

August 2022

Re: Student Rights and Responsibilities Handbook

Dear Edina Public Schools Families,

Edina Public Schools (EPS) is committed to partnering with families to ensure successful learning opportunities for all students. In working together, we are able to maximize academic achievement and help all students attain the skills necessary to thrive in a rapidly changing, culturally diverse, global society.

A safe, secure and welcoming environment is essential in helping students be successful. In partnership with the School Board, the district has developed comprehensive policies and procedures that define our students' rights and responsibilities, and provide for a positive learning environment.

This handbook serves as a resource for students and families in understanding Edina Public Schools policies and expectations, and their alignment with district procedures. ***EPS parents/guardians should closely review this important handbook with their student(s)***. In addition, teachers will review the handbook with students at the beginning of the school year.

I am confident that in working together, all of us – students, families, staff and community – can ensure that each and every learner has the opportunity to reach their Full Potential and Thrive.

Sincerely,

A handwritten signature in cursive script that reads "Stacie Stanley".

Dr. Stacie Stanley  
Superintendent  
Edina Public Schools

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# EDINA PUBLIC SCHOOLS LEADERSHIP TEAM

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## School Board

Erica Allenburg  
Dan Arom  
Michael Birdman  
Karen Gabler  
David Goldstein  
Julie Greene  
Janie Shaw

[schoolboard@edinaschools.org](mailto:schoolboard@edinaschools.org)

## District Office Leadership

5701 Normandale Road, Edina, MN 55424  
952-848-3900

### Superintendent

**Dr. Stacie Stanley**

952-848-4000

[superintendent@edinaschools.org](mailto:superintendent@edinaschools.org)

### Assistant Superintendent

**Randy Smasal, Ph.D.**

952-848-4951

[randy.smasal@edinaschools.org](mailto:randy.smasal@edinaschools.org)

### Business Services Director

**Mert Woodard**

952-848-4916

[mert.woodard@edinaschools.org](mailto:mert.woodard@edinaschools.org)

### Marketing and Communications Director

**Daphne Edwards**

952-848-3959

[daphne.edwards@edinaschools.org](mailto:daphne.edwards@edinaschools.org)

### Community Education and Strategic Partnerships Director

**Anne Marie Leland, Ph.D.**

952-848-3960

[annemarie.leland@edinaschools.org](mailto:annemarie.leland@edinaschools.org)

### Human Resources Director

**Sonya Sailer**

952-848-4911

[sonya.sailer@edinaschools.org](mailto:sonya.sailer@edinaschools.org)

### Media & Technology Services Director

**Natasha Monsaas-Daly**

952-848-4980

[natasha.monsaas-daly@edinaschools.org](mailto:natasha.monsaas-daly@edinaschools.org)

### Student Support Services Director

**Jody Remsing**

952-848-4960

[jody.remsing@edinaschools.org](mailto:jody.remsing@edinaschools.org)

### Teaching & Learning Director

**Jody De St. Hubert**

952-848-4096

[Jody.desthubert@edinaschools.org](mailto:Jody.desthubert@edinaschools.org)

# SCHOOL BUILDING LEADERSHIP

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## Elementary Leadership

**Concord Elementary School (K-5)**  
**Paul Domer, Principal**  
[paul.domer@edinaschools.org](mailto:paul.domer@edinaschools.org)  
**Mark DeYoung, Asst. Principal**  
[mark.deyoung@edinaschools.org](mailto:mark.deyoung@edinaschools.org)  
5900 Concord Avenue S. Edina, MN 55424  
952-848-4300

**Cornelia Elementary School (K-5)**  
**Lisa Masica, Principal**  
[lisa.masica@edinaschools.org](mailto:lisa.masica@edinaschools.org)  
**Kristin Greene, Dean of Students**  
7000 Cornelia Drive, Edina, MN 55435  
952-848-4600

**Countryside Elementary School (K-5)**  
**Karen Bergman, Principal**  
[karen.bergman@edinaschools.org](mailto:karen.bergman@edinaschools.org)  
**Caroline Linden, Dean of Students**  
5701 Benton Avenue S. Edina, MN 55436  
952-848-4700

**Creek Valley Elementary School (K-5)**  
**Kari Dahlquist, Ph.D., Principal**  
[kari.dahlquist@edinaschools.org](mailto:kari.dahlquist@edinaschools.org)  
**Jamie Hawkinson, Dean of Students**  
6401 Gleason Road, Edina, MN 55439  
952-848-3200

**Highlands Elementary School (K-5)**  
**Cara Rieckenberg, Ed.D., Principal**  
[cara.rieckenberg@edinaschools.org](mailto:cara.rieckenberg@edinaschools.org)  
**Shaun Pakenham, Dean of Students**  
5505 Doncaster Way, Edina, MN 55436  
942-848-4500

**Normandale Elementary School (K-5)**  
French Immersion School  
**Chris Holden, Principal**  
[chris.holden@edinaschools.org](mailto:chris.holden@edinaschools.org)  
**Kany Seck, Dean of Students**  
5701 Normandale Road, Edina, MN 55424  
942-848-4100

## Secondary Leadership

**South View Middle School (6-8)**  
**Tim Anderson, Ed.D., Principal**  
[timothy.anderson@edinaschools.org](mailto:timothy.anderson@edinaschools.org)  
**Tami Jo Cook, Asst. Principal**  
[tamijo.cook@edinaschools.org](mailto:tamijo.cook@edinaschools.org)  
**Tricia Pettis, Dean of Students**  
**Chris Dunn, Dean of Students**  
4725 South View Lane, Edina, MN 55424  
952-848-3700

**Valley View Middle School (6-8)**  
**Toya Pryor, Principal**  
[toya.pryor@edinaschools.org](mailto:toya.pryor@edinaschools.org)  
**Erik Lowe, Assistant Principal**  
[erik.lowe@edinaschools.org](mailto:erik.lowe@edinaschools.org)  
**Timothy Berndt, Dean of Students**  
6750 Valley View Road, Edina, MN 55439  
952-848-3500

**Edina High School (9-12)**  
**Andy Beaton, Ed.D., Principal**  
[andrew.beaton@edinaschools.org](mailto:andrew.beaton@edinaschools.org)  
**Jenn Carter, Assistant Principal**  
[jennifer.carter@edinaschools.org](mailto:jennifer.carter@edinaschools.org)  
**Jenny Johnson, Asst Prin./Activities**  
[jenny.johnson@edinaschools.org](mailto:jenny.johnson@edinaschools.org)  
**Michael Pretasky, Asst Prin./Fine Arts**  
[michael.pretasky@edinaschools.org](mailto:michael.pretasky@edinaschools.org)  
**Troy Stein, Asst Prin./Athletics**  
[troy.stein@edinaschools.org](mailto:troy.stein@edinaschools.org)  
**Bradley Dahlman, Dean of Students**  
6754 Valley View Road, Edina, MN 55439  
952-848-3800

\*\*\*\*\*  
**Early Childhood Family Education**  
**Leah Byrd, Coordinator**  
[leah.byrd@edinaschools.org](mailto:leah.byrd@edinaschools.org)

**Early Childhood Special Education**  
**Lisa Hawthorne, Student Support Services**  
**Assistant Director**  
[lisa.hawthorne@edinaschools.org](mailto:lisa.hawthorne@edinaschools.org)

# DISTRICT POLICIES STUDENTS NEED TO KNOW

Below is a summary of Edina Public Schools' policies that define student rights and responsibilities. Complete texts are available on the district's website at [edinaschools.org/policies](http://edinaschools.org/policies) or upon request from a school office.

