health disabilities, physically impaired, traumatic brain injury, visually impaired, deaf/hard of hearing, specific learning disabilities, autism spectrum disorder, visually impaired, cognitive disabilities, and severely mentally impaired.
  - A student may also be eligible for services because of a specific developmental delay through age seven.

- Students may be referred for a Special Education assessment by parents or teachers.
- Parents will be involved in a review of the evaluation and the decisions regarding eligibility and services.
- Services are described through the development of an Individual Education Plan (IEP). Students are served in accordance with district, state, and federal guidelines.
- **Assessments:** District-wide, assessments are used to evaluate curriculum and instructional effectiveness. Individually, the tests are used to evaluate each student's progress towards the achievement of benchmarks and standards. Test results are shared with parents through various means:
  - **FAST (FastBridge Learning)** assessments are administered to K-6th grade students in the fall, winter and spring.
  - **MCA-III (Minnesota Comprehensive Assessment)** in Math and Reading are given to all 3-6 grade students in the spring. Science MCA assessment is given to 5th grade students in the spring.
  - **FAST** as well as other assessments may be administered to some students at other times of the year in order to monitor progress.

## Communications

### Alerts

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

- **Updating Family Contact Information:** You can update your email address and cell phone number yourself by logging into the parent portal and click on "Family Members". Make the necessary changes and click "Update" in each cell that you change. If you have moved or changed your primary home phone number, please contact your students' schools to have that information updated in the system. Contact us with questions at (952) 975-7094 or [helpline@edenpr.org](mailto:helpline@edenpr.org).
- Families can also receive time-sensitive notifications, such as school closures and weather-related information via the [district mobile app](#). The app is free and available for Apple, Android or Windows devices.

### Publications

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

- **District Communications:** To ensure you're receiving electronic communication from the district and your school, log onto the district website, [www.edenpr.org](http://www.edenpr.org). You can update your email address and cell phone number yourself by logging into the parent portal and click on "Family Members". Make the necessary changes and click "Update" in each cell that you change. If you have moved or changed your

primary home phone number, please contact your students' schools to have that information updated in the system.

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

## Email

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

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

## Changes in Student Information

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

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

## Registering your child

If your child attended an Eden Prairie School last year, they will automatically be registered for the current school year and you will receive information from your child's teacher prior to the beginning of the school year. Preschool children who are listed on census information will automatically be sent kindergarten registration information. Census information forms are sent out each year via the district office.

- **New Families:** If you are new in the area, please contact our District Central Registration Office for registration materials. You may either pick up the forms at the Administrative Services Center or call 952-975-7008 and have them mailed to you.
- [Link to Welcome Center website.](#)

## Parent Problem Solving How To's

Throughout the school year, situations at your elementary school may bring about questions or concerns for students or families. The process described below is structured to promote resolving situations quickly to the satisfaction of all parties involved. This process also encourages those people closest to the situation to examine and develop solutions to concerns. A positive resolution of these situations enhances communication;

builds trust between members of the school community, and benefits the educational program for the students. Please follow the steps below if you have a question or concern:

- **Step 1—Contact the appropriate staff member:** The first step in resolving a concern is to discuss it with the staff member(s) most closely involved. Most likely this is your child’s classroom teacher. More than 95 percent of all questions or concerns are resolved at this level.
- **Step 2—Contact the Head of School:** If your question or concern remains unresolved, contact the Head of School. He/she is the instructional leader in charge of the school and the person responsible for handling questions or concerns regarding the school’s operation. The Head of School can share school information and explain procedures, guidelines, and policies. He/she is available to listen and support your student and family.
- **Step 3—Contact the appropriate district administrator:** If the previous steps have been unsuccessful, contact the appropriate district administrator or the Associate Superintendent. We sincerely hope that we can work together to solve problems as they arise. Please know we believe clear, open, honest, and two-way communication is the key to promoting positive home-school connections

### **Website**

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

### **Conferences**

Eden Prairie Schools recognizes the importance of families and teachers working together. Families and teachers communicate and build relationships at conferences. EP Online meet has a different structure for conferences than other EP Schools. Teachers will contact families at least monthly for a conference call to provide updates about a student's progress.

### **End of Semester Report Cards**

End of semester report cards will be available online by logging onto the district website, [www.edenpr.org](http://www.edenpr.org), with your username and password.

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

### **Student Behavior**

#### **Expectations of Adults and Students**

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

If students demonstrate inappropriate behavior at school, an adult will seek to understand what happened, support the child in reflecting on their behavior, and provide opportunities for restoring relationships, as applicable. In addition, specific consequences may be applied; parents may be contacted, depending on the nature of the behavior, frequency of the behavior, and severity of the specific incident.

Adults will:

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

Students will:

1. Participate fully in the learning experience.
2. Participate actively in the learning experience by being fully engaged, fully prepared, raising engaging questions, and effectively and positively communicating with all students and staff.
3. Participate actively in the learning experience by sharing information about themselves—strengths, weakness, and culture to create common bonds in curricular, co-curricular and extracurricular activities.
4. Participate actively in the learning experience by respecting differences while asserting perhaps a divergent viewpoint, doing so without harm to the other students, staff, team, other leader, and property.
5. Demonstrate empathy (knowing others) to build fruitful relationships that create a cohesive learning opportunity for all and through self-control behave in an ethical manner.
- **If a student is unable to demonstrate how to be Safe, Responsible, and Kind and disrupts the learning for other students, adults may:**
  - Redirect and re-instruct, work with and ensure that student fully understands the expectations
  - Work in partnership with family, students, staff and other significant adults to determine additional strategies and/or consequences
  - Create an accountability system with the student and parent/guardian with clear consequences or processes for resolution for additional violations
  - Refer to Peer Mediation or Conflict Resolution or other proven processes
  - Determine if there are extenuating physical, emotional or mental challenges
  - Submit referral as required
  - Move to remove from class, suspension, or expulsion

## **Severe Behavior**

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

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

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

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

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

## **Safe and Supportive Schools**

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

According to the Minnesota Safe and Supportive Schools Act bullying means any intimidating, threatening, abusive, or harming conduct that is objectively offensive in nature. Furthermore, there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is **repeated or forms a pattern**. The act of cyber-bullying which refers to bullying

others by using technology or other electronic devices, or retaliation for asserting, alleging, reporting, or providing information about bullying or knowingly making a false report about bullying in any form are prohibited as well. **Bullying does not refer to a one-time argument or disagreement between students.**

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

If bullying occurs while attending school (virtual classrooms, break out rooms ) or at any school-related function, school-sponsored activity, event, or trip, the incident should be reported to the EP Online designated primary contact person (Head of School, associate Head of School, or social worker) who will begin an investigation as soon as possible. If bullying/cyber bullying takes place off of school property and impacts the educational process, it should be reported to the school. In the event an act of cyber-bullying has occurred the same protocol will be followed. Cyber-bullying may take place on or off school property.

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

### **Dress Code**

Appropriate dress is a necessary component in providing an optimal learning environment. Students may not wear clothing that presents inappropriate language (as determined by each classroom teacher or administrator), drug or alcohol advertising, or ethnic, racial, or sexist put-downs. Your clothing must not become a distraction to the educational environment. Clothing that does not cover the shoulders, midriff and chest, clothing that does not cover undergarments, and undergarments that are worn as outer garments, are all examples of dress that creates a distracting environment. Students who wear such clothing will be required to change clothes.

### **Electronic Devices**

All students are provided iPads as learning tools for all grade levels, K–5. Your child's teacher will communicate with you regarding specific classroom procedures and expectations. Filtered and monitored internet access is provided when the student connects to our wireless network. If students bring a mobile device to school, the school is not responsible for loss, damage, or theft.

### **Birthdays**

Our classroom teachers may acknowledge and celebrate the birthdays of their homeroom students.

## **i-Learn Expectations**

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

### **Eden Prairie Schools Expectations for Student Learning:**

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

### **Responsible Citizenship:**

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

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

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

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

#### **Personal Safety**

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

## **Password Protection**

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

## **Privacy**

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

## **Online Etiquette**

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

## **Blogging and/or Podcasting**

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

## **Plagiarism/Copyright/Licensing**

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

## **Proxies**

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

## **Accessing/Posting Inappropriate Material**

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

### **Photos and Video**

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

### **Malicious Use/Vandalism**

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

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

### **Tech Support**

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

### **Traveling with Device**

Devices are only supported inside of the United States. It is advised for all families traveling outside of the United States to provide personal devices. Schoology and other software used by EP Online my experience blocking when traveling outside of the US due to the restrictions placed on the device and/or region of the world.

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

#### **iPad General Precautions**

- Students should come to school each day with a charged iPad.
- **The iPad is Eden Prairie Schools' property.**
- The iPad must remain free of any writing, drawing, stickers, or labels that are not issued and placed onto the device by EPS staff.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- Never expose an iPad to extreme temperatures, direct sunlight, or prolonged periods of time in rooms that are not at a normal room temperature.

