



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, Abby Libsack, Kim Ross, Charles "CJ" Strehl, Dennis Stubbs

Board Member Debjyoti "DD" Dwivedy attending meeting remotely from 401 MLC, USAMMC-SWA, UNIT 61276, APO AE 09369-1276

2. Agenda Review and Approval (Action)

Approval of the agenda for Monday, July 22, 2024, meeting of the School Board of Independent School District 272, Eden Prairie Schools.

Motion _____ Seconded _____

- 1. Debjyoti Dwivedy Yes___ No___
- 2. Kim Ross Yes___ No___
- 3. Abby Libsack Yes___ No___
- 4. Aaron Casper Yes___ No___
- 5. Charles Strehl Yes___ No___
- 6. Steve Bartz Yes___ No___
- 7. Dennis Stubbs Yes___ No___

3. Board Work: (Action)

A. Required Board Action

- 1) *Resolution* - Relating to Election of School Board Members and Calling the School District General Elections

3

Motion _____ Seconded _____

- 1. Debjyoti Dwivedy Yes___ No___
- 2. Kim Ross Yes___ No___
- 3. Abby Libsack Yes___ No___
- 4. Aaron Casper Yes___ No___
- 5. Charles Strehl Yes___ No___
- 6. Steve Bartz Yes___ No___
- 7. Dennis Stubbs Yes___ No___

4. Superintendent Consent Agenda (Action)

These are management items the Board would not act upon in Policy Governance, but require Board approval from outside entities.

Motion _____ Seconded _____

- 1. Debjyoti Dwivedy Yes___ No___
- 2. Kim Ross Yes___ No___
- 3. Abby Libsack Yes___ No___
- 4. Aaron Casper Yes___ No___
- 5. Charles Strehl Yes___ No___
- 6. Steve Bartz Yes___ No___
- 7. Dennis Stubbs Yes___ No___

A. Human Resources Report

9

B. 2024-2025 Student Handbooks

- 1) TASSEL Students 12
- 2) Eden Prairie High School Students 31
- 3) CMS Students 96
- 4) Elementary Schools Students 145
- 5) EP Online Students - Secondary (6-12) 182
- 6) EP Online Students - Elementary (K-5) 1

214

5. Adjournment (Action)

Motion _____ **Seconded** _____ to adjourn at _____ AM.

- 1. Debjyoti Dwivedy Yes___ No___
- 2. Kim Ross Yes___ No___ 5. Charles Strehl Yes___ No___
- 3. Abby Libsack Yes___ No___ 6. Steve Bartz Yes___ No___
- 4. Aaron Casper Yes___ No___ 7. Dennis Stubbs Yes___ No___

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 22, 2024, at 7:30 o'clock a.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

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

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

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

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

2. The general election is hereby called and directed to be held on Tuesday, the 5th day of November, 2024, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the School District combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for said general election. However, because the City of Bloomington will be holding its municipal elections on November 5, 2024, the polling places for voters residing in the precincts in that city shall be the polling places designated by that city.

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

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

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

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

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

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

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

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

GENERAL ELECTION BALLOT

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

NOVEMBER 5, 2024

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 THREE**

- Candidate A
 - Candidate B
 - Candidate C
 - _____
write-in, if any
 - _____
write-in, if any
 - _____
write-in, if any
-

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

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

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

instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

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

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

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

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

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon the following voted in favor thereof:
and the following voted against the same:
whereupon said resolution was declared duly passed and adopted.

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 22nd day of July, 2024.

Clerk of the School Board – Abby Libsack
Independent School District No. 272
Eden Prairie, Minnesota

SUPERINTENDENT CONSENT AGENDA

A. Semi-Monthly Reports

HUMAN RESOURCES

1. Human Resources – Cabinet
 - a. New Hires
 - b. Change in Assignment
 - c. Resignation/Retirements
2. Human Resources – Principals
 - a. New Hires
Pringnitz, Mariah - Associate Principal, Eden Prairie High School, effective 7/25/2024
 - b. Change in Assignment
 - c. Resignation/Retirements
Thomas, Tamiko - Eden Prairie High School, effective 7/11/2024
3. Human Resources – Administrative/Supervisory/Technical (AST)
 - a. New Hires
Campanelli, Julie - Special Services Supervisor for TASSEL and EP Online, Administrative Services Center, effective 7/1/2024
Miller, Ashleigh - Administrative Dean, Eden Prairie High School, effective 8/1/2024
Quinn, Ryan - Transportation Coordinator, Transportation, effective 8/5/2024
 - b. Change in Assignment
Solawetz, Hannah - From Grade 2 Teacher, Eden Lake Elementary, to Instructional Excellence Coordinator, Forest Hills Elementary, effective 7/1/2024
 - c. Resignation/Retirements
Hallin-Payne, Katherine - Administrative Dean, Eden Prairie High School, effective 6/28/2024
Obuon, Otieno - Administrative Dean, Eden Prairie High School, effective 6/28/2024
4. Human Resources – Eden Prairie Supervisors & Specialists (EPSS)
 - a. New Hires
Carlyle, Matthew - Communications Coordinator, Administrative Services Center, effective 7/1/2024
Hecht, Anthony - Technology Systems Coordinator, Administrative Services Center, effective 7/9/2024
 - b. Change in Assignment
 - c. Resignation/Retirements
5. Human Resources – Licensed Staff
 - a. New Hires/Rehires
 - b. Biehl, Anne – School Psychologist, 1.0 FTE, Forest Hills Elementary, effective 8/26/2024
Bloomer, Katherine - Special Education Teacher, 1.0 FTE, Prairie View Elementary, effective 8/26/2024
Davis, John - Social Studies Teacher, Eden Prairie Online, effective 8/26/2024
BiCecco, Breda – Early Childhood Special Education Teacher, 1.0 FTE, Cedar Ridge Elementary, effective 8/26/2024
Boecher, Alicia –Special Education Teacher, 1.0 FTE, Prairie View Elementary, effective 8/26/2024
Flerlage, Ryan - Science Teacher, 1.0 FTE, Eden Prairie High School, effective 8/26/2024

SUPERINTENDENT CONSENT AGENDA

Heitzman, Hannah - Multilingual Teacher, 1.0 FTE, Central Middle School, effective 8/26/2024

Leach, Timothy - Special Education Teacher, 1.0 FTE, Central Middle School, effective 8/26/2024

Leguizamo, Marisol - Special Education Teacher, 1.0 FTE, Prairie View Elementary, effective 8/26/2024

Millard, Michelle – Speech Language Pathologist, 1.0 FTE, District Wide, effective 8/26/2024

Murphy, Mackenzie - Preschool and Special Education Teacher, 1.0 FTE, Forest Hills Elementary, effective 8/26/2024

Smith, Carrie - Theater Arts Teacher, Eden Prairie Online, effective 8/26/2024

Tally, Tonya– Special Education Teacher, 1.0 FTE, Eden Prairie High School, effective 8/26/2024

Wahlquist, Emily - TOSA - Elementary Interventionist, 1.0 FTE, Eden Prairie Online, effective 8/26/2024

Wolters, Effie - Science Teacher, 1.0 FTE, Central Middle School, effective 8/26/2024

Worley, Elijah - Special Education Teacher, 1.0 FTE, Eden Prairie High School, effective 8/26/2024

Yarusso, Megan - Visual Arts Teacher, 1.0 FTE, Eden Prairie High School, effective 1/28/2024

c. Change in Assignment

d. Resignation/Retirements

DiFrank, Nichole - Nurse, Eagle Heights Spanish Immersion/Oak Point Elementary, effective 6/7/2024

Wagner, Laura - Special Education Teacher, TASSEL, effective 6/7/2024

e. Leaves

Gilligan, Jennifer - Kindergarten Teacher, 1.0 FTE, Eden Lake Elementary, effective 6/7/2024

6. Human Resources - Classified Staff

a. New Hires/Rehires

BUILDING SERVICES

Wignal, Adel– Custodian, Non-licensed, Night, Eden Prairie High School, 8 hours/day, 5 days/week, 260 days/year, effective 5/28/2024

CLASS

Mitre Santamaria, Rogelio - Cultural Liaison, Spanish speaking, Central Middle School, 8 hours/day, 5 days/week, 191 days/year, effective 8/26/2024

FOOD SERVICE

MSEA

PRESCHOOL TEACHERS

TRANSPORTATION

b. Change in Assignment

BUILDING SERVICES

CLASS

FOOD SERVICE

MSEA

PRESCHOOL TEACHERS

TRANSPORTATION

SUPERINTENDENT CONSENT AGENDA

c. Resignation/Retirements

BUILDING SERVICES

Barrientos, Chavez, Martin - Custodian, Non-licensed, Night, Forest Hills Elementary, effective 7/12/2024

Fors, Joel - Maintenance, Eden Prairie High School, effective 9/4/2024

Hammer, Nina - Day Custodian, Pool, Oak Point Elementary, effective 7/5/2024

CLASS

Anderson, Jerilyn - Technology Support Specialist, Districtwide, effective 8/8/2024

Koramangala Chandra, Lavanya - Receptionist, Central Middle School, effective 6/7/2024

Guimont, Jon - Technology Support Specialist, Districtwide, effective 7/12/2024

Wamsley, Jonathan - Transportation Route Programmer, Transportation, effective 7/12/2024

COACHES

FOOD SERVICE

MSEA

Knuth, Jason - Student Supervisor, Central Middle School, effective 6/6/2024

Kuehn, Nathan - Special Education Paraprofessional, Eden Prairie High School, effective 6/6/2024

Ochs, Kathryn - Education Paraprofessional, Eden Prairie Online, effective 6/6/2024

PRESCHOOL TEACHERS

TRANSPORTATION

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

11840 Valley View Drive

Eden Prairie, MN 55344

Main office: (952) 975-6930

TASSEL TRANSITION PROGRAM

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INTRODUCTION

TASSEL Transition Program is designed for students with disabilities receiving special education services, ages 18-22, who have transition needs in post-secondary education and training, employment, and independent living skills. Students qualify for transition support through the Individualized 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

Students in the TASSEL program focus their coursework on their individual transition needs [and are serviced at TASSEL](#). Program options include career preparation [options](#) through Pathways and pre-college or college level courses offered at Hennepin Technical College (HTC). ~~Independent living skills classes are taught at TASSEL.~~ 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~~ services and opportunities offered:

Independent Living Skills

- o Life Skills
- o CEO of Self
- o Transportation
- o Ready for Launch
- o Health & Wellness
- o Communication Skills
- o Budgeting and money management
- 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 services are offered Monday through Friday from 8:00 am – 2:00 pm. Classes at Hennepin Technical College may be offered outside of 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 will have school breakfast and lunch available for them free of charge. School meals will be delivered to TASSEL students from another Eden Prairie Schools 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.

TRANSPORTATION

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."

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 has a trained health paraprofessional to support any health related needs during the school day in consultation with a licensed school nurse, as TASSEL does not have an on-site nurse. They 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~~ They will 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 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. 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. [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.](#) ~~Every student will receive the Permission Notice in the beginning of the school year to indicate their preference.~~ If you need a hard copy of the form, please contact your child's case manager.

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.

Student School-owned Equipment Statement of Responsibility for Parent/Guardian and Student:

We understand that instances of damage, destruction, or loss of the assigned MacBook Air or iPad 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 or a student may be provided with an alternative device that performs all the essential functions that are needed to engage in learning. The fee schedule is:

- **Device Damage:** This includes the screen, dents, cracks and any other type of accidental damage.
 - **MacBook Air Cost: \$100, iPad Cost: \$50**
- **Device Accessories:** This would include cases, charging cable, charging bricks, etc..
 - **MacBook Air Cost: \$50, iPad Cost: \$25**
- **Intentional Damage:** Students who intentionally damage the device will be charged the full replacement price of the device. Students who alter, remove or change school issued protective measures (cases) and incur damage to the device, will be charged the full replacement cost of the device.

Over a students' time in Eden Prairie Schools, each time the student damages a device, it will be tracked throughout their career. If a student damages a device in elementary school, that will be recorded and will follow the student through middle and high school. If more than one device is damaged during their career, there will be additional charges added to each recurring incident. For example:

- First damaged device - No multiplier
- Second damaged device - Damage cost x 2
- Third damaged device - Damage cost x 3

Information And General Precautions Regarding the MacBook Air and/or iPads in Eden Prairie Schools

- The MacBook Air and iPad (listed as devices from in this section) is Eden Prairie Schools' property.
- Students should come to school each day with their charged devices.
- The devices 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 devices even if it is in your backpack or another carrying case. Never expose devices to extreme temperatures, direct sunlight, or prolonged periods of time in rooms that are not at a normal room temperature.
- Cords and cables must be inserted carefully into the devices to prevent damage.
- Never expose your devices to extreme temperatures, direct sunlight, or prolonged periods of time in rooms that are not at a normal room temperature.
- Devices must be kept in a secure location at all times; it is the student's responsibility to know where their device is at all times. Do NOT leave unsupervised, or lend to friends or family members outside of your home.

Transporting MacBook Air and iPad Cases

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

- The devices should ALWAYS be in its protective case during transit.
- Do NOT place your devices in a book bag that contains food, liquids, heavy or sharp objects.

MacBook Air and iPad 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 devices. This includes, but is not limited to: window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives.