## **Activity Programs**

The district recognizes that middle school and high school student activity programs are an integral part of a total education program. The activities are intended to provide experiences not otherwise provided in the instructional curriculum in the areas of athletics, fine arts, and academics. Families are encouraged to contact the activities office located at Edina High School for more information about the opportunities available through the programs. ([Policy 627](#))

## **Attendance**

Students are required to attend all assigned classes and 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 district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence. Families should fill out the form for Pre-Arranged Personal Absences, Family Vacations, and Significant Educational Opportunities (Appendix II to Policy 503) five (5) days in advance of the absence to be considered excused.

Each school has established attendance procedures that support regular school attendance. These procedures will be shared by each school and require the support of students and families. ([Policy 503](#))

## **Corporal Punishment**

Corporal punishment is prohibited. No employee or agent of the district will engage in or cause the infliction of corporal punishment on any student. ([Policy 507](#))

## **Distribution of Materials on District Premises**

The district seeks to protect students' and employees' rights to free speech, while at the same time preserving the integrity of the educational objectives and responsibilities of the district. This protection includes the right to distribute non district-sponsored material at a reasonable time and place and in a reasonable manner. Distribution guidelines have been established by district policy and will be supervised by school administration. ([Policy 904](#))

## **Do Not Attempt Resuscitation**

When any student experiences sudden illness or injury, the role of an employee is to render emergency health care to preserve life and prevent disability. In life-threatening emergencies, the emergency medical system (911) will be activated.

The district recognizes that it serves students with complex health needs and that district employees may be presented with written "do not attempt resuscitation" (DNAR) orders. DNAR orders will be accepted by the health services coordinator and placed on file in the school health offices, as well as the district office. The coordinator will follow district procedures for overseeing and implementing orders. ([Policy 518](#))

## **Dress and Appearance**

This school district encourages students to be dressed and groomed appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s). Specific expectations are outlined in the student conduct and discipline guidelines. ([Policy 504](#))([Policy 506](#))

## **Education of Homeless Children**

Students in homeless situations in our district have access to the education and other services they need to meet state and district standards. ([Policy 535](#))

### **Electronic Technologies Acceptable Use**

Students may access online resources from their classrooms via the Internet. Procedures and guidelines have been established for access to the district's networks and acceptable and safe use of technology. The administration will supervise the guidelines. Specific expectations, including the Online Code of Ethics, are outlined by School Board policy.

Parents or guardians must give approval for their child(ren) to access online resources and students must agree to follow the acceptable use procedures. A physical or electronic signature is required annually. The form is available online through the portal, from school media centers and in [Policy 634](#).

### **Emergency Health Situations and District Insurance Limitations**

The district does not purchase medical, health or accident insurance for your child. If your child has an accident, is ill, or is injured while at school or participating in district-sponsored activities; families will need to access their own insurance plans to cover any associated costs (e.g., medical care, emergency transportation). The district cannot pay these associated costs. ([Policy 534](#))

### **Employee Background Checks**

The district places a high priority on ensuring a safe and healthy learning environment for students. This priority includes requiring all applicants who have been offered district positions to complete a criminal background check as part of the process for determining employment. ([Policy 404](#))

### **Equal Educational Opportunity**

The district provides equal educational opportunity for all students, and 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. No student will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any educational program or activity operated by the district on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, pregnancy, status with regard to public assistance, disability, sexual orientation or age. ([Policy 103](#))

### **Extended School Year**

Extended School Year (ESY) services are provided to a student who has an Individualized Education Plan (IEP) if the IEP team determines the ESY services are necessary during a break in instruction to provide a free appropriate public education. ([Policy 508](#))

### **District Related Field Trips and Travel**

The district supports and approves student field trips and travel beyond the classroom and area of competition that are properly planned, well organized, and carefully supervised. Students participating in approved field trips and travel will be permitted to prepare assignments in advance or make up work missed in classes from which they are absent. Field trips and travel require parent/guardian authorization. ([Policy 538](#))

### **Grading and Reporting of Student Progress**

The district provides a structure and framework for grading student learning in the district. The grading and assessment should assist in the student's learning experiences. Each school program level establishes standardized grading criteria. The criteria reflect the age of the student and the level of content learning. ([Policy 618](#))

### **Harassment, Sexual Harassment, and Violence**

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, including gender identity or expression, or disability.

Harassment may include the following when related to race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, or age:

- name calling, jokes, or rumors;
- notes, cartoons, or graffiti;



- unwelcome touching of a person or clothing;
- or words or actions that make you feel uncomfortable.

Any person who believes they have been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel, should report the alleged acts immediately to an appropriate school district official (principal, assistant principal, counselor, social worker, etc). The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.

In Each School Building, the building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level, however, nothing should prevent any person from reporting harassment or violence directly to a school district Title IX Coordinator(s) or to the Superintendent/designee. Specific examples and expectations are outlined in the student conduct and discipline guidelines, as well as in school board policy. ([Policy 413](#))

When the school district has actual knowledge of sexual harassment in its education programs or activities against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent. Any student, parent, guardian, or staff member having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator is:

Sonya Sailer  
Director of Human Resources  
5701 Normandale Road  
Edina MN, 55424  
952-848-4911  
TitleIXCoordinator@edinaschools.org

Specific examples and expectations are outlined in the student conduct and discipline guidelines, as well as in school board policy. ([Policy 522](#))

### **Hazing**

Hazing is defined as 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. No student or staff will plan, direct, encourage, aid, or engage in hazing. This policy against hazing applies to behavior that occurs either on or off school property and at any time of day. Any person who believes that they are the victim of hazing or who has knowledge of an act of hazing shall report the information immediately. Specific examples and expectations are outlined in the student conduct and discipline guidelines, as well as in school board policy. ([Policy 526](#))

### **Homework**

The district recognizes regular, purposeful homework as an essential component of the instructional process. Homework refers to the task assigned to students by teachers meant to be completed during nonschool hours or independent study time during the school day. Homework must be realistic in length and difficulty, given the student's ability to work independently, while recognizing the amount of homework will increase as the student progresses through the grades. ([Policy 610](#))

### **Immunization Requirements**

Students are required to provide proof of immunization or appropriate documentation exempting the student from immunizations and other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. ([Policy 530](#))

### **Interviews of Students by Outside Agencies**

Generally, students may not be interviewed during the school day by persons other than a student's parents, district officials, employees or agents of the district, except as otherwise provided by law and/or district policy. Upon receiving an interview request, the building/program administrator will determine whether the request will be granted. ([Policy 519](#))

## **Medication**

The district acknowledges that students may require prescription and nonprescription medication during the school day. In such cases, medication may be administered only by the licensed school nurse or other school employees. The district discourages students from possessing and self-administering nonprescription medication without written authorization from the student's parent or guardian on file in the health office. ([Policy 516](#))

## **Pesticide Application Notice**

Should the school district plan to apply a pesticide as outlined in Minnesota Statutes section 121A.30, it will provide notice by no later than September 15 of each school year during which pesticides are planned to be applied and will inform parents that an estimated schedule of applications of pesticides is available for review or copying at the school offices, and that a parent may receive prior notice of each application, if specifically requested.