- iPads must be kept in a secure location at all times; it is the student's responsibility to know where their iPad is at all times. For students learning at home, Do NOT leave unsupervised, or lend to friends or family members outside of your home. During times when the iPad is not needed, place the iPad in a secure location.

### **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.
- The iPad should be charged (EPS provides a charger) and 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.
- Contact the help desk if your iPad is not working.

### **Storing Documents**

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

### **Applications and Content**

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

### **Student Discipline**

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

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

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

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

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

### **Volunteering**

#### **District Volunteers**

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

### **Attendance**

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

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

**Please contact your child's teacher if your child(ren) is arriving late or leaving early from required online sessions.** The message should include the parent/guardian's name, student name, and reason for absence. Excused reasons for being late or leaving early will follow the same listing as excused absences. Students who

are late due to oversleeping or missing the bus are considered unexcused and may be counted as tardy or in some cases, as an unexcused absence.

### **Excused Absences**

The following reasons shall be sufficient to constitute excused absences:

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

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

### **Tardiness**

Students are expected to be online at the start of the classes the teacher has required. Failure to do so constitutes tardiness.

### **Excused Tardiness**

Valid excuses for tardiness are:

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

### **Unexcused Tardiness:**

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

### **Unexcused Absences for Truancy**

These are examples of absences that will not be excused:

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

### **Consequences of Unexcused Absences**

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

### **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 Head of School. If resolution cannot be reached, the parent/guardian/adult student will be asked to complete a form and a meeting involving representatives of the district and site Teaching and Learning staff will be convened.

### **Fees-**

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks.

Students may be required to pay certain other fees or deposits, including (not an all-inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.

- ~~Admission fees or costs to attend or participate in optional extracurricular activities and programs.~~
- ~~Voluntarily purchased student health and accident insurance.~~
- ~~Use of musical instruments owned or rented by the school district.~~
- ~~A school district sponsored driver or motorcycle education training course.~~
- ~~Transportation to and from school for students living within two miles of school.~~
- ~~Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.~~

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

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

### **Release of Directory Information**

The Family Education Rights and Privacy Act requires school districts to notify parents/guardians and students that certain information from student records may be released and made public without the written consent of the parents or students 18 years of age or older. This information is called "directory information." Directory information includes name, residential mailing address, telephone number, date and place of birth, grade in school, major field of study, participation in officially organized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, previous school attended, and

photos. These publications could include district-initiated publications such as calendars, newsletters, annual reports, and brochures. They also include school-initiated publications such as student newspapers and yearbooks. In addition, media, including weekly community newspapers, metro daily papers, and television stations may ask to take photos of district students. **Parent/guardians or students of majority age who do not want directory information released for internal and/or external use should indicate this on the annual "Directory Release Form" located on the parent portal by October 1. If you need a hard copy of the form, please contact your child's school. Hard copies of the form should be turned into the school office by October 1.**

### **Student Records**

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

### **Student Surveys**

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

### **Health**

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

### **Immunizations Up to Date**

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

### **Insurance**

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

### **Restricted Activities**

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

## **~~Policies and Guidelines~~**

### **~~Bullying Prohibition~~**

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

### **~~Distribution of Non-School-Sponsored Materials on School Premises~~**

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

### **~~Equal Education Opportunity~~**

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

### **~~Equal Employment Opportunity~~**

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

### **~~Harassment and Violence Prohibition~~**

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

### **~~Hazing Prohibition~~**

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

### **~~Internet Acceptable Use Policy~~**

~~Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network. In~~

accordance with the Children's Internet Protection Act, the district filters Internet access. Students are directed to inform staff immediately if they receive any image or communication that is inappropriate.

### **Nondiscrimination**

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

- **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.

### **Tobacco-Free Schools**

If for any reason, EP Online students are attending school events or visiting school property the following tobacco policy is in place:

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 Head of School or another staff member if you have questions or wish to report violations.

### **Weapons**

If for any reason, EP Online students are attending school events or visiting school property the following weapons policy is in place:

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.

# EP Online Elementary (K-5)

## Student Handbook

### 2022-2023

#### 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.

#### Table of Contents

*Click on the hyperlinks to view each section below*

<a href="#"><u>Academic Expectations</u></a>	<a href="#"><u>iLearn@EP (Technology)</u></a>
<a href="#"><u>Attendance Expectations</u></a>	<a href="#"><u>Communications</u></a>
<a href="#"><u>Student Support Services</u></a>	<a href="#"><u>Volunteering</u></a>
<a href="#"><u>Safe and Supportive Schools</u></a>	<a href="#"><u>Policies and Guidelines</u></a>

### Translation Available:

Warbixin muhiim ah. Wac Ahmed Noor in laguu turjubaano 952-975-7069.

Especialista en Comunicaciones Heriberto Vargas Ilame al 952-975-7068 para traducciones importantes.

## Academic Expectations

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

### SCHEDULE:

Each EP Online Elementary classroom has a customized daily learning schedule that will be shared by the student's homeroom teacher at the beginning of each school year. Students will engage in approximately 3 hours of synchronous ('live') instruction broken into smaller sessions generally distributed between 9 AM and 3 PM every day that Eden Prairie Schools is in session (please consult our [district website](#) to find the current school year calendar). Students will additionally have approximately 3 hours of asynchronous ('anytime') learning tasks that need to be completed at flexible, student/family-determined times each day.

### FAMILY INVOLVEMENT:

Learning at Home: Research supports that families are the earliest and most significant teachers in a child's life. A child's value of education and lifelong learning is also impacted by teachers, caregivers, and outside influences. Families know their child best and can 1.) help foster learning by linking current and past experiences, 2.) Ask questions that help the child reflect, and 3.) Support the child's growing knowledge of self and what works best for him or her. More information about how families can take an active role in their students' education can be found at [www.edenpr.org](http://www.edenpr.org).

### COURSEWORK:

**Synchronous Learning Activities:** In our online school setting, students will be invited to participate in a variety of 'live' Zoom sessions each day where they will receive direct instruction from their teacher about various academic topics as well as engage in a variety of large group, small group, and/or partner learning activities. These formative tasks help students to initiate new learning, discuss their thinking, and model and practice different strategies for meeting course learning targets. Consistent attendance and active participation in synchronous learning activities is essential for students' academic success.

**Asynchronous Learning Tasks:** Students will typically be assigned one or more independent learning tasks to complete each day in each academic content area (often following a synchronous “live” learning session). This independent review, practice, and application of learning is important for students to ultimately reach a level of expected proficiency for knowledge and skill acquisition appropriate to the student’s instructional level. Students will need to utilize their time wisely to complete these assignments and continue to make academic progress in their courses. One benefit of online learning is that students and families have considerable flexibility to determine when throughout the day these learning tasks should be completed. Some will find the recommended independent work times during the school day to be the best plan of action; others will decide they want to flex some of those work times to mornings or evenings to better accommodate student needs.

**Daily Reading:** Literacy is the foundation of all student achievement. In addition to other daily assigned learning tasks, every student should spend at least 15-30 minutes each day engaging in independent reading of a book that is of high interest to them. If your family needs help accessing books, please contact your classroom teacher.

## **CURRICULUM:**

General information about Eden Prairie Schools’ elementary curriculum can be found on our [district website](#).

The district has specified the following procedure for a parent, guardian, or adult student (18 years or older) to further review the content of curricular materials, address concerns, and propose alternative instruction for an individual student. There are three potential action steps, beginning with an informal meeting of the adult and the educator(s) responsible for delivering the curriculum in question. If the concern is not resolved, it will be taken to the building principal. If resolution cannot be reached there, the building principal will notify the district Personalized Learning Department of the concern, and a meeting will be convened involving the parent/guardian/adult student, the site principal, and the appropriate district representatives to discuss the matter further and determine a course of action.

## **GRADING:**

EP Online teachers will provide frequent, timely and substantive feedback to families about how students are progressing in their academic studies. This feedback will be shared through a combination of synchronous conferences, asynchronous written correspondence (through email or messaging), and scores/notes being posted in the teacher’s Schoology Gradebook and/or Infinite Campus Gradebook.

Final grades for the essential concepts in each subject area will be formally submitted on a student’s report card (accessible in Infinite Campus) at the end of each semester. Students will be issued one of the following grades:

- P = Proficient
- D = Developing
- B = Beginning
- NA = Not Yet Assessed
- OT = On-Track

Students will earn a mark of **B** “Beginning (minimal mastery)”, **D** “Developing (partial mastery)”, or **P** “Proficient (complete mastery)” to indicate their mastery of each essential concept.

On the first semester report card only, if a concept has not yet been introduced or fully assessed, it will be marked **NA** “Not Yet Assessed”. In cases where a concept is still being taught and will be assessed later in the school year an **OT**

“On-Track” will be used; this indicates that though not yet fully assessed, the student is on-track to likely be proficient on that concept by the end of the school year.

Our goal is for each student to become “Proficient” (complete mastery) on each concept by the end of the school year.