MacBook Air and iPad 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.
- Only labels or stickers approved and placed onto the devices by EPS staff are acceptable.
- Never leave your devices unattended. It is your responsibility to keep your devices stored in a safe, secure, temperature appropriate space.
- Do NOT attempt to try to repair the internal workings of your devices on your own.
- If your devices are not working, call the help desk 952-975-7094 or email helpline@edenpr.org.

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.

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. [These expectations apply to all technologies and different functionalities \(e.g., blogging, podcasting, screencasting, etc.\).](#)
- **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.

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.

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.

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

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, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, (including gender identity or expression) or disability.

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 staff of the 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. Tobacco use and/or possession by all persons, students, or adults is prohibited in all school buildings, school vehicles, and on school property, including off-campus school-sponsored activities.

There will be school consequences for violating this policy based on the severity of the case. This includes confiscation of products and equipment. This policy is in effect during the student's scheduled school day, while riding the school bus, and during extended day activities.

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

Our program's 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 (including THC and all THC variants), 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.

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.

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 Supervisor - (952) 975-6933

TASSEL Work Coordinator - (952) 975-8260

TASSEL Social Worker - (952) 975-6932

MENTAL HEALTH/SUBSTANCE USE CRISIS RESOURCES

- Hennepin County Mobile Crisis Response- The cope mobile crisis team will respond to urgent situations and help determine next steps and offer other types of support. 612-596-1223.
- Suicide and Crisis Hotline - Call or text 988. Access to trained crisis counselors who can help those experiencing suicidal thoughts, substance use, mental health crisis, and any other type of emotional distress.
- Rape & Sexual Assault Center (24 hr) 612-825-4357
- Bridge For Youth 612-400-SAFE Mental or Chemical Health
- Alcoholics Anonymous 952-922-0880, www.aaminneapolis.org
- Mental Health Association of MN 612-331-6840, www.mentalhealthmn.org
- Narcotics Anonymous www.twincitiesna.org
- Move Forward 952-988-8336, www.moveforward.org

2024-2025 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 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.
- Students must demonstrate a minimum of 60% proficiency on course essential learning targets in order to receive a P.
- 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 recorded as an F (59% or lower) ~~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. A pathway to completion may include contracting with the teacher in the three weeks following the end of term, credit recovery, summer school, or retaking 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).
- Student scores in the academic performance and academic practice categories will reflect student mastery of course Essential Learning Targets.
- Final term grades will be rounded up for point values of .5-.9 and rounded down for point values of 0-.4.
- ~~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 **within the timelines outlined below.**
 - **Students have ten school days to submit a late assessment for full credit; the teacher has sole discretion beyond that time in assigning or allowing students to still complete work for credit**
 - No Extra Credit factored into grade.

Reassessment Policy

- Students can retake/redo assessments in the academic performance category.
- Students are able to reassess one time **per summative. if their initial score was 80% or above**
- ~~Students can reassess on scores below 80%~~
- Any re-take/re-do is worth 100% value.

- The teacher determines what is used for reassessment
- To be eligible for reassessment, the original assessment must be submitted by the original due date
- In order to be eligible for reassessment or late submission, students must complete the [reassessment form](#). This includes an agreement between the student and teacher to:
 - Complete and turn in any formative work tied to the assessment before reassessing
 - Attend FLEX session for academic support if assigned by teacher
 - Complete reassessment by date agreed upon in reassessment form

Incomplete Policy Non Passing Grades Options to Pursue Credit

Students who are missing substantial amounts of Essential Learning Targets in a course may not have the option to pursue credit recovery or contract with a teacher to complete the course. These students will either need to retake the course or have the failing grade stand on their transcripts. If students are missing a portion of Essential Learning Targets at the end of a term, the student grade may be reported as an ~~incomplete~~ F until the student completes those items. When a student earns a grade of ~~(I) Incomplete~~ an F, 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 a ~~incomplete~~ failing grade, the student must make arrangements with the teacher to complete the missing work within the timeline outlined below. If a ~~incomplete~~ failing grade 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 failing grade will transition to an F on the permanent on a student's transcript.~~ When a student wants to pursue credit for a failing grade, there are three 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 within~~ 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"~~ will remain as it stands.
- 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"~~ will remain as it stands. 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~~ failing grade, 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"~~ "F" will remain. 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.

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.

Student Usage of Generative Artificial Intelligence (AI)

Guiding principles

Generative Artificial Intelligence (AI) is a type of artificial intelligence that can create new content, such as text, images, music, video and code. Generative AI models are trained on large datasets of existing content and learn to identify the patterns and relationships in that data. Once a model is trained, it generates new data that is similar to what it knows while continuing to learn based on user inputs.

Eden Prairie Schools recognizes that there are both potential benefits and risks as the use of generative AI continues to grow.

The future is undeniably digital, and at the heart of this transformation is AI. As we step into this exciting era, it's crucial for our future leaders, our students, to be well-versed in the intricacies of AI. From enhancing creative projects to understanding the ethical implications, AI literacy will empower our students to be proactive citizens in an interconnected global society.

- Students should skillfully integrate generative AI tools into their learning journey. This includes utilizing AI for brainstorming, research, problem-solving, understanding varying perspectives, and evaluating writing quality.
- Students should rigorously scrutinize outputs generated by AI systems. Embracing transparency in their AI usage is key, and they must be adept at differentiating between credible and non-credible information.
- It's crucial for students to discern biases in AI and understand the datasets on which AI models are trained. This ensures they're well-equipped to question and understand the implications of AI outputs.

- In their AI learning journey, students need to distinguish between authentic understanding of core concepts and skills versus mere imitation. Establishing firm guidelines on plagiarism is essential, particularly as generative AI emerges as a common tool in academia.
- Emphasizing the balance, students should understand that while AI can enhance our capacity to identify patterns and tackle tasks, it's the depth of human connection and judgment that remains central to genuine collaboration.

Student expectations

As a student in Eden Prairie Schools, it is important to approach the use of generative AI tools responsibly and ethically. Students will be expected to adhere to the following guidelines for generative AI use in the classroom:

- Open communication with teachers
 - Before using generative AI tools, it's important to be clear about the purpose of the assignment, and whether generative AI can or should be used to enhance or support your learning.
- Protect your privacy
 - Generative AI tools use data provided through your submissions to generate responses. Therefore providing your personal information can lead to privacy and security issues - do not put your private information (name, age, location, photo, etc.) into a generative AI tool.
- Proper acknowledgment and citation
 - Follow your teacher's guidelines for attributing AI-generated content. It's essential to give credit where it's due and acknowledge the role of generative AI in your work. Students cannot claim AI-generated content as their own.
- Fact checking and proofreading
 - Generative AI utilizes databases that are often dated and incomplete. Information generated from these tools must be checked for accuracy, bias, or potentially harmful material.
- AI is for school assignments only
 - AI has numerous and varied capabilities. During the school day, AI should be used for school assignments only and any misuse will result in appropriate consequences.

Consistent with our overall approach to academic integrity, students who willingly disregard these guidelines in their academic work may be subject to disciplinary action including but not limited to:

- **First offense:** Redo or retake the assessment or assignment following coaching/re-teaching of expectations, a parent/guardian contacted, possible loss of privileges.
- **Second offense:** Parent/guardian conference, loss of privileges, consideration of suspension and/or removal from class
- **Third offense:** Administrative conference to determine next action and eligibility for course credit.

Recognition

Academic Recognition Cords

- Gold Cords will be awarded to students with a 3.9-4.0 GPA at the end of Term 3

- Silver Cords will be awarded to students with a 3.75-3.89 GPA at the end of Term 3
- Red cords will be awarded to ~~the class of 2023~~ students if they have completed 6 or more credits with a GPA average of 3.5 or above in the following course domains, **or if the student is on track to complete 6 or more credits in the following course domains by the end of the academic year:**
 - CIS
 - AP
 - PSEO
 - Dual Enrollment college courses

Designation of gold, ~~and silver~~, red 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. **The identified programs provide a service back to the student body. The list of these programs for this school year as well as Additional information on student activities can be found at the EPHS Activities webpage. We will clarify the graduation cord implication there.**

Program Recognition

Students in the AVID Program will receive a blue cord.

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

Communication

Alerts

The district has the ability to call, **text**, and email all district families. In order to help ensure that you receive these important messages, please go to www.edenpr.org and make sure that we have the correct email address and phone numbers for us to use. You can update your email address and cell phone number yourself by logging into the [parent portal](#) and 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.

Critical Incidents (Events/activities that may impact student and staff safety)

When critical incidents affect our schools, we act immediately. Depending on the unique circumstances of each incident, that can involve gathering facts, collaborating with the police department and other important partners, creating messages that follow legal and ethical guidelines, and potentially distributing those messages to families through multiple channels. Because each situation is different, the approach taken to manage and communicate about it will be determined based on its individual circumstances. That means families may not be notified of every critical incident that happens in a school.

Below is additional information about each stage of this process:

- **Gather the facts:** School and district leadership work closely with the Eden Prairie Police Department and other partners when a critical incident affects a school. We do not make decisions based solely on rumor or conjecture. Each threat is swiftly and thoroughly investigated to determine its credibility. That process can take time, because it can involve search warrants, interviews, home visits, and more.

This can be a difficult time for families. You may have heard of a situation from your student, but as it is investigated, you likely will not receive much information from official sources like the school, district or police department. This is intentional, because communicating before we have all of the facts can delay or impede the investigation and unnecessarily escalate a situation. We rely on you to trust us, and have patience, during this time.

- **Create messages that follow legal and ethical guidelines:** State and federal law, as well as district policy, restrict what information is public about students and investigations. When it comes to students, very little information can be shared publicly — and districts must comply with data practices and investigatory requirements. That means we are often unable to share any information about a student who is involved in an incident, including whether they are a student at our school, whether they are attending on a certain day and any disciplinary action they will receive.

Even if that weren't the case, though, there are instances in which we wouldn't want to share all of the information. We exist to support children — and the fact of the matter is, children are learning and growing every day. Along the way, they make mistakes. Students will be held accountable, and they still deserve dignity even when their mistakes are big. Keeping them accountable for their actions — which we do, according to our handbook and district discipline policies — is different than sharing information about their mistakes publicly.

In a moment when you don't have all the information you want to have, please know we are making decisions to keep our students and staff safe, hold people accountable for their actions, and when possible, help them to learn from their mistakes. To do this most effectively — and legally — we cannot share most of the details that could make some families feel more fully informed.

- **Distribute messages to affected families:** Once we gather facts and develop appropriate messages for each unique situation, we begin a second period of reviewing those messages for any inaccurate or misleading information, having them reviewed by partners and our legal advisors to be sure we comply with legal requirements, and determine who should receive a message. At times, it is only a small group of individuals directly impacted; other times, it may be the entire school community.

If a message needs to go to the entire school community or a large group of people, it must be loaded into our mass communication systems and sent. Whenever possible, we try to have translations in Spanish and Somali sent with our messages so that more families have access to the information. While you wait to receive a message, there are often dozens of school leaders, district administrators, law enforcement and

legal professionals working as fast as they possibly can to get information to you. It matters to us that you are informed quickly, and we ask for grace and understanding as we make that happen.

Here are our requests for students and families:

- Trust us to keep your children safe. We all receive extensive training and practice emergency response so we are prepared to manage these situations. Our decisions are based on facts and deep situational understanding.
- Have conversations with your children about social media and their digital citizenship, and actively monitor their online activity.
- Continue to keep us informed any time you learn of information that could affect student or school safety. We take all reports seriously, investigate them, and take appropriate action.
- Show grace and practice empathy. Being a school staff member can be one of the most rewarding and the most challenging careers — and our Eden Prairie Schools staff go far above and beyond for our students, families, and one another. In critical situations, we ask for our community to support our staff members just as they support our students each and every day.

Publications

Families with students attending Eden Prairie Schools receive print and electronic publications from the district. To ensure you're receiving electronic newsletters from the district and EPHS, log onto the district website, www.edenpr.org. You can update your email address and cell phone number yourself by logging into the [parent portal](#) and 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.

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 (e.g., [food deliveries](#)) or sealed items may not be left for students.

Parent/Guardian Communication with EPHS Staff

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

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

Publications / Parent/Guardian Contact Information

Email is one of the most cost-effective, timely, efficient ways for your teacher, principal, and the district administration to communicate with families. Families with students attending Eden Prairie Schools receive print and electronic publications from the district. To ensure you're receiving electronic newsletters from the district and EPHS, log onto the district website, www.edenpr.org. You can update your email address and cell phone number yourself by logging into the [parent portal](#) and 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 - Teacher Conferences/Progress Reports

The Eden Prairie Schools 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
- 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, [watch for additional information regarding](#) after-school and evening activities (such as sports, scouts, PTO meetings, and community education classes). If your child goes to an after school program at a location other than school, please check with them regarding their closing policy. Again, have a backup plan in place.