## **Pledge of Allegiance**

Students will recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to participate. Students and school employees must respect another person's right to make that choice. ([Policy 531](#))

## **Promotion, Acceleration, Retention and Early Kindergarten Admission**

The district is dedicated to the total and continuous development of each student. Students will be placed in the instructional level best suited for their academic, social and emotional needs. Students will usually progress from level to level on an annual basis. Exceptions may be made when they are in the best educational interest of the student. Exceptions will be made only after consultation with a student's family. The final decision rests with the district. ([Policy 513](#))

## **Protection and Privacy of Student Records**

The district recognizes its responsibilities in regard to the collection, maintenance and dissemination of student educational records and data. District policy defines the procedures and practices for protecting the privacy of student information in accordance with state and federal laws.

Examples of student directory information are below and may be made available to the public. A parent/guardian may refuse to have any or all of the directory information made public by notifying the building principal in writing in accordance with district policy.

- Student's and Parent's Names
- Student's and Parent's Address(es)
- Student's and Parent's Telephone Listing(s)
- Student's District E-mail Address
- Student's Photograph
- Student's Date and Place of Birth
- Dates of Attendance
- Grade Level and Most Recent School Attended
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Degrees, Honors, and Awards Received ([Policy 515](#))

## **Racism and Other Forms of Discrimination or Harassment**

Edina Public Schools rejects and prohibits all forms of racism, religious based discrimination, xenophobia, and sexual orientation or gender identity harassment and/or discrimination as these actions are destructive to the District's mission and core values. EPS is committed to establishing and sustaining school communities that are safe and inclusive for all students and families. School staff must play an active and ongoing role in addressing these types of harassment and discrimination, and in reporting this misconduct.

For purposes of this provision, the following definitions shall apply:

- Racism:
  - Prejudice, discrimination, stereotyping, or antagonism directed against a person or people on the basis of their membership in a particular racial or ethnic group.
- Religious based discrimination:
  - Prejudice, discrimination, stereotyping, or antagonism directed against a person or people on the basis of their religious beliefs or membership in a religious group (Ex. Antisemitism – Hostility or prejudice against Jewish people).
- Xenophobia:
  - Prejudice, discrimination, stereotyping, or antagonism directed against a person or people from countries outside of the United States.
- Sexual Orientation or Gender Identity Discrimination:
  - Prejudice, discrimination, stereotyping, or antagonism directed against a person or people on the basis of their gender identity and/or sexual orientation.

Students experiencing acts of racism, religious based discrimination, xenophobia, and sexual orientation or gender identity discrimination should report the conduct through submitting the district form below or by contacting a school administrator via email, phone, or in person.

[Discrimination, Harassment, Bullying, Hazing and Violence Report Form](#)

### **Search of Lockers, Desks, Possessions and Persons**

School lockers and desks are the property of the district. The district maintains exclusive control of lockers and desks provided for the convenience of students. Inspection of the interior of lockers and desks may be conducted by district employees for any reason at any time, without notice, without student consent, and without a search warrant. Schools may also use specially trained dogs in district parking areas, to detect and alert employees to the presence of prohibited items and illicit substances. ([Policy 502](#))

### **Selection and Objection of Instructional Text, Materials and Content**

The district recognizes selection of textbooks and instructional materials is vital to the support of the district's academic standards and curriculum. The school board has the authority to make final decisions on the selection of instructional texts, materials and content. The district has a process, referenced in [Policy 606](#), for families and community members to object and seek reconsideration of selected instructional texts and materials.

### **Special Accommodations and Services for Students with Special Needs**

The district provides a full range of special services and accommodations necessary for meeting students' needs. Families are encouraged to contact building principals for additional information related to student identification, assessment, service availability and other options. ([Policy 607](#))

### **Staff Notification of Violent Behavior of Students**

In an effort to provide a safe school environment, the assigned classroom teacher and other employees with a legitimate educational interest will be notified if a student has a history of violent behavior. The administration will meet with the assigned classroom teacher and other employees with a legitimate educational interest for the purpose of notifying and determining how employees will work with the identified student. ([Policy 529](#))

### **Statewide Testing**

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. Statewide assessments also provide information to our schools and district about how all students are engaging with the content they learn in school. Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please complete the Opt Out Form and return it to your child's school.

Contact your student's school to learn more about locally required assessments. Learn more about the statewide required assessments by visiting the MN Department of Education Statewide Testing webpage:

<https://education.mn.gov/MDE/fam/tests/>

### **Student Fundraising**

The district recognizes the desire by the district-sponsored student groups and student organizations to raise

funds to meet their needs and goals and to fund student activities. School groups or organizations raising funds must meet the established district criteria and follow district policy for fundraising. ([Policy 629](#))

### **Student Surveys**

Student surveys may be conducted, as determined necessary, by the district. The superintendent may refuse to permit a survey to be conducted based on the alignment of the survey to the mission of the district or the impact the administration of the survey would have on the instructional day. ([Policy 520](#))

### **Student Use and Parking of Motor Vehicles**

Students are allowed the limited use and parking of motor vehicles in district locations in accordance with district policy. Students permitted to park at a district location do so as a privilege, not a right. ([Policy 527](#))

### **Tutoring for Pay**

A student's current teachers may not provide out-of-school tutoring for pay to the student or the student's family during the school year. A tutor list is maintained by the district's community education department and may be requested when seeking tutoring support. The district does not endorse any particular tutor, perform background checks, or determine licensure status of the tutors listed. ~~— deleting policy~~

### **Use of Volunteers in Schools**

The district is committed to using volunteers to help personalize instruction, promote school/community interaction, and support school activities and events. Volunteers will be placed with careful consideration given as to how their presence supports the educational objectives of a class, the curriculum, activity or event. Volunteers will be subject to all standards set forth by policies, including the completion of a criminal background check by those volunteers who will be attending overnight trips or left unsupervised with students. ([Policy 911](#))

### **Video/Electronic Surveillance**

Maintaining the health, welfare and safety of students, employees and visitors while on school district property and protecting district property are important functions of the district. The district recognizes the value of video/electronic surveillance systems in monitoring activity on district property in providing these functions. ([Policy 717](#))

### **Wellness — Food, Nutrition and Physical Activity**

The district recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and learning. The school environment should promote and protect a student's health, well-being, and ability to learn by encouraging healthy eating and physical activity. The district encourages the involvement of students, parents, teachers, employees, and other interested persons in implementing, monitoring and reviewing district nutrition and physical activity policies. ([Policy 533](#))

Besides the policies that are included and/or referred to in this Handbook, students are expected to be aware of and to abide by all of the District's policies. Students should pay particular attention to the policies in Section 500 that specifically pertains to students. Questions regarding policies can be directed to your building administrator. Please note that although all policy synopses are current as of publication, the school board reviews all policies on a cyclical basis. All current district policies can be found here: [edinaschools.org/policies](http://edinaschools.org/policies)

# EDINA PUBLIC SCHOOLS COMMITMENT TO BULLYING PREVENTION AND PROHIBITION

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A safe and civil environment is needed for students to learn and attain high academic standards, and to promote healthy human relationships.

## Policy 514 – **Bullying Prohibition**

The act of bullying, including cyber-bullying, is prohibited on district property, at district functions, or on district transportation.