To view report cards in Infinite Campus, please follow these steps (and contact the EPS Help Desk if you need help accessing the Parent Portal by phone at 952-975-7094 or by email at [helpline@edenpr.org](mailto:helpline@edenpr.org)):

1. Go to [www.edenpr.org](http://www.edenpr.org) in web browser.
2. Move your mouse over the red **login** button (located in the upper left side of the page).
3. Select **Parent and Student Portal Login** from the drop down menu.
4. You will be brought to the Portal login page. Select “Campus Parent”
5. Enter your Parent Username and Password.
6. Select Documents on the left side, then navigate to Report Card on the right side.

### **STANDARDIZED ASSESSMENTS:**

**The Eden Prairie Assessment System** fosters the careful selection of the right assessment at the right time in a tiered decision-making process to improve learning and achievement for each student. District-wide, assessments are used to evaluate curriculum and instructional effectiveness. Individually, the tests are used to evaluate each student’s progress towards the achievement of benchmarks and standards. Test results are shared with parents through various means including at conferences.

- **FAST (FastBridge Learning)** assessments are administered remotely to all K-5 grade students in the fall, winter and spring in the areas of literacy and numeracy.
- **MCA-III (Minnesota Comprehensive Assessment)** in Math and Reading are administered in-person (at various testing locations around the state of Minnesota) to all 3-5 grade students in the spring. The Science MCA is given to 5th grade students in the spring.
- Other assessments may be administered (typically remotely) to some students at various times of the year in order to monitor progress or provide further diagnostic information for student support services.

Please consult [this document](#) if your family would like to learn more about the rationale for and benefits of state-mandated standardized assessments and/or officially opt-out your student from participating in them.

## Attendance Expectations

*We believe each student should be in school every day. Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. Class attendance is a joint responsibility shared by the student, parent/guardian, teacher, and administrators.*

### **EP ONLINE ELEMENTARY - ATTENDANCE POLICY:**

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, all students of the school district are REQUIRED to attend classes (i.e. have interactions with a licensed teacher) every day that school is in session, unless the student has a valid excuse for absence (see below).

Attendance in EP Online Elementary is recorded by a student's homeroom teacher during the class's initial synchronous "Morning Meeting" session each day (at approximately 8:40 AM).

If a student is not present when attendance is taken, he/she can alternatively have their attendance recorded by participating in other synchronous or asynchronous coursework throughout the school day and documenting this engagement through our [EPO Attendance Verification form](#). *It is the responsibility of the parent/guardian to submit this form (or to notify EP Online of a valid excuse for absence) each day that a student is not present when attendance is taken by their teacher during their "Morning Meeting" class session.*

### **EXCUSED ABSENCES:**

In order for an absence to be excused, a parent/guardian needs to contact EP Online by calling (952-975-7163) or emailing ([EPOnlineRecords@edenpr.k12.mn.us](mailto:EPOnlineRecords@edenpr.k12.mn.us)) prior to -or- the day of the absence. In your communication, please 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 families to develop a plan to insure attendance at school daily.

**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 or extracurricular activity
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

**TARDINESS:**

Students are expected to be in all assigned synchronous learning sessions at the start of and through the duration of each session. Failure to do so without a valid excuse (see list above) constitutes tardiness. If a student has a valid, recurring scheduling conflict with a regular synchronous learning session, a meeting between the student's family, teacher, and principal will be held to develop a personalized asynchronous learning plan in lieu of tardiness.

**CONSEQUENCES OF UNEXCUSED ABSENCES OR TARDINESS:**

*School and district staff will work with the parent, student and the Hennepin County Attorney's office be@school program and follow the three-day notification and six-day Parent Group Meeting process.*

- If unexcused absences continue after following be@school process, the appropriate local county officials will be notified to follow with necessary legal action to ensure attendance at school.
- Minnesota statute section 126C.05, subdivision 8, requires any student who is absent for 15 consecutive school days to be dropped from the school's roll and classified as withdrawn.
- Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56.
- Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.
- Along with following the Hennepin County Attorney's be@school programs, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

**MINNESOTA RESIDENCY REQUIREMENT:**

While our online learning model provides considerable flexibility to families regarding where and when students engage in their coursework, the state of Minnesota mandates that students need to physically reside within the state while accessing their education. Specifically, Minnesota statute section 126C.05, subdivision 8 requires that any student who has been out of the state for 15 consecutive school days must be withdrawn from the Minnesota

Automated Reporting Student System (MARSS) and is no longer eligible for educational funding until he/she resumes physical residence in Minnesota again. Unfortunately, there currently are no exemptions to this rule for online education providers and EP Online staff is obligated to report this status if made aware of it.

If your student will be traveling outside of Minnesota on a trip that is less than 15 consecutive school days, your student is able to remain enrolled in EP Online without issue. Students in these circumstances are encouraged to continue to actively attend school during their travels if they are able to do so, and to request an excused absence for any days they are not able to participate either synchronously or asynchronously.

If your student will be traveling outside of Minnesota on a trip that is equal to or more than 15 consecutive school days, your student will need pursue one of the following options:

- 1) Withdraw from EP Online at the time of departure until such time as the student will be physically residing within the state of Minnesota again.
- 2) Change your enrollment status in EP Online to a “non-resident of Minnesota” during the remainder of the time you will be gone in excess of 15 days and pay the EPS non-resident tuition rate for those additional dates. For more information about this arrangement, please reach out to the EPO Principal.



## Student Support Services



*The following staff members work alongside our classroom teachers to ensure that each student and family receives the varied support needed to achieve academic, social, and interpersonal success.*

### **PRINCIPAL:**

EP Online’s Principal provides site-level leadership, including oversight of all K-12 EPO programming, supervision of all K-12 EPO faculty and staff members, delivery of all K-12 EPO communications, and assurance of academic excellence and continuous school improvement.

### **DEAN OF STUDENTS:**

EP Online’s Dean of Students supports students and families in ensuring each EPO student maintains consistent attendance, academic engagement, and positive behavior choices throughout the school year. The Dean of Students also acts as the site assessment coordinator and assists the principal in managing school functions.

### **INSTRUCTIONAL EXCELLENCE COORDINATOR:**

EP Online’s Instructional Excellence Coordinator supports teacher and staff members in their continuous growth and development as they work to enhance their pedagogy and craft, individually and as professional learning teams.

### **GUIDANCE COUNSELOR:**

EP Online’s Guidance Counselor provides academic counseling to students as they explore career pathways, register for courses in middle school and high school, and engage in post-secondary planning.

**SOCIAL WORKER:**

EP Online's school social worker supports the social-emotional learning and growth of children, including connections between families and outside agencies for physical, economic, and/or mental health-related needs.

**SCHOOL PSYCHOLOGIST:**

EP Online's school psychologist is involved with children, families, and school teams to support students and their educational programming needs, ensuring students receive multi-tiered systems of support after a thorough diagnosis of student needs obtained through varied assessment and observation methods.

**GIFTED & TALENTED SERVICES:**

EP Online's GT Specialists provide enrichment learning opportunities to develop the gifts and talents of students who qualify for expanded focus on elements of depth and complexity, critical thinking skills and advanced topics. Parents or teachers may recommend a child for GT services. Students who are recommended are assessed using multiple measures of both ability and achievement. A district team then reviews and evaluates the data to determine if criteria is met for programming.

**INTERVENTION SERVICES:**

EP Online Interventionists support students with high-quality instruction in foundational skill development in the areas of reading and/or math for students who would benefit from accelerated growth in either area.

**MULTILINGUAL ENGLISH LEARNER SERVICES:**

Specialized English language instruction is available to support speaking, listening, reading and writing for Multilingual English Learners. Students are served both in their core classes, and in supplemental instruction, depending on each student's linguistic needs. In addition to specialized services, enrichment occurs within the classroom through teacher differentiation of curriculum and instruction for our multilingual learners.

**SPECIAL EDUCATION SERVICES:**

Special Education services are available to any student eligible for specific disability services as defined by state and federal law. Disability areas include speech/language, emotional behavioral disorders, other health disabilities, physically impaired, traumatic brain injury, visually impaired, deaf/hard of hearing, specific learning disabilities, autism spectrum disorder, visually impaired, cognitive disabilities, and severely mentally impaired.

- A student may also be eligible for services because of a specific developmental delay through age seven.
- Students may be referred for a Special Education assessment by parents or teachers.
- Parents will be involved in a review of the evaluation and the decisions regarding eligibility and services.
- Services are described through the development of an Individual Education Program Plan (IEP). Students are served in accordance with district, state, and federal guidelines.



## Safe and Supportive Schools

*Eden Prairie Schools believes each student, regardless of age, race, gender, ability level, religious beliefs, national origin, sexual orientation (actual or perceived), or physical attributes, deserves the right to be educated in an environment that does not interfere with their educational opportunities or ability to participate in school functions or activities or receive school benefits, services, or privileges.*

### **BULLYING:**

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. 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. **Bullying does not refer to a one-time argument or disagreement between students.**

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

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

## **DRESS CODE:**

Appropriate dress is a necessary component in providing an optimal learning environment. Students are responsible for dressing in such a manner that is not disruptive or likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory or associated with threat/hate groups. Clothing, headwear, and accessories which display references to alcohol, chemicals, tobacco or other products which are illegal for use by minors is not permitted.

