



EDEN PRAIRIE SCHOOLS
Inspiring each student every day

EP Online
6-12
Student
Handbook

Eden Prairie Online 6-12 Student Handbook

Mission

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

Translation Available:

Warbixin muhiim ah. Wac Ahmed Noor in lagu turjubaano 952-975-7069.

Especialista en Comunicaciones Heriberto Vargas llame al 952-975-7068 para Traducciones Importantes.

Academic Expectations

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

Grading Policy

These policies are established to reflect the EPO philosophy that grades are a reflection of learning and our commitment to EACH student's learning. The purpose of grading is to communicate to parents/guardians, students, and the community the extent to which the student has met the objectives of a course. The 4.0 unweighted grading system, standardized within courses and departments, should promote risk-taking, promote mastery, and allow for personalization. Letter grades are determined in each class as follows:

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

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- Pass/No Credit system: P = 60% and above NC = below 60%
 - Final term grades will be rounded up for point values of .5-.9 and rounded down for point values of 0-.4.
 - Grades are based on at least a 70% Academic Performance/30% Academic Practice split
 - No Extra Credit factored into grade

- Retakes/redos apply to course/team identified Essential Learning items in the Academic Performance category
- Any re-take/re-do is worth 100% value
- Cheating or unexcused absences on Essential Learning items in Academic Performance category will result in disciplinary responses, but retake/redo rule applies.
- If students are missing Essential Learning items in Academic Performance category at the end of a term, the student grade may be reported as an incomplete until the student completes those items

Pass/No Credit Option

The guidelines for the pass/no credit option are:

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

Assignments when Absent

When a student is absent from school, the student is encouraged to contact a classmate or contact a teacher by email, voicemail, and access Schoology site to get assignments. Students must turn in work within the identified time frame.

Parents/guardians should contact their child's teachers to report absences within 48 hours to excuse an absence.

Academic Integrity

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

Plagiarism

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

- Quotes another person's actual words, or replicates all or part of another's product.
- Cutting and pasting another person's actual words.
- Uses another person's ideas, opinions, work, data, or theories, even if they are completely paraphrased in one's own words.
- Borrows facts, statistics, or other illustrative materials - unless the information is common knowledge.

Incomplete Policy

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

1. Contract with their teacher to finish it: If a student contracts with a teacher, the teacher stipulates what must be done and a deadline (at least 3 weeks after the end of the term) for completion of work. If a student contracts with a teacher, and does not complete by the contracted deadline, the "I" turns into an "F".
2. Enroll in an in-school credit recovery class: If a student enrolls in the in-school credit recovery class, they must finish the incomplete by the end of the term of enrollment. If they do not, the "I" turns into an "F". This option is only available if the original class is able to provide materials to allow credit recovery. If the teacher can provide rubrics to correct the assessments associated with the incomplete, then the credit recovery teacher can do this. If not, then the original teacher will evaluate the work.
3. Enroll in a summer school class: If a student enrolls in the summer school credit recovery class, s/he needs to complete credit in summer school. If the course is not completed, the original grade of "I" will convert to an "F." This option is only available if the original class is able to provide materials to allow credit recovery. If the teacher can provide rubrics to correct the assessments associated with the incomplete, then the credit recovery teacher can do this. If not, then the original teacher must evaluate the work.

Honor Roll

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

Communication

Alerts

The district has the ability to call and email all district families. In order to help ensure that you receive these important messages, please go to www.edenpr.org 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.

Publications

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

Parent/Guardian Communication with EPO Staff

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

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

Publications / Parent/Guardian Contact Information

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

Parent/Guardian - Teacher Conferences/Progress Reports

The Eden Prairie School District recognizes the importance of families and teachers working together. Students and their parents/guardians will have several opportunities to meet with teachers during the school year. Student Progress Reports include a letter grade, specific reasons for that grade (for example, test scores, missing work, etc.), and space for comments about behavior, performance, and attitude. Report cards are issued at the end of each quarter. At EPO, we recognize the importance of frequent updates. EPO online teachers will have, at a minimum, monthly check-ins with families to report student progress. EP Online does not follow the same system as other EP Schools. The monthly check-ins are similar to conferences at other E.P. Schools. Monthly check-ins after formal progress reports have been issued or standardized tests have been administered can focus on discussing any questions parents/guardians may have at that time.