Website

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

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

Student Life

After-School Guidelines

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

- Students are involved in an organized school activity, are completing academic work, or are waiting for pre-arranged parent/guardian transportation
- Any student staying after school for academic purposes must be in the media center, test center, or a department resource center under the supervision of school staff.
- Once a student has completed their supervised activity, they must remain in the East Commons.
- ~~Students who ride the after-school activity bus must have a current school ID, possess an activity pass or sticker, or be verified by security prior to boarding. Buses depart from the East entrance.~~ [Students who ride the after-school activity bus must have a current school ID with an after -school activity sticker 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 followed which could include a parent/guardian meeting or other~~

~~behavior responses outlined under disruptive behavior. Failure to comply will result in further action. EPIS 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 Media Center 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 Media Center is a quiet study space. Please respect your fellow students by keeping noise / talking to a minimum.
- 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, then the 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 media center as long as they are under student desks and not left unattended.
- Hours are 8:00 a.m. - 4:00 p.m. Monday through 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, available for \$350 in Lot A and B of the high school and for ~~\$200~~ \$150 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 leave campus during an hour open period based on, but not limited to, the following criteria:

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

Process:

- Applications shared with students and families electronically
- Application signed by parents/guardians, Counselor, and Dean.
- Junior Privilege can be revoked at any time due to academic, attendance, or behavior concerns.

- Eligibility for privileges will be reviewed on an ongoing basis by school administration.
- 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 only
- Students with a privilege must have their ID present at all times.

Privilege - Seniors

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

Process:

- Applications shared with students and families electronically
- Applications will be reviewed by Deans and Counselors to ensure all criteria are met.
- Students and families will be notified if their privileges have been approved
- Application signed by parents/guardians.
- Senior Privilege can be revoked at any time due to academic, attendance, or behavior concerns.
- Eligibility for privileges will be reviewed on an ongoing basis by school administration.
- Students with Senior Privilege may choose to work or study in the East Commons.
- “have a sticker on the back of their ID and must have this ID present at all times.” with “need to scan their ID as they leave and enter the building.”
- 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. 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.

Students 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.

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.~~ **In alignment with the International Society for Technology in Education (ISTE), we support students in their knowledge development in the rights, responsibilities and opportunities of living, learning and working in an interconnected digital 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.

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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. [These expectations apply to all technologies and different functionalities \(e.g., blogging, podcasting, screencasting, etc.\).](#)

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 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 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.

Eden Prairie High School/EPO Secondary:

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 or a student may be provided with an alternative device that performs all the essential functions that are needed to engage in learning. The fee schedule is:

- **Device Damage:** This includes the screen, dents, cracks and any other type of accidental damage.
 - **Cost: \$100**
- **Device Accessories:** This would include cases, charging cable, charging bricks, etc..
 - **Cost: \$50**
- **Intentional Damage:** Students who intentionally damage the device will be charged the full replacement price of the device. Students who alter, remove or change school issued protective measures (cases) and incur damage to the device, will be charged the full replacement cost of the device.

Over a students' time in Eden Prairie Schools, each time the student damages a device, it will be tracked throughout their career. If a student damages a device in elementary school, that will be recorded and will follow the student through middle and high school. If more than one device is damaged during their career, there will be additional charges added to each recurring incident. For example:

- First damaged device - No multiplier
- Second damaged device - Damage cost x 2
- Third damaged device - Damage cost x 3

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~~ **during class** 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 they 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:harass

- 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. Athlete grade checks will begin at midterms of each quarter.
2. Following midterms, a bi-weekly progress report will be published that identifies any student who has a failing grade.
3. Students with a failing grade will have two weeks to improve to a passing grade.
4. If the student is not passing, they will be ineligible for competition until the grade is passing.
5. If a student has more than two failing grades at the time of the grade check,, they will be unable to compete until the grades are passing.

Attendance requirements:

1. Students are expected to attend all classes, 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.
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

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.

Removal from Class Procedures

Grounds for removal from class shall include any of the following:

1. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
2. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
3. Disruptive behavior. 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.

Any student removed from class will have a conference with an administrator or designee. The administrator or designee will determine appropriate next steps. Dismissal from a class cannot exceed 5 hours for a single violation. The guardian and student will be informed of the length of consequence and reentry expectations for the class.

Any student removed from class will have a conference with an administrator or designee. The administrator or designee will determine appropriate next steps. Dismissal from a class cannot exceed 5 hours for a single violation. The guardian and student will be informed of the length of consequence and reentry expectations for the class.

A team meeting will be held for a student identified as having a disability or a perceived disability, who is being removed from class, to review if an assessment or further assessment is needed and if a review of the adequacy of the current Individualized Education Program (IEP) or if a referral for special education services is needed.

Reentry Procedures after classroom removal

Administrator or designee will develop a re-entry plan with input from the student and the teacher.

Suspension Procedures

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.

- 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.
- The student will be allowed to complete all schoolwork assigned during the period of suspension and receive full credit for satisfactorily completing all assignments.
- Upon return from a suspension, the student and parent/guardian will meet with a school administrator for a reentry meeting. The reentry plan for the student will be visited during this meetings. Reentry plans may include an agreed upon behavior contract.

Non Exclusionary Policies and Practices

Non Exclusionary disciplinary policies and practices means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services.

Administrative Oversight & Exceptions

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.

Pupil Fair Dismissal Act

1. Abuse, Verbal or Written

The use of language or actions that are obscene, degrade other people or incite other people is prohibited.

Guidelines for Potential Consequences:

- **First Offense:** Up to a 3-day suspension, restorative mediation and parent or guardian contact
- **Second Offense:** Up to a 5-day suspension. Restorative mediation, and parent or guardian contact
- **Third Offense:** Suspension pending review by school & district administration for recommendation for expulsion

2. Academic Integrity

Plagiarism ~~and~~, cheating, [and inappropriate use of generative artificial intelligence and other tools](#) 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.**

- **First offense:** Redo or retake the assessment or assignment following coaching/re-teaching of expectations, a parent/guardian contacted, possible loss of privileges.
- **Second offense:** Parent/guardian conference, loss of privileges, consideration of suspension and/or removal from class
- **Third Offense:** Administrative conference to determine next action and eligibility for course credit.

3. 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 (including THC and all THC variants), 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.

3a: 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 [upon reentry](#)
- **Second Offense:** Up to 5-day suspension, police referral, [chemical health referral upon reentry](#)
- **Third Offense:** Suspension pending review by school & district administration for recommendation for expulsion. Police referral.

3b. Non-School Related Violations

Guidelines for Potential Consequences:

- **First Offense:** Notifications to the school team. Resources will be provided. [Chemical health referral.](#)
- **Second Offense:** Notification to school team. Student and parent/guardian meeting with the school team. [Chemical health referral.](#)
- **Third Offense:** Notification to school team. Referral to an outside agency. [Chemical health referral.](#)

3c: 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.

4. 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

5. 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.

6. Attendance/Unexcused

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.

7. 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.

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.
- **Malicious and Sadistic Conduct:** creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

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. 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.~~ During class, students may not access their cell phones or other personal electronic devices unless otherwise communicated by a staff member. The use of cell phones or other video recording devices in bathrooms and locker rooms is strictly prohibited.

Guidelines for Potential Consequences:

- ~~● **First Offense:** Conference with Dean, confiscation of phone 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.~~
- Students who do not adhere to cell phone policy will be considered insubordinate and handbook procedures for insubordination will be followed.

12. 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.

13. Disruptive Behavior and Insubordination

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, [gathering in bathrooms or bathroom stalls](#), or failure to report any of the aforementioned behaviors.

[Students have the responsibility to follow requests and direction from staff members. The deliberate refusal to follow the reasonable request of a school staff member is considered insubordination.](#)

Classroom and Other School Locations

Guidelines for Potential Consequences:

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

14. Dress and Grooming

Dress and grooming that is disruptive or potentially disruptive to the educational process is prohibited. [Students should dress in a manner that allows them to engage safely, non-disruptively, and comfortably in the learning environment. Prohibited clothing items include including, but are 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) Clothing that does not cover undergarments, and undergarments that are worn as outer garments.~~ Clothing that does not [adequately](#) cover the abdomen, chest or buttocks.
- ~~d) Wearing see-through pants and shirts are prohibited.~~
- e) Wearing a costume face mask or wigs in school that would not allow the student to be identified is prohibited.

[Final decisions on student dress code will be made by building administrators.](#)

Guidelines for Potential Consequences:

- **First Offense:** Education of policy, warning, and removal or confiscation of item (if applicable) and recording of offense.
- **Second Offense:** Restricted study, item confiscated, and parent/guardian contacted.
- **Third Offense:** Restricted study and parent/guardian meeting, [and development of individualized plan.](#)

15. 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.

16. 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.

17. 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.

18. Fighting/Assault*

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

Guidelines for Potential Consequences:

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

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

18.5 Inciting a Fight or Assault

Students have the responsibility of leaving an area where an infraction is occurring and notifying a school staff member when safe to do so. Engaging in any form of inciting a fight/assault is prohibited. This includes, but is not limited to, filming a fight/assault, cheering on a fight/assault, participating as an audience member of a fight/assault, knowingly going to a location where a fight/assault is or will take place, participating in communications that precede and lead to a fight/assault.

- **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

19. 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.

20. 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.

21. 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.

22. Harassment

Physical, Verbal or Written

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, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, (including gender identity or expression) or disability.

- 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 they have 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.

23. 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.

24. 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.

25. 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. Students have the responsibility to follow requests and direction from staff members. The deliberate refusal to follow the reasonable request of a school staff member is considered insubordination.

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.

- **First Offense:** Dean conference, restorative practice with impacted people
- **Second Offense:** Dean conference, restorative practice with impacted people, parent/guardian meeting.
- **Third Offense:** Dean conference, restorative practice with impacted people, parent/guardian meeting, behavior contract.

26. 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, restricted lunch, parent/guardian meeting.

27. Off-Campus/Unauthorized Areas

Leaving campus without proper permission or through an unauthorized door is considered a safety risk and is strictly prohibited. Letting students and non-students in through unauthorized doors is also 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 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 meeting, loss of privilege.
- **Third Offense:** Up to one day of In-school suspension. Loss of privileges.

28. Parking Regulations

28a. 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.

28b. 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.

28c: 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.

29. Personal Property/Nuisance Objects

Possession use or distribution of any object that causes distractions, such as wallet chains, squirt guns, games, dice, playing cards, laser pens, hacky sack, 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 the 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.

30. 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. [This includes videos, images, or audio that is generated with artificial intelligence.](#) 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.~~
- **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

31. 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.

32. 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.~~

33. 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.

34. 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.

35. 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.

36. 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:** 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

37. 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.

38. 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.

39. 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.

40. 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 they accidentally 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 they immediately turn the weapon over to an administrator, teacher or head coach or immediately notify an administrator, teacher or head coach of the weapon's location.

41. Unique Situations

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

Additional Discipline Information

Discipline procedures

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

- e. All students who violate a school policy or rule that has a potential consequence of exclusion or expulsion will be given the opportunity to have a hearing over the issue of exclusion or expulsion in accordance with Minnesota law. (See Minnesota Statute §121A.40 to 121A.56.)
 - f. A student who has been recommended for expulsion the second time should expect to receive more severe consequences.
 - g. If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening.
- Grounds for dismissal (121A.45):
 - willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements.
 - willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; **or**
 - willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.
1. **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.
 2. **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.
 3. **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."
 4. **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.
 5. **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.
 6. **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.
 7. **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.

8. **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.
9. **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.
10. **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.

Mental Health/Substance Use Crisis Resources

- Hennepin County Mobile Crisis Response- The cope mobile crisis team will respond to urgent situations and help determine next steps and offer other types of support. 612-596-1223 (Adult) 612-348-2233 (Child).
- Suicide and Crisis Hotline - Call or text 988. Access to trained crisis counselors who can help those experiencing suicidal thoughts, substance use, mental health crisis, and any other type of emotional distress.

Housing Insecurity and Homelessness Support

Under the federal McKinney-Vento Act, students experiencing housing insecurity and homelessness have certain educational rights and resources to ensure continued access to school. Learn more at

www.edenpr.org/community-education/community/family-resource-program/mckinny-vento-housing-instability

Volunteering

District Volunteers

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

Parent-Teacher Organizations

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

School Volunteers

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

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

Attendance

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

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.

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 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.

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: Ilmahaygu ma iman doono dugsiga ama wuxuu Leeyahay ballan takjar. Soo wac dugsiga: 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 the student center south and sign out with security at an authorized door (north, south, or east). Failure to do so may result in disciplinary action.

State Tournament Attendance

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

Health

The Health Services staff work in partnership with educational staff to provide students with high quality and consistent health care and health management. Find Health Services forms online at www.edenpr.org.

Allergies (Animals, Fragrances, Latex)

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

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

Health Conditions

The school nurse will work closely with students who have an acute or chronic health need such as asthma, cancer, diabetes, allergies, or other illness. Parents/guardians will want to notify Health Services about their student's

specific health needs. The student and parent/guardian will work with the school nurse to determine how best to manage the health conditions and plan for any potential life threatening emergencies.

Health Services Information

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

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

Homebound or Hospital Instruction

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

Illness

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

Illness/Injury at School

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

Immunizations Up-to-Date

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

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 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. Improper use of medications may be subjected to chemical violations.