- Bullying is intimidating, threatening or harming conduct which is objectively offensive, and
  - Creates an imbalance of power between engaging students
  - Substantially interferes with a student’s ability to perform or participate
- Any person who believes they have been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or other conduct prohibited by this policy will report the alleged acts immediately to an appropriate district official designated by this policy.
- An employee with knowledge or belief of bullying conduct will immediately report the incident to a building administrator
- The District has a defined investigative process and will take disciplinary action as necessary
- This document is a notification to students, families and employees of this policy.

# STUDENT BUS RIDER RESPONSIBILITIES

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Edina Public Schools is committed to providing a safe and enjoyable riding experience for its bus riders. Edina Public Schools' transportation department is responsible for the safety of its riders while they are on the school bus.

Parents or guardians are responsible for the safety of their student(s) until they are on the school bus. The district's student bus rider responsibilities section has been established by the district. Please review this information and discuss it with your child(ren). This information is being provided so that your child(ren) will clearly understand bus behavior expectations.

Riding the school bus is a privilege that can be revoked if a student chooses not to comply with the rules for bus riders.

## **Bus Schedules**

Bus schedules are available on the parent portal in early to mid-August. In the event there is a question about the bus route, please contact the transportation department at 952-848-4979 between the hours of 7:00 am and 4:30 pm; calls before or after these times will be referred to voicemail for further instructions. In the event a route change is requested that may impact other riders, you will be asked to complete a bus route request form. These forms are available by calling your school office. The transportation department reviews and decides on all change requests.

## **Student Safety Training**

All students will receive school bus safety training and testing in the fall. This training and testing is in compliance with state law. The training and testing will be completed within the first three weeks of school for grades K-3, and within the first six weeks for students in grades 4-10. In addition, many schools complete a number of ongoing bus safety education sessions throughout the school year.

## **Reserved Seating – Grades K-8**

Students will be assigned a seat. Students are to sit in the same seat every day, both to and from school. Changes can be made by the driver due to discipline or safety issues. If at any time a student is no longer comfortable with his or her seat assignment, he or she can talk to the driver. Any other concerns may be addressed by calling the transportation department.

## **Rider Transfers – Grades K-12**

State law mandates that ridership on a bus cannot exceed its capacity. Due to the high ridership on most buses, the transportation department will continue the policy of not allowing rider transfers – students who are not regularly scheduled to ride that bus. The district endorses this policy for the safety of each student and to ensure that each student has a seat on the bus. Students will not be permitted to ride another bus unless it is necessary for purposes that have been preapproved by the supervisor of transportation and building principal (e.g. childcare needs, regularly scheduled lessons). Our goal is to provide a safe and effective transportation service, not to complicate transportation situations for parents and students.

## **Student Bus Rider Responsibilities**

The district's goal is to provide safe and enjoyable transportation for our students. This occurs when we work in cooperation with students, parents, teachers, and drivers. For the safety of all riders, please review the following rider responsibilities with your child(ren) before the school year begins.

### **A. Going to the Bus Stop**

1. Use sidewalks where provided.
2. If there are no sidewalks, walk single file on the left shoulder of the street facing traffic.
3. Cross streets only at corners.
4. Use a direct route, but avoid crossing yards or empty lots.

5. Arrive at your bus stop no more than five minutes before the scheduled stop. The bus driver cannot wait for late students.
6. Be aware of suspicious individuals on foot or in motor vehicles. Report these persons to your bus driver or school principal. Even if you have missed the bus, do not accept rides from strangers.

#### B. Waiting at the Bus Stop

1. Wait away from the traffic. Stay at least five feet off the road or street.
2. Respect the property of others while waiting at the bus stop. Do not pick flowers, disturb shrubs, throw stones or snowballs, litter, etc.
3. Use appropriate language at all times.
4. Respect other students by not pushing, shoving or fighting.
5. Stay back from the street 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.
6. Older students should be helpful to younger ones.
7. The district's student behavior policies, guidelines, and rules are enforceable while a student waits at the bus stop.

#### C. Boarding the Bus

1. Wait until the bus has stopped and the door is opened before starting to board.
2. Board the bus single file.
3. Continue to show respect for others by not pushing or shoving.
4. Use the handrail to keep from slipping, falling, or tripping.
5. Greet the bus driver.
6. Move directly to your seat and sit down.
7. Put large items (e.g. musical instrument, packages) in seat area or under the seat, but not in the aisle.

#### D. Riding on the Bus

1. Follow all district policies and school rules.
2. Follow the bus driver's instructions.
3. Remain in your seat until the bus arrives at your stop.
4. Speak in a quiet voice. Your voice should not be heard above others.
5. Keep hands, feet, and objects inside the bus.
6. Do not throw objects inside the bus or out the window.
7. Do not use profanity, including words or gestures.
8. Do not tease or harass others.
9. Do not eat, drink, chew gum, or spit.
10. Do not vandalize the bus.
11. Use the proper door for entering and exiting. Non Emergency use of the emergency door is not tolerated.
12. Students will not ride a bus other than their own without prior arrangement through the transportation department.

#### E. Getting Off the Bus

1. Wait for the bus to be completely stopped and the door to be opened before standing up.
2. Stay respectful of others – no shoving or pushing.
3. Walk five big steps away from the bus, turn and look at the bus driver.
4. Wait until the bus is at least a half a block away before proceeding home.
5. Do not go in back of or underneath the bus for any reason.

#### F. Student Consequences for Misbehavior

1. Riding on a school bus is a privilege, not a right.
2. The district's student behavior policies, guidelines, and rules are in effect for all students on school buses and while at bus stops.

3. If misbehavior occurs, the bus driver will give the student an assertive warning.
4. If misbehavior continues, the bus driver will complete a bus incident report for students and report the conduct to the transportation supervisor. The transportation supervisor will report the conduct to the building administrator. The building administrator will contact the parent/guardian. Consequences will be administered in accordance with the district's discipline policy.

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## BUS INCIDENT REPORT

Your child has been given the following consequences for his or her behavior. Consequences will be administered in accordance with the district's discipline policy.

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus or bus stop misconduct in accordance with the district's discipline policy.

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense, at the discretion of the district.

### **Kindergarten through Grade 5:**

\_\_\_\_\_ First Offense: The driver has given your student a verbal warning, and a bus incident report sent to parents.

Your child has been assigned an alternate seat: (select one) Yes or No

\_\_\_\_\_ Second Offense: One-day bus suspension.

\_\_\_\_\_ Third Offense: Three-day bus suspension; conference with student, parent, school, driver and transportation.

\_\_\_\_\_ Fourth Offense: Five-day bus suspension.

\_\_\_\_\_ Fifth Offense: Loss of bus riding privileges for the remainder of the school year.

### **Grade 6 through Grade 12:**

\_\_\_\_\_ First Offense: The driver has given your student a verbal warning, and a bus incident report sent to parents.

Your child has been assigned an alternate seat: (select one) Yes or No

\_\_\_\_\_ Second Offense: One to three-day bus suspension; conference with student, parent, school, driver and transportation.

\_\_\_\_\_ Third Offense: Five to ten-day bus suspension.

\_\_\_\_\_ Fourth Offense: Loss of bus riding privileges for the remainder of the school year



# STUDENT CONDUCT AND DISCIPLINE POLICY & GUIDELINES

## ([Policy 506](#))

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The school board sets policies and rules for governing behavior and conduct while in the school environment. These policies and rules apply any time a student is present on district property, at a district-sponsored activity, and while traveling in district vehicles.