## **EXPECTATIONS OF ADULTS & STUDENTS:**

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

Behavioral expectations specific to all aspects of online schooling are taught at the beginning of the school year. Behavior expectations are re-taught and positively reinforced throughout the year to promote a safe, welcoming, and engaging learning environment for each child.

If students demonstrate inappropriate behavior while participating in EP Online, an adult will seek to understand what happened, support the child in reflecting on their behavior, and provide opportunities for restoring relationships, as applicable. In addition, specific consequences may be applied; parents may be contacted, depending on the nature of the behavior, frequency of the behavior, and severity of the specific incident.

Adults will:

1. Create a balanced approach for all learning.
2. Create a climate for learning that includes:
  - Providing opportunities for students to explore and construct their learning through student choices, practice, trial, error and reworking
  - Knowing the students culturally, and individually, by being fully cognizant of their individual strengths and interests
  - Co-creating classroom rituals that maximize learning through the duration of the session
  - Respecting difference and allowing for multiple perspectives without hurting others
  - Fostering opportunities for students to take responsibility for academic, social, and emotional expectations in monitoring their self-control
  - Responding to unexpected behaviors in restorative ways that support accountability and healing to rebuild the learning community

Students will:

1. 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
2. Participate actively in the learning experience by sharing information about themselves—strengths, weaknesses, and culture to create common bonds in curricular, co-curricular and extracurricular activities
3. Participate actively in the learning experience by respecting differences while asserting perhaps a divergent viewpoint, doing so without harm to the other students, staff, team, other leader, and property
4. Demonstrate empathy (knowing others) to build fruitful relationships that create a cohesive learning opportunity for all and through self-control behave in an ethical manner from the moment he/she is on the bus until s/he is returned home

***If a student is unable to demonstrate how to be Safe, Responsible, and Kind and disrupts the learning for other students, adults may:***

- Redirect and re-instruct to ensure that student fully understands the expectations
- Work in partnership with family, students, staff and other significant adults to restoratively determine additional strategies and/or consequences
- Refer to Peer Mediation, Conflict Resolution or other restorative processes
- Consider removal from class, possibly through suspension or expulsion

### **SEVERE BEHAVIOR:**

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

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

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

- Parent phone call and conference
- In-school or out-of-school suspension
- Restitution
- Referral to a local police department
- Referral to outside agencies
- Recommendation for expulsion

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



## iLearn@EP

*In today's rapidly-changing world, technology is a major tool in people's personal and professional lives. It is therefore important for our students to learn to demonstrate digital responsibility, technological awareness and the ability to use technology to create, research, communicate and produce in an academic and work 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 as a tool in learning.*

### **ELECTRONIC DEVICES:**

All elementary students are provided iPads as learning tools in grade levels K - 5. Your child's teacher will communicate with you regarding specific classroom procedures and expectations. Filtered and monitored internet access is provided when the student connects to any district wireless network.

### **DIGITAL CITIZENSHIP:**

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

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

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

## **STUDENT DIGITAL RESPONSIBILITIES:**

### **Personal Safety**

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

### **Password Protection**

Never share your password, steal or use another person's password. If a password is lost or compromised the student or teacher should call the technology 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.

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

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

### **Photos and Video**

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

### **Malicious Use/Vandalism**

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

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

### **Tech Support**

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

## **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.

## **INFORMATION REGARDING THE IPAD IN EDEN PRAIRIE SCHOOLS:**

### **iPad General Precautions**

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

### **iPad Cases**

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

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

### **iPad Screen & Cleaning**

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

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

### **iPad Care**

- Only labels or stickers approved and placed onto the iPad by EPS staff are acceptable.
- Never leave an iPad unattended. It is your responsibility to keep your iPad stored in a safe, secure, temperature appropriate space.
- Do NOT dismantle or attempt to repair the internal workings of the iPad or the iPad case.
- If your iPad is not working, contact [EPO Tech Support](#) (952-975-7163) 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**

Earphones are not provided by Eden Prairie Schools but students are requested to obtain them as part of the EPO K-5 Elementary Supply List.

### **Storing Documents**

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

### **Applications and Content**

Students, with the support and permission of parents may install apps or other content having an educational purpose on their iPad. Applications or content that does not have an educational purpose and is disruptive to the educational process or at home will be removed from the device. 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 will range from the student needing to check his or her iPad in and out of school each day for a period of time, to having all iPad privileges revoked.

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

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

We understand that instances of damage, destruction, or loss of the assigned iPad. These instances will be dealt with on a case-by case basis. Incidents of gross negligence or repeated incidents may result in financial restitution from the family, up to the cost of the entire device if warranted. If the device is damaged beyond repair or lost, the cost of replacement is \$300. 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 - \$300
- iPad Brick - \$13
- iPad Cable - \$7
- iPad Glass Damage - \$100

- iPad Case Replacement - \$32

**Apple ID**

Each student needs to have an Apple ID. Our recommendation is that the account is linked to a parent's account, and/or that parents have password information. Information on creating an Apple ID is provided at back to school nights and on the school website.



**Communications**

*In a remote learning environment, it is especially important to stay connected and up-to-date with the latest news from our district, online school, and your student's teachers through the following avenues.*

**ALERTS:**

Eden Prairie Schools has the ability to call, text and/or email all district families. In order to help ensure that you receive these important messages, please go to [www.edenpr.org](http://www.edenpr.org) and make sure that we have the correct email address and phone numbers for us to use.

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

Families can also receive time-sensitive notifications via the district mobile app. The app is free and available for Apple, Android or Windows devices.

**ANNOUNCEMENTS/PUBLICATIONS/WEBSITE:**

Families with students attending Eden Prairie Schools will receive print and electronic publications from the district and EP Online, with announcements about district/site expectations, initiatives, and upcoming events. Teachers will keep parents informed about classroom-level news through frequent email communication

Families can also find information about school programs and policies and student attendance, grades, final report cards and unofficial academic transcripts through the [Campus Parent Portal](#), [Schoology](#), and/or our [school website](#).

### **COMMUNICATION WITH STUDENTS DURING THE SCHOOL DAY:**

One benefit of online learning is the easy, flexible access it provides you to communicate freely with your students throughout the school day. If you need to communicate with your student during 'live' synchronous instruction on Zoom, however, please ensure your student mutes his/her microphone and video prior to engaging in that communication so you do not disrupt the learning environment for other students.

### **COMMUNICATION WITH TEACHERS DURING THE SCHOOL DAY:**

Communication between teachers and families about student progress, school events, and classroom activities builds and maintains the learning environment. All staff members respond to requests for information and assistance in a timely and professional manner.

If you need to communicate synchronously with your student's teacher, please set up a time to do so in an individualized Zoom conference or phone call. Our staff is eager to engage in personalized conversations and have established times throughout the school day where they are available for these interactions. Please, however, do not interrupt whole class synchronous instruction on Zoom with personalized questions or concerns, as this time is limited during the school day and needs to remain focused on the established learning plans for all students.

### **TEACHER-FAMILY CONFERENCES:**

Eden Prairie Schools recognizes the importance of families and teachers working together. Families and teachers communicate and build relationships at conferences. EP Online conferences are facilitated virtually via Zoom. EPO Elementary teachers engage in an initial welcome call with each family at the beginning of the school year and then invite families to participate in personalized conferences at quarterly intervals throughout the remainder of the school year. Please come prepared with any questions you have regarding your child's education.

### **STEPS TO FOLLOW IF YOU HAVE QUESTIONS/CONCERNS:**

Throughout the school year, situations at your school may bring about questions or concerns for students or families. The process described below is structured to promote resolving situations quickly to the satisfaction of all parties involved. This process also encourages those people closest to the situation to examine and develop solutions to concerns. A positive resolution of these situations enhances communication, builds trust between members of the school community, and benefits the educational program for the students.

#### **Please follow the steps below if you have a question or concern:**

- **Step 1 – Contact the appropriate staff member:** The first step in resolving a concern is to discuss it with the staff member(s) most closely involved. Most likely this is your child's classroom teacher. More than 95 percent of all questions or concerns are resolved at this level.

- **Step 2 – Contact the principal:** If your question or concern remains unresolved, contact the building principal. He/she is the instructional leader in charge of the school and the person responsible for handling questions or concerns regarding the school’s operation. The principal can share school information and explain procedures, guidelines, and policies. He/she is available to listen and support your student and family.
- **Step 3 – Contact the appropriate district administrator:** If the previous steps have been unsuccessful, contact the appropriate district administrator or the Associate Superintendent. We sincerely hope that we can work together to solve problems as they arise. Please know we believe clear, open, honest, and two-way communication is the key to promoting positive home-school connections

**WEATHER-RELATED CLOSING:**

On rare occasions throughout the school year, Eden Prairie Schools may send mass communication that indicates the temporary closure of brick-and-mortar buildings in Eden Prairie Schools due to emergency weather. In these instances, EP Online will always continue to operate normally.