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

Notices

Asbestos/Pesticide/Air Quality Notices

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

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

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

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

Background Checks, Employment

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

Curriculum Content Review

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

Fees

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

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

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

Parent Right to Know

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

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

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

Pledge of Allegiance

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

Release of Directory Information

The Family Education Rights and Privacy Act requires school districts to notify parents/guardians and students that certain information from student records may be released and made public without the written consent of the parents/guardians or students 18-years-of-age or older. This information is called "directory information." Directory information includes name, residential mailing address, telephone number, date and place of birth, grade in school, major field of study, participation in officially organized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, previous school attended, and photos. These publications could include district initiated publications such as calendars, newsletters, annual reports, and brochures. They also include school-initiated publications such as student newspapers and yearbooks. In addition, media, including weekly community newspapers, metro daily papers, and television stations may ask to take photos of district students. Parents/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.~~

The school district occasionally administers surveys to students as part of our of improvement processes. Consistent with Policy 520, parents/guardians are notified any time a standardized survey is administered. Parents/guardians can contact their principal for more information on survey content, purpose, and participation.

Policies and Guidelines

Bullying Prohibition

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

Distribution of Non School-Sponsored Materials on School Premises

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

Equal Education Opportunity

The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, 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. Read more on the [TitleIX page](#).

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 the 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.

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.

Central Middle School Handbook

2023-2024 ~~2024-2025~~

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Central Middle School
8025 School Road
Eden Prairie MN 55344
(952) 975-7300

School starts at 9:25am and dismisses at 4:07pm

#CMSway

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.

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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.

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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 differentiate 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 century context of learning.

Comprehensive Curriculum:

We value the integration of learning in English, math, social studies, science, fine 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: 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, kindness, cooperativeness, creativity, and competency. We expect students to respect themselves and others, ~~tolerate~~ **accept** 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, [social workers](#), 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 Support Services

Student Support

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~~ [social-emotional learning and academic success](#). [Collectively, they build a sense of community, strengthen organizational skills and learn about daily/weekly events.](#)

~~ing build a sense of community, provide academic support, and students watch/listen to announcements.~~

Counseling Student Support Team:

Each student is assigned to a [Student Support Team \(SST\)](#) that includes a [counselor, social worker, administrative dean, and associate principal](#). ~~. counseling department.~~ [This team](#) provides academic, individual, and group support. Students are referred via staff, parents/guardians, friends and/or self. [The Student Support Team is](#) ~~Counselors are~~ adept at handling a multitude of issues pertaining to adolescent development. Some of these issues may include depression, eating disorders, conflict resolution, healthy relationships, stress management, or school success. If parents/guardians or students need information, support, or skill-building during the year, please consult [the students’ assigned support team member](#) ~~their student’s counselor~~. [The first point of contact on a SST is the counselor or social worker.](#) ~~Please also note the “Outside Resources for Teens” under the [Health](#) section of this handbook.~~

Section 504:

Section 504 is a provision of the Federal Rehabilitation Act that ensures access to a free and appropriate public education for individuals with a qualifying disability by prohibiting discrimination based on a disability. An individual is eligible for accommodations under Section 504 if [the student](#) ~~they/them~~ has a physical or mental impairment that substantially limits one or more major life activity. If you have questions, please reach out to [the appropriate Student Support Team member assigned to your student](#). ~~your student’s CMS counselor.~~

Special Education:

Special Education programs and related services are provided to eligible students with disabilities at all grade levels and are based on the individual needs of students. Parents who suspect that their child may have a



disability should contact a teacher, counselor, [the appropriate Student Support Team member assigned to their student](#), an administrator or the Special Education Lead. For questions about special education, please contact our Special Education Lead at (952) 975-7300.

Targeted Services:

Central Middle School offers an extended-day Targeted Services program in Reading and Math. The Reading and Math classes are designed to build academic skills, ~~along with~~ developing organizational strategies, and building relationships. Targeted Services classes are taught by licensed teachers. ~~and~~ Research indicates that students who attend extended-day programs make greater academic progress during the school year. Students are recommended by teachers for these programs based on assessment results and/or social emotional needs. Targeted Services helps students acquire and master basic skills ~~such as~~ in math, reading, writing, organization, time management, and test taking.

Teaming:

Central Middle School is dedicated to providing a personalized school experience for each student. We create an environment focused on each students' needs by dividing our students and staff into teams. Each grade level consists of four teams, each team includes about 150-180 students, and seven to nine teachers. Students are randomly placed on teams ~~by their elective choices~~ and remain on their team for the entire school year. Teaming exists to strengthen relationships with teachers and peers and provides a smaller community within a large school. Teaming allows teachers to collaborate to provide individualized learning experiences for each student.

Gifted and Talent-Development Services

Central Middle School serves as a bridge between elementary ~~gifted~~ [Talent Development](#) services and the many advanced and/or enriched offerings at the high school level. ~~As in~~ [Similar to our](#) the elementary schools, ~~throughout the middle school experience,~~ CMS offers enrichment and extensions [to learning](#). Prior to registration for each school year, a parent/guardian informational meeting about ~~Gifted and Talent Development~~ programs will be held at Central Middle School.

Other rigorous academic options include:

- ~~Co-Curricular Activities:~~ **[Extension Opportunities:](#)** 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:~~ **[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~~ **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.

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

~~Some students may choose online course options (at their expense) for remediation or acceleration purposes. CMS will accept completion under certain guidelines. For more information, please contact the Gifted Services~~ **Talent Development** Coordinator at (952) 975-7342. ~~For questions about Talent Development, please contact our Talent Development Programming Specialists 6-8 at (952) 975-7300.~~

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, student ~~and parent/guardian~~ are in communication about what improvements need to be made and what goals need to be met moving forward. ~~The Student Support Team will assess whether the goals are met and what subsequent action is needed.~~

~~Contact the Gifted and Talented coordinator~~ ~~Talent Development Programming Specialist 6-8~~ should there be any concern regarding student progress.

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 **30% formative** and 70% summative assessments.

~~Redos and retakes are essential to offer to our students~~ **Our students are afforded opportunities to demonstrate mastery of content.** Upon completion of a reasonable proof of practice as determined by each department, teachers will allow students to retake a summative assessment once. The retake must be completed **by the end of** the specific unit of study. The retake assessment may be in an alternate format for demonstrating mastery of content. Any retake is worth 100% value.

** All coursework must be finalized by the last student contact day for Quarter 4.*



Students receive quarterly letter grades for their performance. Parents/guardians can see students' current letter grades through [Campus](#) and will be shared at conferences. The letter grades are determined in each class as follows:

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

Student of the Quarter:

Students of the Quarter are recognized four times throughout the school year by CMS staff. The students selected demonstrate a positive contribution to our school community through grades, attendance, behavior and citizenship. Families receive an email communication when their student is nominated. Students and their families are invited to attend a ~~breakfast~~ [celebration](#) in recognition of their student's accomplishment.

Homework:

Central Middle School believes that it is essential for ~~middle school~~ students to develop good study and homework habits. We also believe parents/guardians should play a vital role in this area [by monitoring student academic progress and assignments in Infinite Campus and Schoology.](#)

Academic Misconduct:

Academic misconduct includes, but is not limited to cheating on school assignments or tests, plagiarism or collusion. If 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, administrative and/or academic consequences may be assigned.



CMS Communication

Alerts:

Eden Prairie Schools communicates important information and announcements through email, phone calls, and text. Our communication department uses student contact information in Campus. If you need to update your Campus information, please log in using your username and password. Questions can be directed to (952) 975-7094 or helpline@edenpr.org.

Critical Incidents (Events/activities that may impact student and staff safety)

[When critical incidents affect our schools, we act immediately. Depending on the unique circumstances of each incident, that can involve gathering facts, collaborating with the police department and other important partners, creating messages that follow legal and ethical guidelines, and potentially distributing those messages to families through multiple channels. Because each](#)



situation is different, the approach taken to manage and communicate about it will be determined based on its individual circumstances. That means families may not be notified of every critical incident that happens in a school.

Below is additional information about each stage of this process:

- **Gather the facts:** School and district leadership work closely with the Eden Prairie Police Department and other partners when a critical incident affects a school. We do not make decisions based solely on rumor or conjecture. Each threat is swiftly and thoroughly investigated to determine its credibility. That process can take time, because it can involve search warrants, interviews, home visits, and more.

This can be a difficult time for families. You may have heard of a situation from your student, but as it is investigated, you likely will not receive much information from official sources like the school, district or police department. This is intentional, because communicating before we have all of the facts can delay or impede the investigation and unnecessarily escalate a situation. We rely on you to trust us, and have patience, during this time.

- **Create messages that follow legal and ethical guidelines:** State and federal law, as well as district policy, restrict what information is public about students and investigations. When it comes to students, very little information can be shared publicly — and districts must comply with data practices and investigatory requirements. That means we are often unable to share any information about a student who is involved in an incident, including whether they are a student at our school, whether they are attending on a certain day and any disciplinary action they will receive.

Even if that weren't the case, though, there are instances in which we wouldn't want to share all of the information. We exist to support children — and the fact of the matter is, children are learning and growing every day. Along the way, they make mistakes. Students will be held accountable, and they still deserve dignity even when their mistakes are big. Keeping them accountable for their actions — which we do, according to our handbook and district discipline policies — is different than sharing information about their mistakes publicly.

In a moment when you don't have all the information you want to have, please know we are making decisions to keep our students and staff safe, hold people accountable for their actions, and when possible, help them to learn from their mistakes. To do this most effectively — and legally — we cannot share most of the details that could make some families feel more fully informed.

- **Distribute messages to affected families:** Once we gather facts and develop appropriate messages for each unique situation, we begin a second period of reviewing those messages for any inaccurate or misleading information, having them reviewed by partners and our legal advisors to be sure we comply with legal requirements, and determine who should receive a message. At times, it is only a small group of individuals directly impacted; other times, it may be the entire school community.

If a message needs to go to the entire school community or a large group of people, it must be loaded into our mass communication systems and sent. Whenever possible, we try to have translations in Spanish and Somali sent with our messages so that more families have access to the information. While you wait to receive a message, there are often dozens of school leaders, district administrators, law enforcement and legal professionals working as fast as they possibly



can to get information to you. It matters to us that you are informed quickly, and we ask for grace and understanding as we make that happen.

Here are our requests for students and families:

- Trust us to keep your children safe. We all receive extensive training and practice emergency response so we are prepared to manage these situations. Our decisions are based on facts and deep situational understanding.
- Have conversations with your children about social media and their digital citizenship, and actively monitor their online activity.
- Continue to keep us informed any time you learn of information that could affect student or school safety. We take all reports seriously, investigate them, and take appropriate action.
- Show grace and practice empathy. Being a school staff member can be one of the most rewarding and the most challenging careers — and our Eden Prairie Schools staff go far above and beyond for our students, families, and one another. In critical situations, we ask for our community to support our staff members just as they support our students each and every day.

Contacting Your Student During the School Day:

The best way to contact students during the school day is to email their school email account, which can be found on the Campus parent portal. If the situation is emergent or you are unable to connect through email, please call the main office at 952-975-7300 and a message will be sent back to your student’s classroom. [Please refrain from texting your student](#) as students are not allowed to use their cell phones during the school day.

Deliveries for Students:

Items that are dropped off [by a parent/guardian](#) 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. ~~Per school board policy,~~ Students are not allowed to receive food purchased from outside vendors during the school day.

Parent/Guardian Communication with CMS Staff:

Email is one of the most ~~cost-effective~~ timely [and](#) 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.

As a community of learners, CMS parents/guardians, 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 staff:

- Utilize email and voicemail whenever possible to contact staff; you can expect a response within one working day.
- Call the staff member in advance to schedule a face-to-face meeting.



- Strive to resolve a conflict directly with a staff member first; you are welcome to contact building administration if you are dissatisfied with the resolution.

Weather-Related Closing:

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

Additional Resources:

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

Parent/Guardian and Student Information

Website:

Central Middle School's website is located at www.edenpr.org/cms. The website provides information about:

- Student Life - Calendars, School menus, CMS mornings, Counseling, FAQ, PTO, School supplies, and Transportation
- Academics - Registration, Curriculum night, iLearn, AVID, and conferences
- Activities - Athletics, Fine Arts, Academic activities, Leadership activities, Activity bus, and yearbook
- Enrollment - Enroll in grades 1-12, Find my school, and Update family information
- Contact CMS - Administrative team, Main office, Attendance line, Health room, Transportation, Parent technology helpline, and staff directory

Campus:

Campus is a student information system (SIS) that provides families access to school calendars, student grades, attendance, schedule, locker, food service, fees, [myPaymentsPlus](#), and messages. Eden Prairie Schools use Campus contact information when sending out communications or if a staff person needs to connect with families.

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 also, as it is another way to be informed about your student’s education.

If you need assistance with accessing any of these online resources, please contact our helpline at 952-975-7094 or email helpline@edenpr.org.

Conferences:

Eden Prairie Schools recognizes the importance of families and 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 conferences, students and parents/guardians will be able to meet multiple teachers to discuss their child.~~ 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, [a member of the Student Support Team](#) ~~counselor~~ or advisor to determine a solution.

Curriculum Nights:

Curriculum Night ~~will be~~ is hosted in September. At Curriculum Night, families follow their student’s schedule with presentations about class curriculum presented by each teacher. Curriculum Night has set times for presentations and follows a bell schedule.