In addition, students who are participants in district activities need to understand the behavioral expectations and consequences for violations outlined by the Minnesota State High School League and the district related to chemical use, hazing or any other infraction covered by the high school league or district policies or rules.

While this policy pertains to all schools in the district, the school board recognizes the uniqueness of each building and classroom in which the policy must be implemented. This policy may be supplemented by additional policies, rules and procedures that recognize those unique needs.

### EPS Philosophy Regarding Learning and Discipline

Optimum learning occurs in a positive, safe and secure environment. Students, parents or guardians, teachers, administrators and other district employees all share in the responsibility to ensure a positive climate for learning.

The school setting enables students to develop responsible behaviors and habits that will serve them now and later in life. Proper training in discipline should lead to self-control and respect for law, authority, property and the rights of others.

While self-discipline is the ideal, it is understood that corrective measures will be required at times. When it becomes necessary to enforce the consequences of discipline violations as outlined in this policy, the consequences are enforced in a manner that respects the dignity of the student and promotes healthy and responsible behavior.

Discipline is a learning experience, not just a punishment. To that end, discipline:

- Helps the student learn a lesson that will positively affect present and future behavior.
- Is designed to help the student control and change behavior, and guide the student into adulthood.
- Helps the student to grow intellectually and emotionally.
- Enhances the student's self-confidence, self-worth and self-image.

### Roles and Responsibilities

**School Board** – The school board holds all district employees responsible for the maintenance of order within the school district and supports all employees acting within the framework of this discipline policy.

**Superintendent** – The superintendent will establish guidelines and directives to carry out this policy, hold district employees, students and parents responsible for conforming to this policy, and support district employees performing their duties within the framework of this policy. The superintendent will also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents.

**Principal/Assistant Principals/Deans** – The school principal or designee is given the responsibility, authority and sole discretion to formulate building rules necessary to enforce this policy, subject to superintendent review. The principal will give direction and support to all school employees performing their duties within the framework of this policy. The principal or designee will consult with parents of students conducting themselves in a manner contrary to the policy. The principal or designee will also involve other professional employees in the disposition of behavior

referrals and make use of those agencies appropriate for assisting students and parents. A principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

**Teachers** – All teachers have responsibility for providing a well-planned teaching/learning environment and have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers will ensure acceptable student behavior. A teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

**Other School District Employees** – All school district employees are responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior are as authorized and directed by the superintendent. A school employee or other agent of a school district may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

**Parents or Legal Guardians** – Parents and guardians are responsible for the behavior of their children as determined by law and community practice. They are expected to partner with school authorities and to participate regarding the behavior of their children.

**Students** – All students are held individually responsible for their behavior and for knowing and adhering to the Code of Student Conduct.

# DISCIPLINE GUIDELINES – Appendix I to Policy 506

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Every student and employee of Edina Public Schools is entitled to learn and work in a safe school environment. To ensure this safe environment, the district and each school have established clear student discipline policies, consequences appropriate to behaviors, and a practice to implement these guidelines fairly.

Students are expected to behave in accordance with federal, state and local laws; district policies and guidelines; and in a way that respects the rights and safety of others. Known violations of federal, state and local laws will be reported to local law authorities.

The following are districtwide discipline guidelines. These guidelines and the potential consequences apply any time a student is present on district property, participating in a school- sponsored activity, or traveling in a district vehicle. These guidelines and the potential consequences also apply to student behavior that has a nexus to school property or the student’s status as a district student. Student conduct that occurs off-campus, but has a nexus to the school environment, may form the basis for school discipline. This specifically includes activities that occur off-campus over the internet, on social media, or through other communications. Listed are the violations and the recommended consequences; although all determinations will be made on a case-by-case basis. Minnesota State High School League consequences may also apply in accordance with its rules and district policy.

A student who accumulates excess violations of these disciplinary guidelines or several infractions for serious behavior may be disciplined in light of the student’s overall record. The student and parent will have a conference with the principal and/or other appropriate employee(s) to make them aware that the student is accumulating excessive infractions. Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon their return if the student commits additional offenses of the same nature.

Restitution or restorative justice principles may be utilized when appropriate for the disciplinary infraction. The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g., student whose misbehavior is related to their intellectual or physical disability). These discipline guidelines are based on school policies located on the district’s website.

Edina Public Schools is a place of learning and it is important that interventions to change behavior are partnered with consequences for behaviors so that students are able to learn from these experiences. The table below summarizes potential interventions that staff will utilize when working through a disciplinary situation with a student.

Types of Infraction	Potential Interventions
Minor <ul style="list-style-type: none"> <li>● Disruption to the Educational Environment</li> <li>● Physical Contact</li> <li>● Technology</li> </ul>	<ul style="list-style-type: none"> <li>● Communication with family</li> <li>● Family Involvement</li> <li>● Reset Break</li> <li>● Check In/Check Out</li> <li>● Restorative Conversation with teacher/student/Dean/Counselor/Social Worker</li> <li>● Restorative Community Room</li> <li>● Meeting with student/family/Dean/Counselor/Social Worker</li> <li>● Connect with Staff or Peer Mentor</li> <li>● Referral to problem-solving team if behaviors persist</li> <li>● Written Student Agreement created with Dean</li> <li>● Determine and provide needed academic supports</li> </ul>

	<ul style="list-style-type: none"> <li>• Support for impacted person</li> <li>• Mandated education</li> <li>• Support for making amends</li> </ul>
Major <ul style="list-style-type: none"> <li>• Academic Dishonesty</li> <li>• Alcohol, Tobacco, Controlled Substances</li> <li>• Arson</li> <li>• Assault</li> <li>• Bullying/Harassment</li> <li>• Cyberbullying</li> <li>• Fighting</li> <li>• Racism, Acts of Discrimination</li> <li>• Robbery</li> <li>• Vandalism/Property Related</li> </ul>	<ul style="list-style-type: none"> <li>• Communication with family</li> <li>• Family Involvement</li> <li>• Threat Assessment, administered by School Psychologist/Social Workers</li> <li>• Restorative Conversation with teacher/student/Dean/Counselor/Social Worker</li> <li>• Restorative Community Room</li> <li>• Restorative work/payment to reverse damage</li> <li>• Meeting with student/family/Dean/Counselor/Social Worker</li> <li>• Connect with Staff or Peer Mentor</li> <li>• Written Student Re-Entry Agreement created with administrator or designee</li> <li>• Referral to support services (counselor, therapist, problem-solving team, special education)</li> <li>• Staff Hallway Escort</li> <li>• Schedule change, limiting contact</li> <li>• Alternative passing times</li> <li>• Check In/Check Out</li> <li>• Schedule change, limiting contact</li> <li>• Alternative passing times</li> <li>• Support for impacted person</li> <li>• Mandated education</li> <li>• Support for making amends</li> <li>• Suspension or Expulsion</li> </ul>

## ATTENDANCE

### 1. ATTENDANCE, TARDINESS, TRUANCY

In addition to the compulsory attendance mandate of state law, the school board recognizes and emphasizes the intrinsic value of attendance each school day by each student. It enables every student to profit to the maximum degree from the enhanced learning environment that full attendance promotes.