If your family ever experiences emergency weather conditions in your home area while EP Online is in session, please take appropriate precautions as advised by local meteorologists or other authorities. Any synchronous instruction that is missed in this fashion will be considered an excused absence.

**ENROLLMENT/REGISTRATION**

If your child attended an Eden Prairie School last year, they will automatically be registered for the current school year and you will receive information from your child’s teacher prior to the beginning of the school year.

**New or Open-Enrollment Families:** Please contact our District Central Registration Office for registration materials. You may either pick up the forms at the Administrative Services Center, call 952-975-7008 to have them mailed to you, or register online using our registration website.



*Volunteerism by family and friends is welcomed and a great way to improve our district and school community!*

**SHARING INSPIRATION VOLUNTEER PROGRAM:**

We believe each person has individual gifts, interests and talents, which is why we are passionate about incorporating volunteers into our district classrooms and programs. Community Education oversees the Sharing Inspiration Volunteer Program, which places community members, older students wanting to give back, and parent volunteers (including field trip chaperones) in one-time or ongoing volunteer roles across the district.

The Sharing Inspiration Volunteer Program works with teachers and other building staff members to identify needs for volunteers. Placements are then made based on the availability, strengths, and interests of vetted volunteers. A wide variety of opportunities are available within and outside of the school day, including, but not limited to, literacy or math tutors, lunchroom or recess support, guest speakers, media center volunteers, general classroom support, special event workers and evening homework helpers/tutors.

All volunteers must start by submitting an application at [www.edenpr.org/volunteer](http://www.edenpr.org/volunteer). Our Outreach and Engagement Supervisor will then connect to discuss your interests and current opportunities. Depending on the type of role you are assigned, volunteers typically then go through a background check and brief orientation prior to being placed.

### **PARENT-TEACHER ORGANIZATION:**

The Parent-Teacher Organization (PTO) at each elementary school is made up of parents working to enhance your child's school experience. The group sponsors family-oriented social and/or academic activities during the year and also organizes a wide variety of parent volunteer programs. The PTO plans events that serve as fundraisers with money used for programs and curriculum supplements that directly benefit students. Anyone interested in joining, or requesting additional information about the PTO, should contact the main office of the school(s) and someone will gladly assist in getting you connected to a current PTO member.

Please know that most PTO volunteers who are volunteering during the school day must also go through the Sharing Inspiration Volunteer Program process (see above).

### **DISTRICT ADVISORY COUNCILS:**

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



## **Policies and Guidelines**

*The following policies guide student and staff behavior in Eden Prairie Schools and EP Online.*

### **BACKGROUND CHECKS:**

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.

### **DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES:**

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

**EQUAL EDUCATIONAL OPPORTUNITY:**

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

**EQUAL EMPLOYMENT OPPORTUNITY:**

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

**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.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for district resources 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.

**HARASSMENT & 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.

**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.

**PARENT RIGHT TO KNOW:**

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

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

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.

**RELEASE OF DIRECTORY INFORMATION:**

The Family Education Rights and Privacy Act requires school districts to notify parents/guardians and students that certain information from student records may be released and made public without the written consent of the parents or students 18-years-of-age or older. This information is called "directory information." Directory information includes name, residential mailing address, telephone number, date and place of birth, grade in school, major field of study, participation in officially organized activities and sports, weight and height of athletic team members, dates of

attendance, degrees and awards received, previous school attended, and photos. These publications could include district-initiated publications such as calendars, newsletters, annual reports, and brochures. They also include school-initiated publications such as student newspapers and yearbooks. In addition, media, including weekly community newspapers, metro daily papers, and television stations may ask to take photos of district students. Parent/guardians or students of majority age who do not want directory information released for internal and/or external use should indicate this on the annual "Directory Release Form" located on the parent portal by October 1.

### **SEARCH & 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.

### **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. Contact your principal with questions related to the rights of parents/guardians and students about conducting surveys.

### **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, providing at least 20 minutes of time after going through the lunch line 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.

**Memorandum**

To: Eden Prairie School Board

From: Dr. Josh Swanson

Date: July 25, 2022

Subject: Summary - District Policies

On an annual basis District Policies are reviewed. Under policy governance this is the responsibility of the superintendent, but requires board approval. That process for 2022-23 has begun. As necessary, policies will be updated based on: changes in statute, a review of the Minnesota School Board Association model policies, and recommendations by our legal counsel. My recommendation is that the board approve the policies below, as presented. I have included a summary of the changes to each policy on the table below and the full policies are available for your review within Appendix A of the board packet.

Policy #	Mandatory	Policy Name	Notes for the Board
404 404-F	No	Background Checks	Minor language updated to clarify statute reference.
414 414F	Yes	Mandated Reporting of Child Neglect or Physical Abuse	Language updated to clarify statute reference and align to updated statutory definitions and order.
427	Yes	Workload Limits (Special Education)	Expanded definition to include "related service professional" to align with updated MSBA recommendations and practice.
519	No	Interviews of Students by Outside Agencies	Minor language updated to clarify statute reference.
520	Yes	Student Surveys	Minor language updated to clarify federal and state statute reference.
521	Yes	Student Disability Nondiscrimination	Updates to include person-first language and updated to reflect current district responsibilities/oversight.

604	No	Instructional Curriculum	Update References
605	No	Alternative Programs	Text updated to align with MSBA Model Policy with specific updates to a withdrawal from school at age 17 process to serve students well..
607	No	Textbooks and Instructional Materials	Updated to reflect our grade bands.
609	No	Religion	Updates regarding excused absences for religious observation and annual notification.
611	No	Home Schooling	Minor language updated to clarify statute reference.
613	No	Graduation Requirements	Minor language updated to clarify statute reference.



July 25, 2022

To: Dr. Josh Swanson  
From: Business Office  
Re: Bid Approval for CMS Storage Building Replacement

---

The authorization to accept bids is required by state law and begin the process to make deferred maintenance upgrades and space usage updates. This project will be to replace the storage building that was removed as part of the CMS Remodel and Addition. The lowest responsible bidder for this project was Aid Electric in the amount of \$292,971.00.

The previous storage building was removed in 2020 in order to construct the recent classroom addition as well as improvements to the bus loop and access road surrounding the school. The building will be used to store new athletic equipment procured during the construction of the track and synthetic infield, in addition to existing track and field equipment and manipulatives used during physical education classes.

Funding for this project will come from long-term facilities maintenance revenue. This project has been planned and is on the list for updates in Summer, 2022.



July 25, 2022

To: Dr. Josh Swanson  
From: Business Office  
Re: Bid Approval for EPHS Roof Replacement

---

The authorization to accept bids is required by state law and begin the process to make deferred maintenance upgrades and space usage updates. This project will be to replace the roof of the Activities Center at Eden Prairie High School. The Activities Center contains multiple roof sections needing replacement, with bidders submitting pricing for each roof section. The lowest responsible bidders for this project were Flynn Midwest in the amount of \$994,601.00 for the largest section of roof and McPhillips Brothers Roofing in the amount of \$198,840.00 for a much smaller section.

The Activities Center was constructed in 1999 and has served our students, community education programs, and recreation leagues on an almost daily basis. The existing roof is reaching the end of its average service life of twenty-five years and is showing stress cracks and minor leaks. Renovations will include removal and replacement of approximately 40,000 square feet of asphalt roof and associated materials. Approval to seek bids will allow timely development of project specifications and plans to solicit bids from contractors.

Funding for this project will come from long-term facilities maintenance revenue. This project has been planned and is on the list for updates in summer 2023.

## Inspiring News - Update

The journey continues:

As we welcome back students and staff for the 2022-23 school year, we reflect on the sacrifices and commitment of our teachers and staff to deliver educational excellence. The summer break has provided our teachers and staff a much-needed respite as we continue our journey towards personalized learning across all EP Schools this fall.

This journey started over a decade ago, as Eden Prairie schools began the transition from a “standardized” education model, that had been the norm for decades in public education, to a personalized approach to learning. This shift was supported by the 2014 referendum that allowed the district to reengineer buildings and curriculum, implement real-world skill evaluations (the 4C’s- creativity, collaboration, critical thinking, and communication), and reduce class sizes. These investments and reorientation were the foundation for the next evolution in education in Eden Prairie. Beginning in 2019, EP Schools initiated the next step in this evolution when Designing Pathways was implemented to increase choice and improve facilities to deliver more authentic learning environments and facilitate collaboration.