Student Life

Resources for Students

Organizational System:

We strongly recommend all CMS students use a 2-3 inch binder, a planner (traditional or digital), and the tools available in their student Schoology accounts to assist with organization throughout the year. Binders provide students with a systematic way to keep track of essential school materials and class assignments. Planners are a place for students to set goals, create timelines to complete schoolwork, and practice effective study habits. Schoology is one location to keep track of class resources, assignments, and messages from teachers and peers.

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.



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 in their lockers during the school day. Students are not allowed to use personal devices at school unless they are explicitly invited to do so by a staff member for [health or](#) educational purposes. If a personal electronic device/cell phone becomes a distraction in any school environment, it will be confiscated and we will follow our CMS cell phone policy. 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 the student 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, 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~~) [in classrooms are at the teacher's discretion.](#) ~~are not allowed in hallways or in the classroom.~~ [Small snacks are allowed during passing time and expectations are communicated by site administration.](#) Any items for consumption brought from home needs to be consumed only by the person who brought it. [Students are responsible for cleaning any trash from food.](#) Sharing food and drinks is not permitted at CMS.

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" [before or after school](#). Please remember that valuable items should not be brought to school. Each quarter break, CMS will donate any items left in "Lost and Found".



School Store:

The CMS mobile school store is open before school **Mondays and Wednesdays** from 9:00-9:25am. Students may purchase quality merchandise, such as school supplies, at reasonable prices.

Sales:

Students are not allowed to sell products at school for personal profit. Any other marketing ventures must be approved by the 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 should not share their locker combination. It is a student's responsibility to keep the 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 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.~~

Students will be assigned a locker with a combination lock. It is a student's responsibility to keep the locker closed and locked when not using it. 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, they 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 a.m. Locker decorating must be contained to the individual locker. Decorations must be school appropriate.~~



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

Student Meal Time

Breakfast:

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

Lunch:

~~Breakfasts and lunches~~ are free for all students. A student bringing a lunch from home may receive a free milk. [Lunch menus](#) are available online. ~~All~~ **A la carte** items may be purchased.

Lunch PINs:

Each student is assigned an account with a personal identification number (PIN). A la carte items 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 a la carte items in advance by sending a check to school payable to Eden Prairie Schools or electronically through the Infinite Campus parent/guardian portal. If you have questions or need help with logging into the portal, please call the 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 Schools building.

Lunchroom Rules and Consequences:

Lunch is a scheduled period for each student and all school rules apply.

Rules:

- Keep hands, feet, and objects to self.
- Follow directions from both kitchen and lunchroom staff.
- Do not cut in line.
- Stand in line only if buying a meal.
- Please keep money in student accounts as they are not allowed to charge.
- Be on time.
- Students are not allowed to leave the lunchroom without permission.
- Be responsible for keeping 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~~ **Administrative staff** 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

Co-curricular 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

Student Technology Expectations and Agreements

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.

Students 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.



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-devices 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 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, **phishing**, 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 **content**(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~~ **content** must not disrupt the civil and respectful atmosphere toward teachers, other employees, and students alike. ~~Recordings~~ **Content** that ~~are~~ considered disruptive include, but ~~are~~ **is** not limited to, recordings that are demeaning, derogatory, or sexually suggestive toward a student or employee.

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

Malicious Use/Vandalism:

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

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

Information regarding the iPad in Eden Prairie Schools

iPad General Precautions:

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

iPad Cases:

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

- The iPad should ALWAYS be in its protective case, including the screen protector.



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

iPad Screen & Cleaning:

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

iPad Care:

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

Earphones:

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

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

Storing Documents:

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

Applications and Content:

Students may only install apps provided to them through Self-Service on their iPad. If an app is needed, which is not available in Self-Service, students should work with their teacher to request it be added. Additional content used should have an educational purpose. Content 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, 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 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 or a student may be provided with an alternative device that performs all the essential functions that are needed to engage in learning. The fee schedule is:

- **Device Damage:** This includes the screen, dents, cracks and any other type of accidental damage.
 - Cost: \$50
- **Device Accessories:** This would include cases, charging cable, charging bricks, etc..
 - Cost: \$25
- **Intentional Damage:** Students who intentionally damage the device will be charged the full replacement price of the device. Students who alter, remove or change school issued protective measures (cases) and incur damage to the device, will be charged the full replacement cost of the device.

Over a students' time in Eden Prairie Schools, each time the student damages a device, it will be tracked throughout their career. If a student damages a device in elementary school, that will be recorded and will follow the student through middle and high school. If more than one device is damaged during their career, there will be additional charges added to each recurring incident. For example:

- First damaged device - No multiplier
- Second damaged device - Damage cost x 2
- Third damaged device - Damage cost x 3

Student Behavior

Staff and Student Expectations

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



Adults will:

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

Students will:

1. Participate fully in the learning experience, including curricular, co-curricular, and extracurricular activities, from the moment ~~s/he~~ **they are** on the bus until ~~s/he is~~ **they** 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 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 of other students, adults may **apply non-exclusionary practices such as, but not limited to:**

- Re-direct, work with, and ensure 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~~ **supports needed**.
- Submit an office referral as deemed necessary.



Behavior 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:

- a. **First Offense:** Expectations review. (unless sexual or racial abuse/threats—see #18 below), restorative mediation, parent/guardian contact.
- b. **Second Offense:** Expectations review and ISS, restorative mediation, parent/guardian meeting.
- c. **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. [See Generative AI section for additional information \(ADD LINK\)](#)

Guidelines for Potential Consequences:

- a. **First Offense:** Parent/guardian contacted by teacher. Loss of privileges. Plan for success developed in partnership with the teacher. [Administrative and/or academic consequences may be assigned.](#)
- b. **Second Offense:** Parent/guardian contacted by teacher. Documentation. Loss of privileges. [Plan for success developed in partnership with the teacher. Possible conference with administration to determine next action. Administrative and/or academic consequences may be assigned.](#)
- c. **Third Offense:** Administrative conference to determine next action. [Administrative and/or academic consequences may be assigned.](#)

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.

*****Malicious and sadistic conduct defined:**

Creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

Guidelines for Potential Consequences:

- a. **First Offense:** Possible Suspension or ISS, Restorative Practice/Mediation, [parent/guardian notified](#).



- 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/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:** Conference with Dean, Phone to be picked up by parent/guardian.
- c. **Third Offense:** Phone to be picked up by parent/guardian, and parent/guardian meeting.

Disruptive/Disorderly/Insubordination 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.~~ Students have the responsibility to follow requests and direction from staff members. The deliberate refusal to follow the reasonable request of a school staff member is considered insubordination.

Guidelines for Potential Consequences:

- a. **First Offense:** Up to 1-day dismissal from class or activity, suspension, and mediation.
- b. **Second Offense:** Up to 3-day dismissal from class or activity, suspension, conference with teacher, parent/guardian meeting.
- c. **Third Offense:** Suspension, pending 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 **adequately** cover **abdomen**, chest, or buttocks. ~~Clothing that does not cover undergarments, and undergarments that are worn as outer garments.~~
- ~~d. Wearing see-through pants and shirts are prohibited.~~
- e. Wearing a costume face mask or wigs in school that would not allow the student to be identified is prohibited.

Guidelines for Potential Consequences:

- a. **First Offense:** Expectation review, If necessary, parents/guardians may be called to bring appropriate clothing to school.
- b. **Second Offense:** Detention, Parent/Guardian contacted.
- c. **Third Offense:** Possible ISS, Parent/Guardian meeting, **and development of individualized plan**

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 & **and** 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:** Up to 3 day suspension. Referral to School Social Worker. Mediation. Possible police referral. When appropriate teacher notification pursuant MN statute 121A.64
- b. **Second Offense:** Up to 5 day suspension. Referral to School Social Worker. Mediation. Police referral. When appropriate teacher notification pursuant MN statute 121A.64
- c. **Third Offense:** Up to 10 day suspension and possible referral to district administration for expulsion.

Littering/Lunchroom:

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

Students are expected to deposit all trash in school-provided receptacles. This includes trash generated anywhere on the school campus. Students are responsible for cleaning any trash generated by themselves or by the members of their group.

Guidelines for Potential Consequences:

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

Non-compliance/Refusal:

Non-compliance/refusal is when a student does not act in accordance with classroom/school/teacher expectations. This can include, but is not limited to: walking out of class without teacher permission, using a pass for an extended amount of time without permission, refusing to walk in the halls, and being in an area of the building without the guidance of an adult.

Guidelines for Potential Consequences:

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



Nuisance Objects:

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

Guidelines for Potential Consequences:

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

Posting Disruptive Videos/Photos:

Students must not make or disseminate (while on or off school property) recordings, photographs, or videos of 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 i-Learn + 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/guardian meeting with staff and student. Possible referral for expulsion.

Selling Items for Profit:

Students may only bring items that are necessary for their personal use during the school day. Students are not allowed to exchange any items for money or trade. Any items for sale or distribution will be confiscated.

Guidelines for Potential Consequences:

- a. **First Offense:** Confiscation, expectation review and phone call home.
- b. **Second Offense:** Restitution, detention, confiscation and phone call home.
- c. **Third Offense:** Confiscation and parent/guardian meeting

Tardies:

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

Guidelines for Potential Consequences:

- a. **First Offense:** Expectation review [with the teacher](#). ~~meeting with a Dean~~
- b. **Second Offense:** Expectation review [with the teacher](#), phone call home [by teacher and dean](#).



- c. **Third Offense:** Meeting with a Dean, Parent/Guardian collaboration, ~~meeting~~, detention, behavior plan.

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:** Suspension, police referral, confiscation, parent/guardian contact.
- b. **Second Offense:** Suspension, police referral, confiscation, parent/guardian meeting.
- c. **Third Offense:** Suspension, ~~R~~restricted study, parent/guardian meeting, student success team ~~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:

- a. 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 they accidentally have a weapon in their 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 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.

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.

Suspension Procedures

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.

- 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.
- The student will be allowed to complete all schoolwork assigned during the period of suspension and receive full credit for satisfactorily completing all assignments.
- Upon return from a suspension, the student and parent/guardian will meet with a school administrator for a reentry meeting. The reentry plan for the student will be visited during this meetings. Reentry plans may include an agreed-upon behavior contract.

Non Exclusionary Policies and Practices

Non Exclusionary disciplinary policies and practices means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services.

Behavior Consequence Definitions

- **In-School Suspension (ISS)** – 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 or more 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 their 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.



- **Removal From Classroom**-Any actions taken by a teacher, principal or other school district employee to prohibit a student from attending a class or activity for a period of time not to exceed (5) days.
- **Malicious and sadistic conduct**- Creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

Office Visits:

When ~~a dean~~ an **Administrative Dean** 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

Removal From Class:

Any actions taken by a teacher, principal or other school district employee to prohibit a student from attending a class or activity for a period of time not to exceed (5) days. Removal from class is, but not limited to:

- Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
- Other conduct, which is at the discretion of the teacher or administration, requires removal of the student from class.

Procedures for Return to Class

- The student will return to class after a plan has been established and discussed with the appropriate staff member.
- Parents will be notified of students' removal from class.
- Parents of students with IEP's will be contacted by the child's case manager.

Procedures for notifying students and families of violation of the Rules of Conduct and of Resulting



Disciplinary Actions

- Student will meet with a staff member
- Staff will notify parents regarding incident and assign appropriate consequence

A team meeting will be held for a student identified as having a disability or a perceived disability, who is being removed from class, to review if an assessment or further assessment is needed and if a review of the adequacy of the current Individualized Education Program (IEP) or if a referral for special education services is needed.

If a student has been removed from class due to suspected chemical abuse while on school premises, staff will immediately notify the school’s administration and a chemical abuse pre-assessment team member(s) or designated staff member.

Staff will provide support and interventions to students.

Volunteering

Opportunities

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 or call (952) 975-7150.

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.

Please know that most PTO volunteers who are volunteering during the school day must also go through the Sharing Inspiration Volunteer Program process.

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, 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. Our Outreach and Engagement Supervisor will then connect to share next steps or discuss your interests and current opportunities. Most student-facing roles require a background check and brief orientation prior to the volunteer being placed. Financial assistance and reimbursement are available to ensure the background check fee is not a barrier to volunteering.

Attendance

Attendance Beliefs at CMS

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 [or complete the online attendance form](#) 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/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. Missing the bus
4. Oversleeping
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:

1. School district staff will work with the parent/guardian, student and the Hennepin County Attorney's office [be@school](#) program.
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 their parent/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/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 they had an unexcused absence from any class during the day.
3. If a student is suspended from any class, they may not participate in any activity or program that day.
4. If a student is absent from school due to medical reasons, they 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

Health Information

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

Allergies (Animals, Fragrances, Latex):

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

Health Conditions:

The school nurse will work closely with students who have an acute or chronic health need such as asthma, cancer, diabetes, allergies, or other illness. Parents/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 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 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 and Crisis Lifeline 988
- COPE: Mobile Crisis Response 612-596-1223
- Bridge For Youth 612-400-SAFE

Mental or Chemical Health

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

Physical Health

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

Violence

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

Housing Insecurity and Homelessness Support

Under the federal McKinney-Vento Act, students experiencing housing insecurity and homelessness have certain educational rights and resources to ensure continued access to school. Learn more at www.edenpr.org/community-education/community/family-resource-program/mckinny-vento-housing-instability

Notices

Important Information

Asbestos/Pesticide/Air Quality Notices:

The Environmental Protection Agency requires school districts to annually notify parents/guardians and staff about the presence of asbestos in district facilities as well as planned abatement activities. Eden Prairie Schools performs routine six-month periodic inspections of all asbestos-containing building material to ensure materials are in good condition. Records of these inspections are available for viewing in each building maintenance office and the Facilities and Safety Department at the Administrative Services Center. Anyone is welcome to review these plans with prior notice during normal working hours Monday through



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

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

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

Background Checks, Employment:

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

Curriculum Content Review:

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

Fees:

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

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.



- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation 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 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. 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.

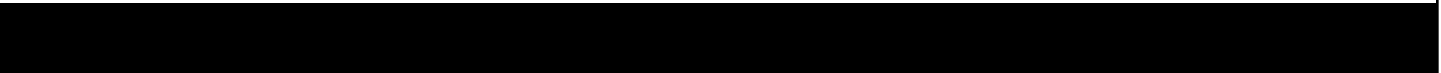
Student Records:

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.~~

The school district occasionally administers surveys to students as part of our of improvement processes. Consistent with Policy 520, parents/guardians are notified any time a standardized survey is administered. Parents/guardians can contact their principal for more information on survey content, purpose, and participation.



Policies and Guidelines

Policies and Guidelines

Bullying Prohibition:

Eden Prairie Schools believes each student, regardless of [race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, \(including gender identity or expression\) or disability](#) ~~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, **gender**, age, marital status, familial status, status with regard to public assistance, sexual orientation, **(including gender identity or expression)** 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. Read more on the [TitleIX page](#).

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~~ Think Tank 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

Safety and Security

Alerts:

The district has the ability to call and email all district families. In order to help ensure that you receive these important messages, please go to www.edenpr.org and make sure that we have the correct email address and phone numbers for us to use. You can update your email address and cell phone number yourself by logging into the parent portal and 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.

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.

Juvenile Liaison Officer:

Eden Prairie School Juvenile 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 may assist school staff with student behavior incidents when laws have been violated. ~~School Resource Officers~~ [Juvenile 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:

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 [unless approved through administration](#).

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 9:05 am. If a student needs to enter the building prior to this time they must be enrolled in ~~Eagle Zone~~ [CMS Mornings](#), 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 Information

*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~~ **students receiving special education services** 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 ~~6-8~~ **6-7-12**. Central Middle School (CMS) students are required to show the bus driver a student I.D. and a bus pass from their activity. 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. 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. **Permission needs to be obtained in advance. Please call Central Middle School at 952-975-7300 to obtain a bus pass for your student.** ~~Please check with the transportation department before planning on sending your child on a different bus. You must send a signed and dated note with your child saying what bus they are going 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.~~ **Keep all objects and body parts safely inside the bus.**
6. ~~Don't use profanity (words or gestures).~~ **Use respectful language and gestures toward everyone on the bus.**
7. ~~Do not tease or harass others.~~ **Be respectful towards peers and bus driver**



- ~~8. Do not spit, eat, drink, or chew gum.~~ Maintain cleanliness by refraining from eating, drinking, or chewing gum
- ~~9. Do not vandalize the bus.~~ Take care of the bus and keep it in good condition.

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

1. Warning given, may be assigned discipline-a specific 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 6-12. 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.~~ Use respectful language and gestures.
5. Avoid standing in and blocking sidewalks and driveways.
- ~~6. Be safe, responsible and kind-~~ 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 and walk to the bus. (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.

Technology Support

Helpline - phone
~~(952) 975-7300~~
(952) 975-7395
[Campus](#)

Helpline - email
helpline@edenpr.org
[Schoology](#)

Elementary School Handbook

2024-2025

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<u>Attendance</u>	<u>Health</u>	<u>Policies and Guidelines</u>
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Academic Success

The Eden Prairie Schools 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.

Eagles Homework Help and Tutoring Program

Eagles Homework Help & Tutoring is a free program coordinated by Community Education in which vetted community volunteers provide support to students needing additional academic help. More information is available at www.edenpr.org/tutoring.

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
- 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.

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. [The school psychologist collaborates with teachers, parents, and administrators to create a positive and supportive learning environment, ensuring that each child's individual needs are met.](#)

Intervention Teachers



These specialists support students with high-quality instruction in foundational skill development in the areas of reading and/or math. Students eligible for services are identified by multiple data points over the course of the year, and families will be notified before service begins.

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.

Family Resources Program

Our community has a committed and compassionate group of service providers and nonprofits ready and willing to support families with a variety of needs. Community Education's Family Resources Program maintains a database of local programs and services and connects Eden Prairie families to resources in the community. The program is supported by staff who speak English, Spanish and Somali. Learn more at www.edenpr.org/familyresources.

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.

Housing Insecurity and Homelessness Support

Under the federal McKinney-Vento Act, students experiencing housing insecurity and homelessness have certain educational rights and resources to ensure continued access to school. Learn more at www.edenpr.org/community-education/community/family-resource-program/mckinny-vento-housing-instability

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 are used to evaluate each student's



progress towards the achievement of benchmarks and standards. Assessment results are shared with parents through various means including at conferences.

- **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 in grades two and four in February. **(added period)** Information from **this** 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.

Gift and Talent Development Services

Eden Prairie Schools have 4 Levels of Service in the elementary grades:

Changed so that they all matched in formatting

Level 1 - Enrichment for All

All students in **kindergarten through fifth** grade receive enrichment learning opportunities within the classroom through differentiation of curriculum and instruction by the classroom teacher. **As a part of their Inspired Journey in Eden Prairie Schools, all students will participate in Discovery programming. Discovery allows students to explore their interests and talents to develop a sense of self and enhance a student's skills in communication, collaboration, critical thinking and creativity. Discovery groups are created based on students' interests and then students self-select into the group(s) they would like to participate in.**

Level 2 - Young Scholars and Content-Specific Enrichment Groups

Young Scholars is a pull-out program designed to develop the gifts and talents of **kindergarten through fifth grade** 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~~ **gifted and talent development education**.

Level 3 - Key - Pull Out Program Integrated into School Day

Key is a program for gifted and talent development 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 talent development education**. ~~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 4- 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, 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 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 [our District Welcome Center](#) at (952) 975-7000 or enroll@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.~~



Critical Incidents (Events/activities that can impact student and staff safety)

When critical incidents affect our schools, we act immediately. Depending on the unique circumstances of each incident, that can involve gathering facts, collaborating with the police department and other important partners, creating messages that follow legal and ethical guidelines, and potentially distributing those messages to families through multiple channels. Because each situation is different, the approach taken to manage and communicate about it will be determined based on its individual circumstances. That means families may not be notified of every critical incident that happens in a school.

Below is additional information about each stage of this process:

- **Gather the facts:** School and district leadership work closely with the Eden Prairie Police Department and other partners when a critical incident affects a school. We do not make decisions based solely on rumor or conjecture. Each threat is swiftly and thoroughly investigated to determine its credibility. That process can take time, because it can involve search warrants, interviews, home visits, and more.

This can be a difficult time for families. You may have heard of a situation from your student, but as it is investigated, you likely will not receive much information from official sources like the school, district or police department. This is intentional, because communicating before we have all of the facts can delay or impede the investigation and unnecessarily escalate a situation. We rely on you to trust us, and have patience, during this time.

- **Create messages that follow legal and ethical guidelines:** State and federal law, as well as district policy, restrict what information is public about students and investigations. When it comes to students, very little information can be shared publicly — and districts must comply with data practices and investigatory requirements. That means we are often unable to share any information about a student who is involved in an incident, including whether they are a student at our school, whether they are attending on a certain day and any disciplinary action they will receive.

Even if that weren't the case, though, there are instances in which we wouldn't want to share all of the information. We exist to support children — and the fact of the matter is, children are learning and growing every day. Along the way, they make mistakes. Students will be held accountable, and they still deserve dignity even when their mistakes are big. Keeping them accountable for their actions — which we do, according to our handbook and district discipline policies — is different than sharing information about their mistakes publicly.

In a moment when you don't have all the information you want to have, please know we are making decisions to keep our students and staff safe, hold people accountable for their actions, and when possible, help them to learn from their mistakes. To do this most effectively — and legally — we cannot share most of the details that could make some families feel better.

- **Distribute messages to affected families:** Once we gather facts and develop appropriate messages for each unique situation, we begin a second period of reviewing those messages for any inaccurate or misleading information, having them reviewed by partners and our legal advisors to be sure we comply with legal requirements, and determine who should receive a message. At times, it is only a small group of individuals directly impacted; other times, it may be the entire school community.



If a message needs to go to the entire school community or a large group of people, it must be loaded into our mass communication systems and sent. Whenever possible, we try to have translations in Spanish and Somali sent with our messages so that more families have access to the information. While you wait to receive a message, there are often dozens of school leaders, district administrators, law enforcement and legal professionals working as fast as they possibly can to get information to you. It matters to us that you are informed quickly, and we ask for grace and understanding as we make that happen.

Here are our requests for students and families:

- Trust us to keep your children safe. We all receive extensive training and practice emergency response so we are prepared to manage these situations. Our decisions are based on facts and deep situational understanding.
- Have conversations with your children about social media and their digital citizenship, and actively monitor their online activity.
- Continue to keep us informed any time you learn of information that could affect student or school safety. We take all reports seriously, investigate them, and take appropriate action.
- Show grace and practice empathy. Being a school staff member can be one of the most rewarding and the most challenging careers — and our Eden Prairie Schools staff go far above and beyond for our students, families, and one another. In critical situations, we ask for our community to support our staff members just as they support our students each and every day.

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. 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 our [District Welcome Center at \(952\) 975-7000](tel:952-975-7000) or enroll@edenpr.org.

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



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 or via electronic communication.

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 you contact your child's school before 2 p.m. if there are changes to 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 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 Use

Parents should not contact their children via text, email, personal calls, etc. during the school day. Students are not permitted to use cell phones during the day. If a student wishes to contact a parent, they can use a phone in their classroom or the office.

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 Welcome Center 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 you have [Questions or 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 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 available to listen and support your child 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. They may be counted as an instructional day, included as hours of instruction, and used for up to a maximum of 5 days in one school year.~~ Distance Learning days are used when inclement weather prevents students from attending school in person. These days require students to engage in online learning with their classroom teacher(s) as part of their instructional day.

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
- 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, 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.~~

Access our district website at www.edenpr.org.



The website provides information about each elementary school:

- Student Life - Calendars, School menus, Eagle Zone, FAQ, PTO, School supplies, and Transportation
- Academics - Registration, Curriculum, iLearn, Student Support Services, Gifted and Talent Development
- Enrollment - Enroll in grades 1-12, Find my school, and Update family information
- Elementary School Contact Information -Administrative team, Main office, Attendance line, Health room, Transportation, Parent technology helpline, and staff directory

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, with your username and password.

- If you need assistance with your username or password, contact the website helpline at 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.

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):

1. Go to 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.



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 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 **by intentionally nurturing their individual backgrounds, strengths and interests**
 - Co-creating classroom **rituals-routines and guidelines** 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
3. Provide Non-Exclusionary Disciplinary Practices (may include but are not limited to):
 - Positive Behavior Intervention Supports (PBIS)
 - Caring School Community Instruction



- Multi Tiered System of Support Processes (MTSS)
- Check In - Check Out
- Small group direct and explicit teaching of social and emotional skills
- Removal from classroom with academic and/or social/emotional instruction
- Motor break
- In class accommodations (seating, fidget, journaling, calming space, etc.)
- Personal behavior/incentive chart
- Parent email, TalkingPoints
- Parent phone call

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.

Removal From Class

If a student's behavior results in removal, the following process will be followed:

1. Staff contacts the office, and the response team responds to determine whether student removal is necessary. Administrator or designee will determine appropriate placement.
2. Every effort will be made to support students returning to class and will not exceed more than five hours. If a student is removed from class, access to instruction will be provided.
3. If a student is removed from class, an administrator or an administrator designee will supervise the student.
4. An administrator or designee will engage the student in a discussion of the incident including the reteaching of expectations.
5. A restorative conversation will occur between the student and those involved upon reentry.
6. Administrator or designee will notify parents of the situation and ensure consequences. Administrator or designee will record incident in the appropriate record keeping repository (ie. Campus).
7. A team meeting will be held for a student identified as having a disability or a perceived disability who is being removed from class in order to review if an assessment or further assessment is needed and if a review of the adequacy of the current Individualized Education Program (IEP) or if a referral for special education services is needed.
8. If a student is being removed from class due to suspected chemical abuse while on school premises, staff will immediately notify the school's administration and chemical abuse pre-assessment team member or staff member assigned to duties similar to those of such teams.



Before and After School Activities

All our elementary schools offer unique activity opportunities for students. Examples include Student Council, Run Club, and [Choir Destination Imagination](#). Ask for information about activities for your student from your school's office.

Targeted Services Program

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.

EPIC Enrichment 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, call 952-975-6940, or email 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.

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. Students should 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. If your child needs supplies of this nature, please contact your school principal or school social worker.

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. This device belongs to the district and expectations of use will be taught each year. 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.