Compulsory attendance policies for students under the age of 17 years will be applied in cases of chronic absence or tardiness. Parental notification will occur when a student is determined to be truant by the school. A student under the age of 17 years with seven or more unexcused absences may be referred to appropriate services.

Attendance disciplinary action is outlined in the district's attendance policy ([Policy 503](#)).

## CHEMICAL INFRACTIONS

### 2. ALCOHOL OR CHEMICALS, POSSESSION OR USE

The possession or use of any alcohol, narcotic, illegal substance, controlled substance or drug paraphernalia is prohibited while on district property, participating in a district-sponsored activity, or traveling in a district vehicle.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	Social worker intervention Police referral	3-day suspension Police referral

Grades 6-12	3-day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral
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(\*\*) Indicates disciplinary action assigned by building administration.

### 3. ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, narcotic, illegal substance or controlled substance on district property, while participating in a district-sponsored event or traveling in a district vehicle is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	Student Services Referral Police referral	3-day suspension Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(\*\*) Indicates disciplinary action assigned by building administration.

### 4. MEDICATION MISUSE (OVER THE COUNTER)

Any student in possession of or using an “over the counter” medication must do so in a manner consistent with district policy (Policy 516 – Student Medication). Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any “over-the-counter” medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	Student Services Referral	1-day suspension	1-3 day suspension Police referral
Grades 6-12	1-3 day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(\*\*) Indicates disciplinary action assigned by building administration.

### 5. MEDICATION MISUSE (PRESCRIPTION)

Any student in possession of or using prescription medication must do so in a manner consistent with district policy (Policy 516 – Student Medication). Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any prescription medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	Student Services Referral	1-3 day suspension	3-5 day suspension Police referral
Grades 6-12	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral	

(\*\*) Indicates disciplinary action assigned by building administration.

### 6. TOBACCO USE OR POSSESSION

Possession or use of tobacco is prohibited, including e-cigarettes and other items used for the use of tobacco or other illegal substances. Students who congregate in an area where tobacco use has recently occurred (e.g., bathroom stall) will each be considered to have been using tobacco.

Grades	First Offense	Second Offense	Third Offense
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Grades K-2	**	**	Same/next day dismissal
Grades 3-5	**	Same/next day dismissal	2-day suspension Police referral
Grades 6-12	1-day suspension Police referral	2-3 day suspension Police referral	3-5 day suspension Police referral

(\*\*) Indicates disciplinary action assigned by building administration.

## DANGEROUS AND/OR NUISANCE ITEMS

### 7. FIREARMS

Minnesota state law requires that school boards must expel, for a period of at least one year, a student who is determined to have brought a firearm to school. The definition of a firearm is found at 18 U.S.C. § 921. The school board may modify this expulsion requirement on a case- by-case basis.

Grades	First Offense
Grades K-12	10-day suspension; Expulsion recommendation; Police referral

### 8. FIREWORKS

Possession, distribution or use of any type of fireworks (sparklers, firecrackers, smoke bombs) or ammunition is prohibited. Use of any fireworks that creates a serious disturbance or safety hazard may be considered a violation of "Weapons, Explosives, Incendiary Devices, Ammunition and Other Dangerous Items."

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	Same/next day dismissal	3-day suspension
Grades 3-5	Same/next day dismissal	2-day suspension	5-day suspension
Grades 6-12	3-5 day suspension	5-10 day suspension	10-day suspension Expulsion recommendation

(\*\*) Indicates disciplinary action assigned by building administration.

### 9. NUISANCE OBJECTS

Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects may include, but are not limited to, laser pointers, lighters, radios, squirt guns, video games, snaps, stink bombs, bolt cutters and crowbars.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	**	**
Grades 6-12	**	1-day suspension	3-day suspension

(\*\*) Indicates disciplinary action assigned by building administration.

### 10. POTENTIALLY DANGEROUS ITEMS

Possessing potentially dangerous items that if misused may be considered dangerous, illegal or could possibly cause harm are prohibited. If it is discovered that a student has accidentally brought such an item to school, the student may not be considered in possession of a weapon. Nonetheless, because students are responsible for what they bring to school and possession of these items are prohibited, the consequences outlined below apply. If a student directly or indirectly threatens another person or persons with such an object, the student will be determined to be in possession of a weapon and appropriate action will be taken in accordance with district policy.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	1-day suspension
Grades 3-5	**	1-day suspension	3-day suspension

Grades 6-12	1-day suspension	3-day suspension	5-day suspension
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(\*\*) Indicates disciplinary action assigned by building administration.

#### 11. WEAPONS, EXPLOSIVES, INCENDIARY DEVICES, AMMUNITION AND OTHER DANGEROUS ITEMS

The possession, real or implied, of weapons, explosives, incendiary devices, ammunition or other items considered dangerous, illegal or which could cause harm, destruction or disruption is prohibited. The possession of imitation, non-working, or self-created weapons (i.e. 3D printing) is prohibited. The use or detonation of explosives, weapons, incendiary devices, ammunition or other items considered dangerous, illegal or which could cause harm, destruction or disruption is prohibited.

Grades	First Offense	Second Offense
Grades K-5	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral	

#### DRIVING INFRACTIONS AND TRANSPORTATION

##### 12. DRIVING, CARELESS OR RECKLESS

Driving any motorized or non-motorized vehicle on district property in such a manner as to endanger people or property is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	Parking permit revoked for identified time period Police referral	3-day suspension Parking permit permanently revoked Police referral	5-day suspension Police referral

##### 13. TRANSPORTATION

All rules that apply to building and classroom behavior apply while riding a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with district policy. Students endangering persons or property may lose bus riding privileges immediately and for an indefinite period. Students, grades 6-12, who commit a fourth offense, will be suspended from riding the bus for the remainder of the school year.

Grades	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Grades K-5	Verbal Warning	1-day bus suspension	3-day bus suspension	5-day suspension	Loss of bus riding privilege for school year
Grades 6-12	Verbal Warning	1-3 day bus suspension	5-10 day bus suspension	Loss of bus riding privilege for school year	

(\*\*) Indicates disciplinary action assigned by building administration.

##### 14. VEHICLE, UNAUTHORIZED PARKING, DISPLAY OF PARKING PERMIT

Not having or not displaying a valid parking permit is prohibited. Parking a vehicle in an unauthorized area is prohibited. Failure to adhere to parking regulations may result in towing without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permits.

Grades	First Offense	Second Offense	Third Offense
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Grades 9-12	Immobilization of vehicle and \$30 fine	Immobilization of vehicle and \$60 fine	Immobilization of vehicle and \$90 fine
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**15. VEHICLE, STEALING PERMIT, FORGING PERMIT, FALSE PERMIT**

Stealing, forging or using a false permit will result in a school suspension and the loss of parking privileges.

**PHYSICAL INFRACTIONS**

**16. ASSAULT**

Committing an act with intent to cause fear in another person of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	Same/next day dismissal Student Services Referral	3-day suspension Student Services Referral
Grades 3-5	1-2-day suspension Student Services Referral	3-day suspension Student Services Referral	10-day suspension Expulsion recommendation Police referral
Grades 6-12	3-day suspension Student Services Referral	5-day suspension Student Services/police referral	10-day suspension Expulsion recommendation Police referral

(\*\*) Indicates disciplinary action assigned by building administration.