Publication of Student Information

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

Website

Students and parents/guardians have access to student information by logging onto the Eden Prairie Schools website at www.edenpr.org. Within that website, the following student information is available: attendance, grades, final report cards, and unofficial transcripts. If there are problems logging into the website, call 952-975-7094 or email helpline@edenpr.org.

Teachers include specific information regarding class activities, assignments, links to related course information, and other information via a Schoology course. Teachers and students will set expectations about how to use the Schoology course at the beginning of each term.

School-Owned Equipment: Lost or Stolen

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

i-Learn Expectations

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

Eden Prairie Schools Expectations for Student Learning

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

Responsible Citizenship

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

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

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

Student Digital Responsibility

As listed below, but not limited to:

Personal Safety

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

Password Protection

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

Privacy

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

Online Etiquette

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

Blogging and/or Podcasting

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

Plagiarism/Copyright/Licensing

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Plagiarism of Internet resources will be treated in the same manner as

any other incidences of plagiarism, as stated in your school's handbook. In addition, students must adhere to the copyright laws of the United States (P.L 94-553) and the Congressional Guidelines that delineate it regarding software, authorship and copying information. All students should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused.

Proxies

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

Accessing/Posting Inappropriate Material

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

Photos and Video

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

Malicious Use/Vandalism

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

No student shall obtain or try to obtain other students' accounts, files, and/or data. Students are NOT to remove or attempt to remove or circumvent the management system or modify the operating system and software installed on each 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 iPad in Eden Prairie Schools - Grade 6-8

iPad General Precautions

- Students should come to school each day with a charged iPad.
- **The iPad is Eden Prairie Schools' property.**

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

iPad Cases

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

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

iPad Screen & Cleaning

The screens are sensitive to pressure and therefore can be damaged; they are scratch resistant, **not scratch proof**.

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

iPad Care

- Only labels or stickers approved and placed onto the iPad by EPS staff are acceptable.
- Never leave an iPad unattended. It is your responsibility to keep your iPad stored in a safe, secure, temperature appropriate space.
- Do NOT dismantle or attempt to repair the internal workings of the iPad or the iPad case.
- Contact the help desk if your iPad is not working.

Storing Documents

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

Applications and Content

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

Student Discipline

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

Traveling with Device

Devices are only supported inside of the United States. It is advised for all families traveling outside of the United States to provide personal devices. Schoology and other software used by EP Online may

experience blocking when traveling outside of the US due to the restrictions placed on the device and/or region of the world.

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

iPad Statement of Responsibility for Parent/Guardian and Student

We understand that instances of damage, destruction, or loss of the assigned iPad. These instances will be dealt with on a case-by case basis. Incidents of gross negligence or repeated incidents may result in financial restitution from the family, up to the cost of the entire device if warranted. If the device is damaged beyond repair or lost, the cost of replacement is \$400. Samples of approximate repair and replacement cost of individual parts are listed below. If there is damage that can be repaired the student will be charged for the actual cost of repair.

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

Information Regarding the MacBook Air in Eden Prairie Schools Grades 9-12

MacBook Air General Precautions

- The MacBook Air is Eden Prairie Schools' property.
- The MacBook Air must remain free of any writing, drawing, stickers, or labels that are not issued and placed onto the device by EPS staff.
- Never throw or slide a MacBook Air. If the MacBook Air is in your backpack or another carrying case, do NOT throw or slide the case/backpack.
- Cords and cables must be inserted carefully into the MacBook Air to prevent damage.
- Never expose a MacBook Air to extreme temperatures, direct sunlight, or prolonged periods of time in rooms that are not at a normal room temperature.
- MacBook Airs must be kept in a secure location at all times; it is the student's responsibility to know where their MacBook Air is at all times. Do NOT leave unsupervised, or lend to friends or family members outside of your home.

Transporting MacBook Air Cases

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

- The MacBook Air should ALWAYS be in its protective case during transit.
- The MacBook Air should be charged (EPS provides a charger) and ready to use each day.