Cell Phones and Smart Watches:

- Students must turn off their cell phones and smart watches during the school day. These devices should not be used at any time.
 - If a cell phone or smartwatch becomes a distraction, the classroom teacher will contact the student's parents.
 - Unauthorized use of personal electronic devices during the school day may result in the device being confiscated. Parents will need to retrieve the item from the school office.

Other Electronic Devices:

- Devices such as laser pointers, electronic games, or any other personal electronic equipment are strictly prohibited on school premises.

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.

Volunteer chaperones are often needed to make field trips a successful experience. All chaperones must complete the Sharing Inspiration Volunteer Program process prior to attending. This process should be completed at least two weeks prior to the date of the field trip. Learn more at www.edenpr.org/volunteer.

Lockers

Students are advised to leave valuables at home. Lockers in elementary school are not secure and do not ensure the safety of 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.

Breakfast and Lunch

Breakfast **and lunch** is free for all students. Breakfast is served immediately before the start of the school day. Students can either bring a lunch from home or receive a free 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/EdenPrairieSD272,MN>

Lunch menus and answers to frequently asked questions are available online **at** <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 recorded 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. Although lunches are free, families must pay for a la carte purchases, additional items, or “MegaBites” 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 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

~~We welcome families to visit students during their assigned lunch period. Visitors are encouraged to make arrangements with the school in advance, by emailing or calling the school or informing the classroom teacher. Upon arrival the visitor should enter through the main entrance and provide a photo id to the receptionist to create a visitor badge to wear during their stay. All visitors should wear their visitor badge and report directly to the cafeteria for lunch. Families are encouraged to use their child’s PIN number to pay for their meal in the lunchroom.~~

~~As a safety measure, visitors should check-out at the main office with the receptionist and exit out the main doors.~~



Families are welcome to join their children during their assigned lunch period and do not need to notify the school in advance.

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, www.edenpr.org/experience/departments/child-nutrition
- **Acknowledging Birthdays:** Our classroom teachers may acknowledge and celebrate the birthdays of their homeroom students.

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~~ **supervised by adults** 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 **or below**.

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. Technology is a major tool in our personal lives as well as many professions. Our goal is to prepare students to demonstrate digital responsibility, technological awareness, and the ability to use technology to create, research, communicate and produce in the academic and professional setting. iLearn@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.

Students 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.

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, or 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 interactive web 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 [interactive web](#) 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~~ **does** 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 there are 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 or a student may be provided with an alternative device that performs all the essential functions that are needed to engage in learning.

Intentional Damage: Students who intentionally damage the device will be charged the full replacement price of the device. Students who alter, remove or change school issued protective measures (cases) and incur damage to the device, will be charged the full replacement cost of the device.

Over a students' time in Eden Prairie Schools, each time the student damages a device, it will be tracked throughout their career. If a student damages a device in elementary school, that will be recorded and will follow the student through middle and high school. If more than one device is damaged during their career, there will be additional charges added to each recurring incident. For example:

- First damaged device - No multiplier
- Second damaged device - Damage cost x 2
- Third damaged device - Damage cost x 3

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. Our Outreach and Engagement Supervisor will then connect to share next steps or discuss your interests and current opportunities. Most student-facing roles require a background check and brief orientation prior to the volunteer being placed. Financial assistance and reimbursement are available to ensure the background check fee is not a barrier to volunteering.

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

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

Tardiness



Students are expected to be in their assigned area at the start of school or the start of a class. Failure to do so constitutes tardiness.

Procedures for Reporting Tardiness

Students tardy at the start of school must report to the school office and be signed in by a parent. 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 unexcused absences~~ 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

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

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

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. Financial assistance and reimbursement are available to ensure the background check fee is not a barrier to volunteering.

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): **(Please contact your school's principal or social worker if you need financial assistance to cover these supplies.)**

- 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 to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities 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 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 a student’s 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. Parents/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 school district occasionally administers surveys to students as part of our of improvement processes. Consistent with Policy 520, parents/guardians are notified any time a standardized survey is administered. Parents/guardians can contact their principal for more information on survey content, purpose, and participation.



Health



The Health Services staff work in partnership with educational staff to provide students with high quality and consistent health care and health management. Find Health Services forms online at www.edenpr.org.



Allergies (Animals, Fragrances, Latex)

Animals and pets are not allowed to visit inside schools without principal permission and 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-19) 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.

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.



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, **gender**, age, marital status, familial status, status with regard to public assistance, sexual orientation, **(including gender identity or expression)**, 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

- 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. Read more on the [TitleIX page](#).

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: 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 **not allowed**, 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



Visitor check-in **Order changed from last paragraph in the section to the first.**

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. Those wishing to volunteer must go through the Sharing Inspiration Volunteer Program. Learn more at www.edenpr.org/volunteer.
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.
6. 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.



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.

Juvenile Liaison Officer

Eden Prairie Juvenile 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.



Transportation

Eden Prairie Schools is pleased to offer safe, dependable, cost-effective transportation. All students living within school district boundaries may receive transportation to their boundary school. More information about the Eden Prairie Schools Transportation Department, including detailed student and parent/guardian responsibilities, is available at www.edenpr.org.

Bus Assignment

The bus assignment process is as follows:

- June - Transportation Commitment Forms 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.
- Students who have previously ridden the bus are automatically set up to ride the bus for the upcoming school year. Families who are new to Eden Prairie Schools will be asked their transportation preferences during the enrollment process and will not need to submit additional forms.
- 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, including 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. 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.

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-6 Consequences (listed in severity order)

1. Verbal warning & assign a disciplinary seat
2. Discipline appropriate to student's school
3. One-day bus suspension
4. Three-day bus suspension, conference with student, parent, school, driver, and Transportation Department
5. Five-day bus suspension
6. Loss of bus riding privileges for the remainder of the school year

Severe behavior moves immediately to step 3, 4, 5, or 6 at the administrator's discretion based on the severity of the action and/or previous bus violations.

Rules at the Bus Stop

1. Stay away from the street, road, or highway when waiting for the bus. Line up at least three feet away from the street in an orderly fashion and wait until the bus stops before boarding.



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

Safety

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

What's allowed on the bus?

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

EP Online Secondary (6-12)

Student Handbook

2023-2024 2024-2025

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.

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Attendance Expectations	Communications
Student Support Services	Volunteering
Safe and Supportive Schools	Policies and Guidelines

Translation Available:

Warbixin muhiim ah. Wac Ahmed Noor in laguu 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 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. Below is a sample EP Online Secondary daily schedule (with the acknowledgement 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	Course 8
Asynchronous Block Course*	No Class Meeting (Support: TBD)	(Replaces 1 Regular Period)	(Replaces 1 Regular Period)
Skinny Block 1**	Weekly Meeting: TBD	(Full Year: Replaces 1 Regular Period)	
Skinny Block 2**	Weekly Meeting: TBD	(Full Year: Replaces 1 Regular Period)	

*As noted in the sample schedule above, there are many high school elective courses that, due to their specialized focus and small enrollment numbers, are designed to be largely asynchronous in nature, with students accessing learning at varied and flexible times throughout the week while working mostly in an independent capacity, guided by the written feedback they are receiving from their teacher in response to assignments they submit as they progress through the class. These courses still feature weekly synchronous check-in opportunities with the instructor, but do not hold full-class synchronous sessions. An asynchronous course replaces a regular period course in a given term.

**Also noted in the sample schedule above, some courses are beneficial for students to take throughout the entire school year instead of during just one semester (i.e. Music Performance courses, Capstone courses, AVID courses, and many Advanced Placement courses). These courses are offered in a “Skinny Block” format and are designed to cover half the normal daily instructional content (~45 minutes of learning activities instead of ~90 minutes each day) for double the amount of time (a full year of study instead of one semester). Accordingly, these courses are only worth .5 credit each term (instead of being worth 1 credit). Students who opt to take one “Skinny Block” course will either: select a second “Skinny Block” course as well to balance out their schedule -or- choose to slightly overload their schedule one semester (i.e. 4.5 credits) and then underload their schedule the other semester by an equivalent number of credits (i.e. 3.5 credits) such that their total credits taken during the school year do not exceed 16 credits.

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.

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	Physical Education & Personal Fitness
Health	1	Health & Nutrition
Technology	1	Introduction to Technology -or- AP Computer Science Principles
Business	1	Personal Financial Management & Careers
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 catalog.

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 prerequisites, 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%
- **F:** 0-59%

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](#) in individual courses 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):

1. Go to 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 Practice**” (weighted to a maximum of **15%** of a final term grade)
 - Summative “**Academic Performance**” (weighted to at least **85%** of a final term grade)

- Assignments within the “Academic Progress” category are typically time-bound and designed to provide feedback during a particular week of instruction within the course. Accordingly, these assignments may not be assigned a grade if submitted outside of the week they are initially assigned.
- Students can retake/redo assessments in the summative “Academic Performance” category **one time per assessment**. If a student does not submit an assessment by its original deadline, the first (late) submission will count as the reassessment opportunity. Any re-take/re-do is worth 100% of the value of the original task. The teacher will determine what format is used for re-assessment. In order to be eligible for reassessment or late submission, a student must make a written reassessment request to the teacher and agree to:
 - Complete and turn in any formative work aligned to the assessment before reassessing
 - Attend synchronous class sessions for academic support if assigned by teacher
 - Complete the reassessment by a date agreed upon with the teacher
- 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.
- 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.
- Efforts will be made to support students who have a non-passing grade in a course at the end of an academic term to work to eventually earn credit in the course.

If a student is missing or failing summative “Academic Performance” task items at the end of a term, the student grade may be reported as an “F” ~~“Incomplete”~~ until the student submits/revises those items. ~~In order to resolve an Incomplete~~ When a student wants to pursue credit for a failing grade, 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”~~ will remain as stands.
- 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”~~ will remain as stands.

Students who are missing substantial amounts of coursework related to mastery of the Essential Learning Targets in a course may not have the option to pursue credit recovery as mentioned above. These students will either need to retake the course or have the failing grade stand on their transcripts.

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
- Red Cords will be awarded to students with a 3.5-4.0 GPA and have completed (or are on-track to complete by the end of the academic year) 6 or more credits in the following course domains: AP, PSEO, Dual Enrollment

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 may include both academic and disciplinary responses [as outlined below:](#)

- **First offense:** Redo or retake the assessment or assignment following coaching/re-teaching of expectations, a parent/guardian is contacted, possible loss of corresponding technology privileges.
- **Second offense:** Parent/guardian conference, loss of correspond technology privileges, consideration of suspension and/or removal from class
- **Third offense:** Administrative conference to determine further action and eligibility for course credit.

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 Usage of Generative Artificial Intelligence (AI)

Generative Artificial Intelligence (AI) is a type of artificial intelligence that can create new content, such as text, images, music, video and code. Generative AI models are trained on large datasets of existing content and learn to identify the patterns and relationships in that data. Once a model is trained, it generates new data that is similar to what it knows while continuing to learn based on user inputs.

Eden Prairie Schools recognizes that there are both potential benefits and risks as the use of generative AI continues to grow.

The future is undeniably digital, and at the heart of this transformation is AI. As we step into this exciting era, it's crucial for our future leaders, our students, to be well-versed in the intricacies of AI. From enhancing creative projects to understanding the ethical implications, AI literacy will empower our students to be proactive citizens in an interconnected global society.

Guiding Principles

- Students should skillfully integrate generative AI tools into their learning journey. This includes utilizing AI for brainstorming, research, problem-solving, understanding varying perspectives, and evaluating writing quality.
- Students should rigorously scrutinize outputs generated by AI systems. Embracing transparency in their AI usage is key, and they must be adept at differentiating between credible and non-credible information.
- It's crucial for students to discern biases in AI and understand the datasets on which AI models are trained. This ensures they're well-equipped to question and understand the implications of AI outputs.
- In their AI learning journey, students need to distinguish between authentic understanding of core concepts and skills versus mere imitation. Establishing firm guidelines on plagiarism is essential, particularly as generative AI emerges as a common tool in academia.

- Emphasizing the balance, students should understand that while AI can enhance our capacity to identify patterns and tackle tasks, it's the depth of human connection and judgment that remains central to genuine collaboration.

Student Expectations

As a student in Eden Prairie Schools, it is important to approach the use of generative AI tools responsibly and ethically. Students will be expected to adhere to the following guidelines for generative AI use in the classroom:

- Open communication with teachers
 - Before using generative AI tools, it's important to be clear about the purpose of the assignment, and whether generative AI can or should be used to enhance or support your learning.
- Protect your privacy
 - Generative AI tools use data provided through your submissions to generate responses. Therefore providing your personal information can lead to privacy and security issues - do not put your private information (name, age, location, photo, etc.) into a generative AI tool.
- Proper acknowledgment and citation
 - Follow your teacher's guidelines for attributing AI-generated content. It's essential to give credit where it's due and acknowledge the role of generative AI in your work. Students cannot claim AI-generated content as their own.
- Fact checking and proofreading
 - Generative AI utilizes databases that are often dated and incomplete. Information generated from these tools must be checked for accuracy, bias, or potentially harmful material.
- AI is for school assignments only
 - AI has numerous and varied capabilities. During the school day, AI should be used for school assignments only and any misuse will result in appropriate consequences.
 -

Consistent with our overall approach to academic integrity, students who willingly disregard these guidelines in their academic work may be subject to disciplinary action.