**17. ASSAULT, AGGRAVATED**

Committing an assault upon another person with a weapon or an assault that inflicts great bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	Same/next day dismissal	2-day suspension Student Services Referral	10-day suspension Police referral
Grades 3-5	5-day suspension Student Services Referral	10-day suspension Expulsion recommendation Police referral	
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

**18. FIGHTING**

Engaging in any form of fighting where blows are exchanged is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	** Student Services Referral
Grades 3-5	**	** Student Services Referral	Same/next day dismissal Student Services Referral
Grades 6-12	3-day suspension Student Services Referral	5-day suspension Student Services Referral	10-day suspension Expulsion recommendation

(\*\*) Indicates disciplinary action assigned by building administration.

**19. PUSHING, SHOVING, SCUFFLING**

Physical contact that could harm others, but is not defined as an assault or fighting, is prohibited.

Grades	First Offense	Second Offense	Third Offense
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Grades K-2	**	**	**
Grades 3-5	**	**	**
Grades 6-12	**	1-3 day suspension	3-5 day suspension

(\*\*) Indicates disciplinary action assigned by building administration.

## 20. SEXUAL MISCONDUCT

Engaging in nonconsensual sexual intercourse or sexual contact with another person including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited. Indecent exposure is also prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	Same/next day dismissal Student Services Referral	2-day suspension Student Services Referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(\*\*) Indicates disciplinary action assigned by building administration.

## PROPERTY INFRACTIONS

### 21. ARSON

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to district property or other property or that endangers or potentially endangers others by means of fire is prohibited.

Grades	First Offense
Grades K-12	10-day suspension Expulsion recommendation Police referral

### 22. BREAKING AND ENTERING

Entering a secured district location, after school hours, using an unauthorized mechanism of entering is prohibited.

Grades	First Offense	Second Offense
Grades K-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

### 23. FIRE EXTINGUISHER, UNAUTHORIZED USE

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	Same/next day dismissal	2-day suspension
Grades 3-5	**	Same/next day dismissal	2-day suspension
Grades 6-12	**	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(\*\*) Indicates disciplinary action assigned by building administration.

### 24. ROBBERY OR EXTORTION

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

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	Same/next day dismissal
Grades 3-5	**	Same/next day dismissal	2-day suspension
Grades 6-12	3-5 day suspension Police referral	5-10 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(\*\*) Indicates disciplinary action assigned by building administration.

## 25. SECURITY SYSTEM TAMPERING

Any action that is intended to deactivate, damage or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera or an automatic locking door apparatus.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	Same/next day dismissal	2-day suspension Police referral
Grades 3-5	Same/next day dismissal Police referral	1-day suspension Police referral	1-3 day suspension Police referral
Grades 6-12	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(\*\*) Indicates disciplinary action assigned by building administration. Consider moving police referral to the third offense for K-2 (take it out of the second offense).

## 26. 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. Restitution, when appropriate, will be required.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	Same/next day dismissal
Grades 3-5	**	Same/next day dismissal	2-day suspension
Grades 6-12	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(\*\*) Indicates disciplinary action assigned by building administration.

## 27. TRESPASSING

Remaining on school property without authorization is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator or attending a district-sponsored event. Any student on suspension who goes to a district location without permission is subject to being charged with trespassing and an increase in suspension time. Admitting others through a locked or secured entrance without the permission of district employees is prohibited and consequences below will also apply.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	**	Same/next day dismissal
Grades 6-12	1-day suspension	1-3 day suspension	5-10 day suspension

(\*\*) Indicates disciplinary action assigned by building administration.

28. VANDALISM, MINOR ACTS (LESS THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	Same/next day dismissal	2-day suspension
Grades 6-12	1-3 day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(\*\*) Indicates disciplinary action assigned by building administration.

29. VANDALISM, MAJOR ACTS (MORE THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	Same/next day dismissal
Grades 3-5	**	Same/next day dismissal	4-5 day suspension
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(\*\*) Indicates disciplinary action assigned by building administration.

## SCHOLASTIC DISHONESTY

30. DISHONESTY, SCHOLASTIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	Same/next day dismissal
Grades 3-5	**	**	1-3 day suspension
Grades 6- 8	**	1-day suspension	1-3 day suspension
Grades 9-12	Student Services Referral	1-3 day suspension	3-10 day suspension

(\*\*) Indicates disciplinary action assigned by building administration.

## TECHNOLOGY INFRACTIONS

31. ELECTRONIC DEVICES, MISUSE OF

Rules relating to the possession and/or use of cell phones and/or personal electronic mobile devices in school are dependent upon the grade level of the individual student. Students are not allowed to use cell phones or personal electronic mobile devices at the elementary level during the hours of the school day, unless specifically directed otherwise by a district employee. High school and middle school students may use cell phones or personal electronic mobile devices at the discretion of a teacher and in a way that is not disruptive to the educational process including use in class or in any way that sacrifices, or potentially sacrifices, academic integrity (see also Dishonesty, Scholastic and Photographic Device Misuse).

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**

Grades 3-5	**	**	**
Grades 6- 8	**	**	1-day suspension
Grades 9 -12	**	1-day suspension	3-day suspension

(\*\*) Indicates disciplinary action assigned by building administration.

### 32. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera to capture, record, transmit, and/or post the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person without their permission and/or impinges upon the rights of others is prohibited. This prohibition includes the distribution or receipt of a picture(s)/recording that impinges upon the personal privacy of another. Misuse of any device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	**	**	**
Grades 6-12	1-2 day suspension	3-5 day suspension	5 day suspension

(\*\*) Indicates disciplinary action assigned by building administration.

### 33. TECHNOLOGY AND TELECOMMUNICATIONS, MISUSE

Misuse of technologies, equipment or network; deletion or violation of password-protected information, computer programs, data, passwords or system files; inappropriate accessing of files, directories and Internet sites; deliberate contamination of the system; unethical use of information; or violation of copyright laws are prohibited. In addition, network access may be monitored and/or limited as a result of technology and/or telecommunication misuse. Students will follow the following Online Code of Ethics when using district technology, network resources and the Internet, including Web 2.0 products.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	**	**	2-3-day suspension Network access limited or monitored for the rest of the year
Grades 6-12	**	**	10-day suspension and access limited or monitored indefinitely Expulsion recommendation

(\*\*) Indicates disciplinary action assigned by building administration.

### 34. TECHNOLOGY & TELECOMMUNICATIONS, BREACH OF

The deliberate breach of the school district network and technology resources is prohibited, and may result in disciplinary actions, including but not limited to suspension, police referral and recommendation for expulsion.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	1-3 day suspension Student Services Referral	3-5 day suspension Police referral	10-day suspension Police referral Recommendation for expulsion

## THREATENING AND/OR DISRUPTIVE BEHAVIOR

### 35. RACISM, RELIGIOUS BASED DISCRIMINATION, XENOPHOBIA, SEXUAL ORIENTATION AND GENDER IDENTITY DISCRIMINATION

Student misconduct based on race, religion, country of origin, sexual orientation or gender identity that includes, but is not limited to inappropriate and harmful comments, slurs, jokes, pictures, objects, threats, and/or intimidation.