As we approach the 2022-23 school year, Eden Prairie Schools are ready to embark on the next phase of increased student performance and engagement. By building on the Designing Pathways foundation, the transition to personalized learning will better prepare all EP students for college and career opportunities. This fall our community will have the opportunity to continue supporting the on-going evolution of education in EP Schools to fully realize our mission to: “Inspire EACH student to learn continuously so they are empowered to reach personal fulfillment and contribute purposefully to our ever-changing world.” Additionally, our commitment towards eliminating disparities and seeing EACH student thrive in Eden Prairie Schools and beyond, will require a sustained personalized learning effort, including:

- Increased choice at the elementary level
- Choice and career pathways exploration at the middle school level
- Authentic rigorous course offerings and career exploration through capstone offerings at the high school level
- Increased community engagement by connecting students with community learning opportunities and needs
- Use of data and technology to identify and support learning needs, as well as investments in top tier protection to stay on the leading edge of data and device security
- On-going commitment to fiscal stewardship through a commitment to implement annual operational cost savings/efficiencies

These investments will allow the district to further utilize data to identify each students’ needs, to meet them where they are at, and provide exceptional learning opportunities for deeper and greater performance. In addition, the district will expand class offerings and community partnerships to provide more choice and authentic learning, reduce class sizes at 4<sup>th</sup> and 5<sup>th</sup> grades, and further resource our multi-layered support infrastructure to ensure each student in

## **Inspiring News - Update**

EP Schools can reach their greatest potential. These steps will help inspire each student every day and are critical to improve academic achievement and personal development.

This evolving approach to personalized learning will help ensure EP Schools can deliver a world-class education for EACH student and meet the high expectations of our community and School Board. Over the years, the residents of Eden Prairie have recognized the value of investments in our schools, the importance of fiscal stewardship and long-term financial stability, and the richness of diversity and community in our schools. Over the coming months, Eden Prairie Schools will provide additional resources and information about the November referendum. We hope you will support the next step in our journey forward.

**I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on 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 any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district shall require that applicants for school district positions who receive an offer of employment and 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 any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

**III. PROCEDURES**

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify

the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in ~~Minn. Stat. §~~ **Minnesota Statutes section 13.87** . The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the **Minnesota** Commissioner of **E**ducation within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
  2. the other school hiring authority conducted a criminal background check within the previous 12 months;
  3. the individual executes a written consent form giving the school district access to the results of the check; and

4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this

notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

#### **IV. CRIMINAL HISTORY CONSENT FORM**

A form to obtain consent for a criminal history background check is included with this policy.

*Adopted: 6/25/2013*

*Revised: ~~10/28/2019~~ 7/25/2022*

# AUTHORIZATION OF BACKGROUND INVESTIGATION

I have received, read, and understand:

- The Disclosure of Background Investigation;
- The federal governmental notice entitled, "A Summary of Your Rights Under the Fair Credit Reporting Act";
- The document entitled "Additional State Law Notices" (and if a California applicant/employee, the Notice Regarding Background Investigation Pursuant to California Law).

My signature below indicates my authorization for \_\_\_\_\_ ("the Company") to obtain consumer and/or investigative consumer reports about me from a consumer reporting agency in considering me for hiring, promotion, assignment, reassignment, retention, discipline, or other employment purposes.

By signing below, I also acknowledge that the facsimile (FAX) or photocopy of this document shall be valid and accepted with the same authority as the original. I agree that, if employed by the Company, this authorization will remain in effect throughout the term of my employment, or to the extent allowed by law.

**California, Minnesota, and Oklahoma Applicants/Employees Only:** Please check this box if you would like a free copy of the consumer or investigative consumer report prepared on you?     Yes    No

Would you like your copy sent via e-mail for faster delivery?                       Yes    No

**E-mail Address:** \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

-----

## PERSONAL DATA NEEDED FOR BACKGROUND CHECK—PLEASE COMPLETE

<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>
<b>Street Address</b>	<b>City</b>	<b>State</b>
<b>Date of Birth</b>	<b>Social Security Number</b>	<b>Driver's License Number</b>
		<b>State of License</b>

-----

List any other cities and states in which you have lived during the previous 7 years.

-----

List any other LAST NAMES you have used during the previous 7 years and/or for higher education).

## DISCLOSURE OF BACKGROUND INVESTIGATION

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, discipline, or other employment purposes, \_\_\_\_\_ (“the Company”) may request,

obtain, and rely upon one or more consumer reports or investigative consumer reports about you from a consumer reporting agency.

For explanation purposes:

- a “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, credit history information, criminal history information, driving records, verifications of your employment and/or education history; and other types of background information.
- an “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested. The most common form of investigative consumer report is an inquiry into your employment and/or education history.

Under the Fair Credit Reporting Act, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, it must have your written authorization. If the Company later considers adverse action based, in whole or in part, on information in a report on you, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and an additional summary of your rights under the FCRA.

Consumer and/or investigative consumer report(s) about you will be obtained from the following consumer reporting agency:

**Trusted Employees, 7900 W 78th Street, Edina, MN 55439, (888) 389-4023.**

**Trusted Employees’ information and privacy policy can be found at [www.trustedemployees.com](http://www.trustedemployees.com).**

Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>

## ADDITIONAL STATE LAW NOTICES

**Notice to individuals who reside in Massachusetts, work in Massachusetts, or are applying to work in Massachusetts:** You have the right to know whether the Company requested an investigative report about you and, upon written request to the Company, to receive a copy of any such report. You also have the right to ask the consumer reporting agency (i.e., Trusted Employees) for a copy of any such report.

**Notice to individuals who reside in New Jersey, work in New Jersey, or are applying to work in New Jersey:** You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency (i.e., Trusted Employees)

**Notice to individuals who reside in New York, work in New York, or are applying to work in New York:** You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency (i.e., Trusted Employees) directly. You are also receiving a copy of Article 23-A of the New York Correction Law.

**Notice to individuals who reside in Oregon, work in Oregon, or are applying to work in Oregon:** Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that Employer has not maintained secured records is available to you upon request.

**Notice to individuals who reside in Washington State, work in Washington State, or are applying to work in Washington State:** Under the Washington Fair Credit Reporting Act, you have the right to ask Trusted Employees for a written summary of your rights. If you submit a request to the Company in writing, you have the right to get from the Company a complete and accurate disclosure of the nature and scope of the investigative consumer report the Company ordered, if any.

**Notice to individuals who reside in Minnesota, work in Minnesota, or are applying to work in Minnesota:** You have the right, upon written request to Trusted Employees, to receive a complete and accurate disclosure of the nature and scope of any consumer report. Trusted Employees must make this disclosure within five days of receipt of your request or of Company's request for the report, whichever is later.

**MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

**I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to fully comply with Minn. Stat. ~~Ch. 260E~~ ~~§ 626.556~~ requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

**III. DEFINITIONS**

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event ~~which~~that:
  - 1. is not likely to occur and could not have been prevented by exercise of due care; and
  - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (~~Juvenile Safety and Placement~~~~Child Protection~~) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

**MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being ~~neglected or physically or sexually abused, maltreated~~ or has been ~~neglected or physically or sexually abused, maltreated~~ within the preceding three years.
- E. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- F.E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical ~~care~~, or other care required for the child’s physical or mental health when reasonably able to do so; ~~including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;~~
  2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so; ~~including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;~~
  3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors ~~such~~ as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for ~~the child’s his or her~~ own basic needs or safety or the basic needs or safety of another child in his or her care;
  4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
  5. prenatal exposure to a controlled substance ~~as defined in state law used~~ by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, ~~or~~ medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a

**MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

fetal alcohol spectrum disorder;

6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 6, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a ~~parent or~~ person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior ~~which that~~ contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care. ~~does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.~~

- G. F.** "No maltreatment mistake" ~~means-occurs when:~~ (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- H.** "Person responsible for the child's care" ~~means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term~~

**MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

- I. ~~G~~: “Physical abuse” means any physical injury, mental injury (under subdivision 13), or threatened injury under subdivision 23), inflicted by a person responsible for the child’s care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian ~~which that~~ does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions ~~which that~~ are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions ~~which that~~ result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances ~~which that~~ were not prescribed for the child by a practitioner, in order to control or punish the child, or ~~giving the child~~ other substances that substantially affect the child’s behavior, motor coordination, or judgment or that result in sickness or internal injury, or ~~that~~ subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child’s care that is a violation under Minn. Stat. § 121A.58.

- J. ~~H~~: “Report” means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes ~~neglect or physical or sexual abuse maltreatment~~ of a child and contains sufficient content to identify the child and any person believed to be responsible for the ~~maltreatment, neglect or abuse~~, if known.

**MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

- K. †** “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. †** “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd.15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd.10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, sexual abuse, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor ~~which~~ **that** constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation ~~which~~ **that** requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- M.** “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; (4) , or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.
- ~~K. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.~~
- ~~L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.~~

**MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

~~M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.~~

**IV. REPORTING PROCEDURES**

- A. A mandated reporter ~~as defined herein~~ shall immediately report the ~~information neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years~~ to the local welfare agency, ~~agency responsible for assessing or investigating the report,~~ police department, county sheriff, tribal social services ~~agency,~~ or tribal police department. The reporter will include his or her name and address in the report.
- B. ~~If the immediate report has been made orally,~~An oral report shall be made ~~immediately~~ by telephone or otherwise. ~~†~~The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating ~~maltreatment the report.~~ ~~Any~~The written report shall ~~be of sufficient content to~~ identify the child, any person believed to be responsible for the ~~abuse or neglect maltreatment~~ of the child if the person is known, the nature and extent of the ~~abuse or neglect maltreatment~~ and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of ~~custodial or~~ parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.

**MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. ~~An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.~~
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, ~~plus costs and reasonable attorney fees. and the reckless~~ **Knowingly or recklessly** making ~~of~~ a false report **also** may result in discipline. ~~The court may also award attorney's fees.~~

**V. INVESTIGATION**

- A. The responsibility for ~~assessing or~~ investigating reports of suspected ~~maltreatment neglect or physical or sexual abuse~~ rests with the appropriate ~~state, county, state,~~ or local agency or agencies. The agency responsible for assessing or investigating reports of ~~child~~-maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged ~~perpetrator, offender~~ and any other person with knowledge of the ~~abuse or neglect maltreatment~~ for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of ~~the alleged offender or parent, legal guardian, or a~~ school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law

**MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

enforcement agency that the investigation or assessment has been concluded.

- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property ~~will~~**must** be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged ~~perpetrator~~**offender** is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged ~~perpetrator~~**offender** is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch.13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

**VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information

**MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

**VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

**VIII. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

*Adopted: 6/25/2013*

*Revised: 8/26/2019; 6/22/2020; 07/25/2022*



# Confidential Student Maltreatment Reporting Form

Date submitted: \_\_\_\_\_ SMP File # \_\_\_\_\_ (MDE staff use only)

## REPORTER (Reporter is confidential under Minnesota Statutes, section 260E.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mandated Reporter: Yes No

## SCHOOL INFORMATION (Current Enrollment Location of Alleged Victim)

ISD#: \_\_\_\_\_ School District: \_\_\_\_\_ School/ Program Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Principal/Director: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Transportation Company Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## ALLEGED VICTIM

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Male Female DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ Race/Ethnicity: \_\_\_\_\_

Receives Special Education Services: Yes No Primary Disability Category: \_\_\_\_\_

Alleged Victim is over the age of 18: Yes No (If over 18, please provide the following contact information)

Alleged Victim Phone: \_\_\_\_\_ Alleged Victim Email: \_\_\_\_\_

Alleged Victim has a legal guardian: Yes No

Parent/Guardian 1: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian 2: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Minnesota Department of Education  
Student Maltreatment Program  
1500 Highway 36 West, Roseville, MN 55113-4266  
Reporting Line: 651-582-8546  
Fax: 651-797-1601  
Email: [mde.student-maltreatment@state.mn.us](mailto:mde.student-maltreatment@state.mn.us)

**ALLEGED OFFENDER**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ DOB: \_\_\_\_\_ Male Female  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Race/Ethnicity: \_\_\_\_\_ Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Licensed: Yes No  
If licensed, name of licensing board(s): \_\_\_\_\_ License/Folder # \_\_\_\_\_

**INCIDENT**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Setting (i.e. Bus, Classroom): \_\_\_\_\_  
Location and Address (if different than enrolled school): \_\_\_\_\_  
Witness \_\_\_\_\_ Phone: \_\_\_\_\_  
Witness \_\_\_\_\_ Phone: \_\_\_\_\_  
Police Notified: Yes No Police Department: \_\_\_\_\_  
Police Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Case #: \_\_\_\_\_

**Alleged Maltreatment:** Physical Abuse Sexual Abuse Neglect Unknown  
Injury: Yes No

**Description of Incident and Injury:** (please attach additional documentation, if needed)

**WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS****I. PURPOSE**

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

**II. DEFINITIONS****A. Special Education Staff; Special Education Teacher**

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Board of Teaching to instruct children with specific disabling conditions.

**B. Direct Services**

“Direct services” means special education services provided by a special education teacher **or a related service professional** when the services are related to instruction, including cooperative teaching.

**C. Indirect Services**

“Indirect services” means special education services provided by a special education teacher **or a related service professional** which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with **children with disabilities the pupil** to monitor and observe.

**D. Workload**

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

**WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS**

**III. GENERAL STATEMENT OF POLICY**

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
  
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

**IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED**

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

*Adopted: 5/26/2015*

*Revised: 10/28/2019; 7/25/22*

**I. PURPOSE**

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

**II. GENERAL STATEMENT OF POLICY**

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

**III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT**

- A. In the case of an investigation pursuant to the **Reporting of Maltreatment of Minors Act**, ~~Minn. Stat. § 626.556, Subd. 10~~ **Minnesota Statutes Chapter 260E**, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to ~~Minn. Stat. § 626.556, Subd. 10 (c)~~ **Minnesota Statutes Chapter 260E** may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school

district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.

- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.

- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

*Adopted: 3/26/2013*

*Revised: ~~11/25/2019~~ 07/25/2022*

**I. PURPOSE**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

**II. GENERAL STATEMENT OF POLICY**

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § **United States Code Section 1232h**.

**III. STUDENT SURVEYS IN GENERAL**

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student's returning a survey will be maintained.
- B. The superintendent or designee may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure

the data is protected in accordance with ~~Minn. Stat. Ch.~~ **Minnesota Statutes Chapter 13** (Minnesota Government Data Practices Act), ~~20 U.S.C. §~~ **United States Code Section 1232g** (Family Educational Rights and Privacy Act) and ~~34 C.F.R.~~ **Code of Federal Regulations Part 99.**

- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

#### **IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM**

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
  - 1. political affiliations or beliefs of the student or the student's parent;
  - 2. mental and psychological problems of the student or the student's family;
  - 3. sex behavior or attitudes;
  - 4. illegal, antisocial, self-incriminating, or demeaning behavior;
  - 5. critical appraisals of other individuals with whom respondents have close family relationships;
  - 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - 7. religious practices, affiliations, or beliefs of the student or the student's parent; or
  - 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such

program).

- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections V.A and IV.B. above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:

- a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent’s request for reasonable access to such survey within a reasonable period of time after the request is received.

“Parent” means a legal guardian or other person acting in loco parentis (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.

- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, et seq.).
- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

- (1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
- (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
  - (a) college or other post-secondary education recruitment or military;
  - (b) book clubs, magazines, and programs providing access to low cost literary products;
  - (c) curriculum and instructional materials used by elementary and secondary schools;
  - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;

- (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
    - (f) student recognition programs.
  - (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.
- D. The policies adopted under Section IV.C. Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
  - 1. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
  - 2. The notice will provide parents with an opportunity to opt out of participation in the following activities:
    - (a) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
    - (b) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
    - (c) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

3. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
4. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

**V. NOTICE**

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

*Adopted: 3/26/2013*

*Revised: ~~11/25/2019~~ 07/25/2022*

## I. PURPOSE

The purpose of this policy is to protect ~~disabled~~ students **with disabilities** from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

## II. GENERAL STATEMENT OF POLICY

- A. ~~Disabled~~ Students **with disabilities** who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
  - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
  - 2. has a record of such an impairment; or
  - 3. is regarded as having such impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

## III. COORDINATOR

Persons who have questions or comments should contact the **Executive** Director of ~~Student Services~~ **Personalized Learning** at the Eden Prairie School District No. 272, 8100 School Road, Eden Prairie, MN, 952-975-7000. This person supervises the school district's Americans with Disabilities Act/Section 504 Coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

*Adopted: 8/14/2012*

*Revised: ~~11/25/2019~~; 07/25/22*

**I. PURPOSE**

The purpose of this policy is to provide for the development of course offerings for students.

**II. GENERAL STATEMENT OF POLICY**

- A. Instruction must be provided in at least the following subject areas:
1. Language arts and basic communication skills including reading and writing, literature, and fine arts;
  2. Mathematics and science;
  3. Social studies, including history, geography, economics, government, and citizenship that includes civics (see II.I);
  4. Health and physical education;
  5. The arts;
  6. Career and technical education; and
  7. World languages.
- B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education (MDE) and all courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.
- C. Elementary and middle schools shall offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.
- D. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.

- E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.
- G. The school district will provide one time cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum. ~~for all students in that grade beginning in the 2014-15 school year and later.~~
1. CPR and AED instruction must include CPR and AED training that have been developed:
    - a. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
    - b. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction.  
“Psychomotor skills” means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
  2. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
  3. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.
- H. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students’ plans must:

1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment related skills such as team work, collaboration, creativity, communication, critical thinking and good work habits;
2. emphasize academic rigor and high expectations;
3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals.
5. help students access education and career options;
6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, and economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and

9. be reviewed and revised at least annually by the student, the student’s parent or guardian, and the school district to ensure that the student’s course-taking schedule keeps the students making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or post-secondary education without the need to first complete remedial coursework.

The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum or instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals or related job training.

Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School district must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college ready.

When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student’s plan reflect the student’s unique talents, and skills, and abilities as the students grows, develops, and learns.