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).

EPO Secondary students have two different options by which their daily attendance can be recorded: *Synchronous Attendance* or *Asynchronous Attendance*. Students, in consultation with their families and school personnel, will select the primary attendance format that they will engage in during each school year.

Synchronous Attendance in EP Online Secondary is recorded daily by a student's Connections advisory teacher during the synchronous session each morning that Connections period occurs (at approximately 8:40 AM). Students are also expected to attend any synchronous class sessions held throughout the remainder of the school day (as determined by their unique course schedule).

Asynchronous Attendance (marked as "Present Virtually" in Infinite Campus) in EP Online Secondary is recorded daily when a student asynchronously logs into Schoology and engages in coursework for one or more classes (at anytime during the day up through 11:59 PM). Students are expected to maintain steady academic progress across all of their assigned courses throughout each week of the term.

EP Online administration reserves the right to require students who have chosen an "Asynchronous Attendance" format to switch to a "Synchronous Attendance" format if they are not being academically successful in their coursework while working asynchronously.

~~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) 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.
- 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 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 is 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.

Malicious / Sadistic conduct is creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause, or engaging in extreme or excessive cruelty, or delighting in cruelty.

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 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:
 - a. Providing opportunities for students to explore and construct their learning through student choices, practice, trial, error and reworking
 - b. Knowing the students culturally, and individually, by being fully cognizant of their individual strengths and interests
 - c. Co-creating classroom rituals that maximize learning through the duration of the session
 - d. Respecting difference and allowing for multiple perspectives without hurting others
 - e. Fostering opportunities for students to take responsibility for academic, social, and emotional expectations in monitoring their self-control
 - f. Responding to unexpected behaviors in restorative ways that support accountability and healing to rebuild the learning community
3. Provide Non-Exclusionary Disciplinary Practices (which may include but are not limited to):
 - a. Positive Behavior Intervention Supports (PBIS)
 - b. Multi-Tiered System of Support Processes (MTSS)
 - c. Check In - Check Out
 - d. Small group direct and explicit teaching of social and emotional skills

- e. Removal from classroom with academic and/or social/emotional instruction
- f. In class accommodations (seating, fidget, journaling, calming space, etc.)
- g. Personal behavior/incentive chart
- h. Parent email, TalkingPoints, phone call

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, alcohol, or other illegal drugs
- 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.

REMOVAL FROM CLASS:

A student's behavior during a synchronous online instructional period may result in the need for temporary removal from the virtual session. Grounds for removal shall include any of the following behaviors:

1. Willful violation of any school rules, regulations, policies or procedures outlined in this handbook.
2. 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.

If a student's behavior during a synchronous online instructional period results in removal from the virtual session, the following process will occur:

1. Staff will contact school leadership in a timely fashion and the responding administrator will determine whether and the duration for which student removal needs to continue.
2. Every effort will be made to support students returning to synchronous virtual learning in a timely fashion; student removal from synchronous virtual learning sessions will not exceed more than five hours for a single violation and asynchronous access to instruction will continue during the removal period.
3. An administrator or designee will engage the student in a discussion of the incident including the reteaching of behavior expectations within a virtual space.
4. Upon reentry, a restorative conversation will occur between the student and those impacted by their behavior.
5. An administrator or designee will notify parents of the situation and any applicable consequences. An administrator or designee will record the incident in the appropriate record-keeping repository (i.e. Campus).
6. If the student removed from class is identified as having a disability or a perceived disability, a team meeting will be held in order to review the adequacy of the current Individualized Education Program (IEP) or to determine if additional assessment or referral for special education services is needed.

CRISIS MANAGEMENT:

Online students who end up navigating a crisis situation outside of EP Online's staff synchronous support hours and who are in need of immediate emergency services should contact the appropriate state and/or county supports:

National 911 Program - Call or text 911 for any situation that requires immediate police, fire, or medical response to preserve life or property.

Hennepin County Mobile Crisis Response- The cope mobile crisis team will respond to urgent situations and help determine next steps and offer other types of support. 612-596-1223.

Suicide and Crisis Hotline - Call or text 988 to access trained crisis counselors who can help those experiencing suicidal

thoughts, substance use, mental health crisis, and any other type of emotional distress.



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.

Students 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.](#)

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 interactive web](#) 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 interactive web](#) 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.

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 or a student may be provided with an alternative device that performs all the essential functions that are needed to engage in learning. The fee schedule is:

- **Device Damage:** This includes the screen, dents, cracks and any other type of accidental damage.
 - **Cost: \$100**
- **Device Accessories:** This would include cases, charging cable, charging bricks, etc..
 - **Cost: \$50**
- **Intentional Damage:** Students who intentionally damage the device will be charged the full replacement price of the device. Students who alter, remove or change school issued protective

measures (cases) and incur damage to the device, will be charged the full replacement cost of the device.

Over a students' time in Eden Prairie Schools, each time the student damages a device, it will be tracked throughout their career. If a student damages a device in elementary school, that will be recorded and will follow the student through middle and high school. If more than one device is damaged during their career, there will be additional charges added to each recurring incident. For example:

- First damaged device - No multiplier
- Second damaged device - Damage cost x 2
- Third damaged device - Damage cost x 3

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 for 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 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.

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](#), [Schoolology](#), 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. 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 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, [gender](#), 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, [\(including gender identity or expression\)](#) 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. Parents/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.~~

The school district occasionally administers surveys to students as part of our of improvement processes. Consistent with Policy 520, parents/guardians are notified any time a standardized survey is administered. Parents/guardians can contact their principal for more information on survey content, purpose, and participation.

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 (K-5)

Student Handbook

~~2023-2024~~ 2024-2025

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.

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<u>Safe and Supportive Schools</u>	<u>Policies and Guidelines</u>

Translation Available:

Warbixin muhiim ah. Wac Ahmed Noor in laguu 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:

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 8:30 AM and 3:30 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 and 1 hour for lunch and "recess" breaks.

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.

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):

1. Go to 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.

TALENT DEVELOPMENT SERVICES:

Eden Prairie Online has two levels of Talent Service for students 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. As a part of their Inspired Journey in Eden Prairie Schools, all students will participate in Discovery programming. Discovery allows students to explore their interests and talents to develop a sense of self and enhance a student's skills in communication, collaboration, critical thinking and creativity. Discovery groups are created based on students' interests and then students self-select into the group(s) they would like to participate in.

Level 2 - 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.

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 9:00 AM).

If a student is not present when attendance is taken, he/she will be marked "Absent"; if the student later attends other synchronous learning sessions during the day, the homeroom teacher will change that student's attendance status to "Tardy". A student who is unable to attend synchronously during the school day may alternatively have their attendance recorded as "Present Virtually" by completing asynchronous coursework assigned that day and having their parent/guardian send documentation of this work completion to their homeroom teacher each day that the student is unable to attend classes synchronously. ~~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) 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.
- 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. Students eligible for services are identified by multiple data points over the course of the year, and families will be notified before service begins.

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.

FAMILY RESOURCES PROGRAM:

Our community has a committed and compassionate group of service providers and nonprofits ready and willing to support families with a variety of needs. Community Education's Family Resources Program maintains a database of local programs and services and connects Eden Prairie families to resources in the community. The program is supported by staff who speak English, Spanish and Somali. Learn more at www.edenpr.org/familyresources.

HOUSING INSECURITY & HOMELESSNESS SUPPORT:

Under the federal McKinney-Vento Act, students experiencing housing insecurity and homelessness have certain educational rights and resources to ensure continued access to school. Learn more at www.edenpr.org/community-education/community/family-resource-program/mckinny-vento-housing-instability

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 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 is 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.

Malicious / Sadistic conduct is creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause, or engaging in extreme or excessive cruelty, or delighting in cruelty.

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 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:
 - a. Providing opportunities for students to explore and construct their learning through student choices, practice, trial, error and reworking
 - b. Knowing the students culturally, and individually, by being fully cognizant of their individual strengths and interests
 - c. Co-creating classroom rituals that maximize learning through the duration of the session
 - d. Respecting difference and allowing for multiple perspectives without hurting others
 - e. Fostering opportunities for students to take responsibility for academic, social, and emotional expectations in monitoring their self-control
 - f. Responding to unexpected behaviors in restorative ways that support accountability and healing to rebuild the learning community
3. Provide Non-Exclusionary Disciplinary Practices (which may include but are not limited to):
 - a. Positive Behavior Intervention Supports (PBIS)
 - b. Multi-Tiered System of Support Processes (MTSS)
 - c. Check In - Check Out
 - d. Small group direct and explicit teaching of social and emotional skills
 - e. Removal from classroom with academic and/or social/emotional instruction
 - f. In class accommodations (seating, fidget, journaling, calming space, etc.)
 - g. Personal behavior/incentive chart
 - h. Parent email, TalkingPoints, phone call

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.

REMOVAL FROM CLASS:

A student's behavior during a synchronous online instructional period may result in the need for temporary removal from the virtual session. Grounds for removal shall include any of the following behaviors:

1. Willful violation of any school rules, regulations, policies or procedures outlined in this handbook.
2. 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.

If a student's behavior during a synchronous online instructional period results in removal from the virtual session, the following process will occur:

1. Staff will contact school leadership in a timely fashion and the responding administrator will determine whether and the duration for which student removal needs to continue.
2. Every effort will be made to support students returning to synchronous virtual learning in a timely fashion; student removal from synchronous virtual learning sessions will not exceed more than five hours for a single violation and asynchronous access to instruction will continue during the removal period.
3. An administrator or designee will engage the student in a discussion of the incident including the reteaching of behavior expectations within a virtual space.
4. Upon reentry, a restorative conversation will occur between the student and those impacted by their behavior.
5. An administrator or designee will notify parents of the situation and any applicable consequences. An administrator or designee will record the incident in the appropriate record-keeping repository (i.e. Campus).
6. If the student removed from class is identified as having a disability or a perceived disability, a team meeting will be held in order to review the adequacy of the current Individualized Education Program (IEP) or to determine if additional assessment or referral for special education services is needed.

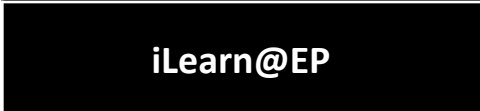
CRISIS MANAGEMENT:

Online students who end up navigating a crisis situation outside of EP Online's staff synchronous support hours and who are in need of immediate emergency services should contact the appropriate state and/or county supports:

National 911 Program - Call or text 911 for any situation that requires immediate police, fire, or medical response to preserve life or property.

Hennepin County Mobile Crisis Response- The cope mobile crisis team will respond to urgent situations and help determine next steps and offer other types of support. 612-596-1223.

Suicide and Crisis Hotline - Call or text 988 to access trained crisis counselors who can help those experiencing suicidal thoughts, substance use, mental health crisis, and any other type of emotional distress.



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.

Students 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.

ELECTRONIC DEVICES:

All elementary students are provided iPads as learning tools in grade levels K - 5; however these devices belong to the district, and 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 interactive web](#) 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 interactive web](#) 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 there are 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 or a student may be provided with an alternative device that performs all the essential functions that are needed to engage in learning.

Intentional Damage: Students who intentionally damage the device will be charged the full replacement price of the device. Students who alter, remove or change school issued protective measures (cases) and incur damage to the device, will be charged the full replacement cost of the device.

Over a students' time in Eden Prairie Schools, each time the student damages a device, it will be tracked throughout their career. If a student damages a device in elementary school, that will be recorded and will follow the student through middle and high school. If more than one device is damaged during their career, there will be additional charges added to each recurring incident. For example:

- First damaged device - No multiplier
- Second damaged device - Damage cost x 2
- Third damaged device - Damage cost x 3

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 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) 975-7000 or enroll@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](#), [Schoolology](#), 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 Welcome Center 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. 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 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, **gender**, age, marital status, familial status, status with regard to public assistance, sexual orientation, **(including gender identity or expression)** 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. Parents/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.~~

The school district occasionally administers surveys to students as part of our of improvement processes. Consistent with Policy 520, parents/guardians are notified any time a standardized survey is administered. Parents/guardians can contact their principal for more information on survey content, purpose, and participation.

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: 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

July 22, 2024

To: Dr. Josh Swanson, Superintendent
From: Business Office
Re: Accept Bids for Milk/Dairy Products

The District's current milk and dairy contract expires June 30, 2024 and the District estimated the annual value of the milk and dairy product contract will exceed the \$175,00 bid threshold. Because of this, the District is required to solicit for and accept bids for the milk/dairy contract.

On June 6, 2024 the District published the first solicitation for Milk and Dairy Bids. On the same date, the District also solicited directly to seven vendors. The bid opening was set to and did occur on June 25, 2024. The District received 2 bids provided by Kemps and Prairie Farms. This contract is for 1 year with options to renew each year after, for 3 additional years.

The District's two previous milk/dairy contracts were bid out previously in 2016 and 2020. Both years the District only received one bid from Kemps. Kemps has historically provided the milk coolers to Eden Prairie Schools, but as part of Kemps newest proposal, they will transfer ownership of these coolers to Eden Prairie. Due to the competitive pricing and the ownership transfer of coolers to Eden Prairie, we recommend awarding the contract to Kemps.