Grade Band	First Offense	Second Offense	Third Offense
Grade K-2	*	* Student Services Referral	Same/next day dismissal Student Services Referral
Grades 3-5	*	Same/next day dismissal Student Services Referral	1-2 day suspension Student Services Referral
Grades 6-8	1-3 day suspension Student Services Referral	3-5 day suspension Student Services Referral	10-day suspension pending further investigation** Student Services Referral
Grades 9-12	3-5 day suspension Student Services Referral**	10-day suspension pending further investigation** Student Services Referral	10-day suspension pending further investigation** Student Services Referral

(\*) Indicates disciplinary action assigned by building administration

(\*\*) Indicates further investigation may result in a reduction of suspension or a recommendation for expulsion

### 36. ABUSE, VERBAL

The use of language that is obscene, threatening, intimidating, or inflammatory or that degrades other people is prohibited. Verbal abuse may also be addressed under the guidelines for harassment and/or bullying, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	** Student Services Referral	** Student Services Referral
Grades 3-5	**	** Student Services Referral	** 1-2 day suspension Student Services Referral
Grades 6--8	1-2 day suspension	2-3 day suspension	3-5 day suspension
Grades 9-12	1-3 day suspension	3-5 day suspension	10-day suspension Expulsion recommendation

(\*\*) Indicates disciplinary action assigned by building administration.

### 37. BOMB THREAT OR TERRORISTIC THREAT

Making, publishing or conveying in any manner a bomb threat or any other type of terroristic threat pertaining to a school location or event is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	** Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral
Grades 3-5	5-day suspension Police referral	10-day suspension Police referral	10-day suspension Expulsion recommendation Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(\*\*) Indicates disciplinary action assigned by building administration.

### 38. BULLYING OR INTIMIDATING BEHAVIOR

Bullying or intimidating behavior of any type, including through the use of technology and the Internet, is prohibited. Bullying or intimidating behavior may also be addressed under the guidelines for harassment and/or verbal abuse, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	** Student Services Referral	** Same/Next day dismissal Student Services Referral
Grades 3-5	**	** Same/Next day dismissal Student Services Referral	1-day suspension Student Services Referral
Grades 6-12	**	1-3 day suspension Student Services Referral	2-10 day suspension Student Services Referral

(\*\*) Indicates disciplinary action assigned by building administration.

### 39. DISORDERLY CONDUCT

Disorderly conduct is prohibited. Disorderly conduct is an act that the student knows or has reasonable grounds to know will alarm, anger, disturb, others or provoke an assault or breach of the peace. Disorderly conduct may also be engaging in offensive, obscene, abusive, boisterous or noisy conduct or gestures or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	** Student Services Referral
Grades 3-5	** Student Services Referral	Same/next day dismissal	1-day suspension
Grades 6-12	1 day suspension Student Services Referral	2-5 day suspension	10-day suspension Expulsion recommendation

(\*\*) Indicates disciplinary action assigned by building administration.

### 40. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Disruptive or disrespectful behavior is prohibited. Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the school environment.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	Same/next day dismissal
Grades 3-5	**	**	Same/next day suspension
Grades 6-8	**	**	1-3 day suspension
Grades 9 -12	**	1-day suspension	3-day suspension

(\*\*) Indicates disciplinary action assigned by building administration.

### 41. FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm, fire alarm system or sprinkler system is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	Same/next day dismissal Police referral	2-day suspension Police referral
Grades 3-5	Same/next day dismissal Police referral	2-day suspension Police referral	3-day suspension Police referral
Grades 6-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral	

(\*\*) Indicates disciplinary action assigned by building administration.

### 42. GAMBLING

Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices

(including machines, video games and other items used to promote a game of chance) is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	Same/next day dismissal
Grades 3-5	**	Same/next day dismissal	2-day suspension
Grades 6-12	**	1-3 day suspension	3-5 day suspension
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(\*\*) Indicates disciplinary action assigned by building administration.

#### 43. HARASSMENT OR RETALIATION

Harassment and violence because of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age, as defined in the district policy, are prohibited. Reprisal or retaliation for a complaint of harassment is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	** Student Services Referral	Same/next day dismissal Student Services Referral
Grades 3-5	**	Same/next day dismissal Student Services Referral	2-day suspension Student Services Referral
Grades 6-8	**	1-3 day suspension	3-5 day suspension
Grades 9-12	1-3 day suspension	3-5 day suspension	10-day suspension Expulsion recommendation

(\*\*) Indicates disciplinary action assigned by building administration.

#### 44. HAZING

Hazing activities of any type are prohibited at all times. 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. Specific examples of hazing are found in Policy 526 – Student Hazing Prohibition. Hazing, by its very nature, often occurs off school grounds, after school hours, on non-school days and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	**	**	**
Grades 6-12	1-3 day suspension	3-5 day suspension	10-day suspension Expulsion recommendation

(\*\*) Indicates disciplinary action assigned by building administration.

#### 45. INSUBORDINATION

A deliberate refusal to follow an appropriate direction or to identify one's self when requested is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-5	**	**	Same/next day dismissal
Grades 6-12	**	1-3 day suspension	3-5 day suspension

(\*\*) Indicates disciplinary action assigned by building administration.

#### 46. THREATENING GROUP ACTIVITY

Threatening group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, etc. are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	** Student Services Referral

Grades 3-5	**	** Student Services Referral	Same/next day dismissal Student Services Referral
Grades 6-12	3-day suspension Student Services Referral	5-day suspension	10-day suspension Expulsion recommendation

(\*\*) Indicates disciplinary action assigned by building administration.

#### 47. THREATS OF PHYSICAL HARM TOWARD STUDENTS, EMPLOYEES OR OTHER PERSONS

The use of language that is blatantly threatening or intimidating that could be interpreted as a death threat or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited. Making comments that could be interpreted as death threats or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	Same/next day dismissal	2-day suspension	10-day suspension
Grades 3-5	5-day suspension	10-day suspension Expulsion recommendation Police referral	
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

### OTHER BEHAVIOR INFRACTIONS

#### 48. DRESS AND APPEARANCE

This school district encourages students to be dressed and groomed appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s). Further detail on Student Dress and Appearance is described in Policy 504.

Grades	First Offense	Second Offense	Third Offense
Grades K-12	** Student Services Referral	** Student Services Referral	** Student Services Referral

(\*\*) Indicates disciplinary action assigned by building administration.

#### 49. FALSE REPORTING

Intentionally reporting false information about the behavior of a student or employee is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	**	1-3 day suspension
Grades 6-12	1-3 day suspension	3-day suspension	3-5 day suspension

(\*\*) Indicates disciplinary action assigned by building administration.

#### 50. RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, misrepresenting identity, or forging notes is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	**	Same/next day dismissal
Grades 6-9	**	1-3 day suspension	3-5 day suspension
Grades 10-12	1-day suspension	3-day suspension	3-5 day suspension

(\*\*) Indicates disciplinary action assigned by building administration.



51. SECRET SOCIETIES (FRATERNITIES/SORORITIES)

Membership in secret fraternities, sororities and clubs is prohibited throughout the district.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	**	**	**
Grades 3-5	**	**	**
Grades 6-12	**	1-3 day suspension	3-5 day suspension

(\*\*) Indicates disciplinary action assigned by building administration.

52. UNIQUE SITUATIONS

Discipline situations 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 at a particular school may call for an adjustment in the discipline policies to meet the school or district's needs.

Established: 7/18/11. Revised: 10/22/12; 8/19/13, 7/30/14, 7/20/15, 7/25/16