- I. A student enrolled in a public school must correctly answer at least 30 of 50 civics test questions.
  1. “Civics test questions” means 50 of the 100 questions that, as of January 1, 2015, United States eCitizenship and iImmigration sServices officers use to select the questions they pose to applicants for naturalization so the applicants can demonstrate their knowledge and understanding of the fundamentals of United States history and government, as required by federal law. The Learning Law and Democracy Foundation, in consultation with Minnesota civics teachers, must select by July 1 each year 50 of the 100 questions under this paragraph to serve as the state’s civics test questions for the proximate school year and immediately transmit the 50 selected civics test questions to MDE and to the Legislative Coordinating Commission, which must post the 50 questions it receives on the Minnesota’s Legacy website by August 1 of that year.

2. ~~A school or district~~ **The school district** may exempt a student with disabilities from this requirement if the student's individualized education program team determines the requirement is inappropriate and establishes an alternative requirement.
3. ~~A school or district~~ **The school district** may administer the civics test questions in a language other than English to students who qualify for English learner services.
4. ~~Schools and~~ **The school** districts may administer civics test questions as part of the social studies curriculum.
5. ~~A~~ **The school** district must not prevent a student from graduating or deny a student a high school diploma for failing to correctly answer at least 30 of 50 civics test questions.
6. The school district cannot charge a fee related to this requirement.

*Adopted:* 5/28/2013

*Revised:* ~~12/9/2019~~; 07/25/22

## I. PURPOSE

The purpose of this policy is to recognize the need for alternative educational services programs for some school district students.

## II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative program options educational services for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school board district that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

## III. RESPONSIBILITY

- A. Any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and sign a written election to withdraw from school.
- A.B. It shall be the responsibility of the superintendent to identify alternative program educational opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative educational services programs. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational services programs to the school board.
- B.C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

Adopted: 5/28/2013

Revised: 12/9/2019; 07/25/22

**I. PURPOSE**

The purpose of this policy is to address the grade level organization of schools within the school district.

**II. GENERAL STATEMENT OF POLICY**

A. The policy of the school district is to address the groupings of grade levels as recognized in ~~Minn. Stat. §~~ **Minnesota Statutes section** 120A.05 as follows:

- Elementary: Grades ~~K-6~~ **PreK-5**
- Middle: Grades ~~7 and 8~~ **6 through 8**
- High School: Grades 9 through 12

B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

C. The school district may request documentation that verifies a student falls within the school's minimum and maximum age requirements for admission to publicly funded prekindergarten, preschool, kindergarten, or grades 1 through 12. Documentation may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

**III. DEFINITIONS**

A. "Kindergarten" means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.

B. "Prekindergarten" means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

*Adopted: 5/28/2013*

*Revised: ~~12/9/2019; 12/14/2020;~~ 07/25/2022*

**I. PURPOSE**

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs, and beliefs may be explained in an unbiased and nonsectarian manner.

**III. RESPONSIBILITY**

- A. The superintendent shall be responsible for ensuring that the study of religious materials, customs, beliefs, and holidays in the school district is in keeping with the following guidelines:
  - 1. The proposed activity must have a secular purpose.
  - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.
  - 3. The activity must not foster excessive governmental relationships with religion.

4. Notwithstanding the foregoing guidelines, reasonable efforts ~~will~~ **will** be made to accommodate any student who wishes to be excused from ~~attendance at school for the purpose of religious instruction or observance of religious holidays~~ **a curricular activity for a religious observance. The school district must provide annual notice to parents of this policy.**
  
- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

*Adopted: 5/28/2013*

*Revised: ~~12/9/2019~~; 07/25/2022*

**I. PURPOSE**

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a homeschool that is an alternative to an accredited public or private school.

**II. GENERAL STATEMENT OF POLICY**

The Compulsory Attendance Law (~~Minnesota Statutes section Minn. Stat. § 120A.22~~) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (~~Minn. Stat. § 120A.22, Subd. 1~~)

**III. CONDITIONS FOR HOMESCHOOLING**

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in ~~Minnesota Statutes section Minn. Stat. § 120A.22 and 120A.24.~~

**IV. IMMUNIZATION**

The parent or guardian of a home-schooled child shall submit statements as required by ~~Minnesota Statutes section Minn. Stat. § 121A.15, Subds. 1, 2, 3, 4, and 12,~~ on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of homeschooling in Minnesota and the grade 7 year. (~~Minn. Stat. § 121A.15, Subd. 8~~)

**V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS**

Upon formal request as required by law, the school district will provide textbooks, individualized instructional materials, and standardized tests and loan or provide them for use by a home-schooled child as provided ~~in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540~~ under state law. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to ~~state law Minn. Stat. §§ 123B.40-123B.48~~ for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

## **VI. PUPIL SUPPORT SERVICES**

Upon formal request as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided ~~under state law by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540.~~ The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to ~~state law Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.~~

## **VII. EXTRACURRICULAR ACTIVITIES**

Resident pupils who receive instruction in a home school (where five or fewer Students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. ~~(Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)~~

## **VIII. SHARED TIME PROGRAMS**

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

## **IX. OPTIONAL COOPERATIVE ARRANGEMENTS**

### **A. Activities**

- 1. Minnesota State High School League sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League ~~bylaws~~ ~~Bylaw 403.00~~. The approval of such an arrangement shall

be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
  - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
  - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

*Adopted: 6/25/2013*

*Revised: ~~12/9/2019~~; 07/25/22*

**I. PURPOSE**

The purpose of this policy is to set forth requirements for graduation from the school district.

**II. GENERAL STATEMENT OF POLICY**

The policy of the school district is that all students entering grade 8 in the 2012-2013 school year and later must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

**III. DEFINITIONS**

- A. “Academic Standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, career and technical education, or world languages.
- B. “Credit” is equivalent to a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- C. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. “Individualized Education Program” or “IEP” means a written statement developed for a student eligible by law for special education and services.
- E. “English language learners” or “ELL” student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

**IV. TEST ADMINISTRATOR**

The Director of Assessment and Accountability shall be named the school district test administrator.

**V. GRADUATION ASSESSMENT REQUIREMENTS**

- A. For students enrolled in grade 8 in the 2012-13 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:
1. Encouragement to participate on a nationally normed college entrance exam in grade 11 or grade 12;
  2. Achievement and career and college readiness tests in mathematics, reading and writing. The tests must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation. In addition, the tests must ensure that the foundational knowledge and skills for student's successful performance in postsecondary employment or education and articulated series of possible targeted interventions are clearly identified and satisfy Minnesota's postsecondary admission requirements. To the extent available, the tests should:
    - a. Monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and
    - b. Based on analysis of students' progress and performance data, determine student's learning and instructional needs and the instructional tools and best practices that support academic rigor for the students; and
  3. Consistent with this paragraph and ~~Minn. Stat.~~ **Minnesota Statutes Section 120B.125** (see Policy 604, Section II.H), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
  4. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

5. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
6. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college must be actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.
7. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

## **VI. GRADUATION CREDIT REQUIREMENTS**

- A. Students beginning 8<sup>th</sup> grade in the 2012-2013 school year and later must successfully complete, as determined by the school district, the following high school level course credits for graduation:
  1. Four credits of language arts; sufficient to satisfy all academic standards English Language arts;
  2. Three credits of mathematics, including an Algebra II credit or its equivalent, geometry, statistics and probability, or its equivalent, sufficient to satisfy the academic standards in mathematics. Students in the graduation class of 2015 and beyond must complete algebra 1 credit by the end of the 8<sup>th</sup> grade sufficient to satisfy all of the 8<sup>th</sup> grade standards in mathematics.
  3. Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
  4. Four credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics, or three credits of social studies, encompassing at least United States history, geography, government and citizenship, and world history, and one-half credit of economics.
  5. One credit in the arts; to satisfy all of the state or local academic standards in arts; and

6. A minimum of 9.5 elective course credits.
- B. All students must satisfactorily complete the following required and elective standards, in accordance with the standards adopted by the school district:
1. Physical Education, 1 credit
  2. Health, .5 credit
  3. Computer Related Course, .5 credit
  4. Business Related Course, .5 credit
  5. World Languages (K-12), 2 credits
- C. All students must satisfactorily complete the currently adopted Minnesota Academic Standards, in accordance with the standards developed by the Minnesota Department of Education (MDE):
1. Minnesota Academic Standards, English Language Arts K-12;
  2. Minnesota Academic Standards, Mathematics K-12;
  3. Minnesota Academic Standards, Science K-12;
  4. Minnesota Academic Standards, Social Studies K-12;
  5. Minnesota Academic Standards, Arts K-12; and
  6. Minnesota Academic Physical Education K-12
- D. A career and technical education credit may fulfill a mathematics or arts credit under VI.A.2. or VI.A.6., above.
- E. A computer science credit may fulfill a mathematics credit requirement under VI.A.2., if the credit meets state academic standards in mathematics
- F. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairment for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

## **VII. EARLY GRADUATION**

Students may be considered for early graduation, as provided for within ~~Minn. Stat. §~~ **Minnesota Statutes section** 120B.07 upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent or designee.

*Adopted: 6/25/2013*

*Revised: ~~8/26/2019~~; 07/25/2022*