- Do NOT place your MacBook Air in a book bag that contains food, liquids, heavy or sharp objects.

MacBook Air Screen & Cleaning

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

MacBook Air Care

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

MacBook Air Statement of Responsibility for Parent/Guardian and Student

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

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

Earphones

Eden Prairie Schools does not supply earphones to students.

Storing Documents

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

Apple ID

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

Student Discipline

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

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

Student Behavior

Expectations of Adults and Students

Philosophy of Behavioral Expectations for Adults and Students

Adults will:

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

Students will:

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

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

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

Student Rights and Responsibilities

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

Access to Records

Rights/Opportunities:

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

Responsibilities:

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

Dress and Grooming

Rights/Opportunities:

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

Responsibilities:

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

Equal Opportunity

Rights/Opportunities:

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

Responsibilities:

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

Fair Treatment

Rights/Opportunities:

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

Responsibilities:

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

Free Speech and Expression

Rights/Opportunities:

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

Responsibilities:

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

Harassment

Rights/Opportunities:

- Students have the right to be free from sexual harassment and violence, racial harassment and violence, religious harassment and violence, and harassment and violence based on any other protected characteristic, as denoted in District Policy 413,

arising out of the physical or verbal conduct of other students, school personnel and others.

Responsibilities:

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

Learning

Rights/Opportunities:

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

Responsibilities:

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

Nondiscrimination

Rights/Opportunities:

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

Responsibilities:

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

Privacy

Rights/Opportunities:

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

Responsibilities:

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

Safety and Security

Rights/Opportunities:

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

Responsibilities:

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

Student Discipline Policy

Every student and employee of EP Online is entitled to learn and work in a safe school environment. To ensure this, the district and school have established clear student discipline

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

Student Management Guidelines

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

1. Abuse, Verbal or Written

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

Guidelines for Potential Consequences:

- First Offense: Expectation review (unless sexual or racial abuse/threats - see below), restorative mediation, parent/guardian contact
- Second Offense: Expectation review, restricted study (ISS), restorative mediation, parent/guardian contact
- Third Offense: Up to 5-day suspension. Meeting with parent/guardian

2. Academic Integrity

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

Guidelines for Potential Consequences:

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

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

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

4a: Violations at School Locations and School Sponsored Activities

Guidelines for Potential Consequences:

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

4b. Non-School Related Violations

Guidelines for Potential Consequences:

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

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

Guidelines for Potential Consequences:

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

5: Tobacco Possession or Use

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

Guidelines for Potential Consequences:

- First Offense: Restricted study, police referral, confiscation, parent/guardian meeting, and chemical health referral.
- Second Offense: Restricted study, police referral, confiscation, parent/guardian meeting
- Third Offense: Restricted study, parent meeting, social work involvement to set up plans for success, chemical health referral

6: Arson

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

Guidelines for Potential Consequences:

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

7: Attendance/Unexcused

Guidelines for Potential Consequences:

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

8: Bomb Threat

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

Guidelines for Potential Consequences:

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

9: Bullying/Cyberbullying

- Bullying: Intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - a) There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or
 - b) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, service, or privileges.
- Cyberbullying: bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. This includes use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts the school environment or interferes in a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

Guidelines for Potential Consequences:

- First Offense: Up to 3-day suspension, referral to outside agency; intervention plan.
- Second Offense: Up to 5-day suspension, referral to outside agency, intervention plan.
- Third Offense: Suspension pending review by school & district administration for recommendation for expulsion.

Refer to District Policy 514 for detailed description of the District's Bullying Prohibition Policy.

10: Burglary

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

Guidelines for Potential Consequences:

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

11: Disruptive Behavior

Disruptive behavior at school locations or at school sponsored activities is prohibited. Disruptive behavior means acts that disrupt, interfere or threaten to disrupt the educational process or school functions, including, but not limited to horseplay, disobedience, disrespectful behavior,

inappropriate language, instigating a school disruption, discrimination or defiance of authority, or failure to report any of the aforementioned behaviors.

Classroom and Other School Locations Guidelines for Potential Consequences:

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

12: Dress and Grooming

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

- a) Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory, racist, sexist or otherwise degrading or sexually suggestive or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- b) Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups or supremacist groups is prohibited.
- c) Wearing clothing that does not cover shoulders, midriff, chest, or buttocks. Clothing that does not cover undergarments, and undergarments that are worn as outer garments.
- d) Wearing short shorts and short skirts, see-through pants and shirts are prohibited.
- e) Wearing a face mask, sunglasses or wigs in school that would not allow the student to be identified is prohibited.
- f) Wearing or carrying any headwear, except for legitimate religious or medical reasons during the day without permission from school administration is prohibited. Headwear is defined as any object which covers one's head, all or in part, including but not limited to bandanas, headbands, hats, hoods, and do-rags.

Guidelines for Potential Consequences:

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

13: False Reporting

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

Guidelines for Potential Consequences:

- First Offense: Disciplinary action assigned by the administration, parent/guardian contact, and mediation
- Second Offense: Up to 3-day suspension.

- Third Offense: Up to 5-day suspension.

14: Gang/Threat Group Affiliation

Threat/Hate Group or Gang-related behavior in the school is not allowed. Threat/Hate Group or Gang-related behavior in the school and community is antisocial, counterproductive and ultimately destructive. No student may join or solicit any other pupil to join, or become a member of, any gang or threat group. Threat/Hate Group or Gang “representing” which is likely to cause others to be intimidated by fear of violence is uniformly disallowed in the school. This includes, but is not limited to, “wearing of colors” and “gang signs,” the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, and clothing, etc. Group intimidation of an individual or individuals is expressly disallowed in the school environment, school sponsored events or locations with a nexus to the school environment.

Guidelines for Potential Consequences:

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

15: Harassment

Physical, Verbal or Written

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

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

Abuse - Verbal or Written

Guidelines for Potential Consequences:

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

Violence--Sexual, Sexual Orientation, Racial, Religious

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

Guidelines for Potential Consequences:

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

16: Hazing/Offensive Behavior

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

Guidelines for Potential Consequences:

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

17: Identity Falsification

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

Guidelines for Potential Consequences:

- First Offense: Administrative conference and restitution
- Second Offense: Administrative conference, restitution, parent/guardian contact, , possible restricted study (ISS)
- Third Offense: Administrative conference, restitution, parent/guardian meeting.

18: Insubordination

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

Guidelines for Potential Consequences:

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

19: Posting Disruptive Videos/Photos

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

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

Guidelines for Potential Consequences:

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

20: Pushing, Shoving, Scuffling

If participating in any EP Schools activities in person, physical contact such as but not limited to pushing, shoving, or scuffling that is not defined as an assault or fighting is prohibited. This also includes other physically intimidating contact (such as “slap boxing”) aimed at another student. In the event that pushing, shoving or scuffling constitutes a fight or assault, the consequences for those violations will be imposed.

Guidelines for Potential Consequences:

- First Offense: Administrative conference.
- Second Offense: Administrative conference, parent/guardian contact.
- Third Offense: Administrative conference, loss of privilege or appropriate consequence.

21: Robbery or Extortion

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

Guidelines for Potential Consequences:

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

22: Misuse of School Issued Technology

See i-Learn Expectation Section of Handbook

Guidelines for Potential Consequences: Violations of these expectations could result in any of the following: removal of technology usage, disciplinary action (restricted study or suspension, legal action, police referral. Consequences for severe or multiple infractions may result in a recommendation for expulsion.

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

23: Theft, Receiving or Possessing Stolen Property

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

Guidelines for Potential Consequences:

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

* A recommendation for expulsion may be made for any cases of theft.

24: Threats and Intimidation; Physical, Verbal or Written

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

Guidelines for Potential Consequences:

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

25: Transportation

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

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

Guidelines for Potential Consequences:

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

27: Vandalism

Defacing, cutting or damaging property, technology or telecommunication equipment that belongs to the school district, other students, staff members or other individuals is prohibited.

Guidelines for Potential Consequences:

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

28: Weapons

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

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

Guidelines for Potential Consequences:

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

29: Unique Situations

Discipline situations that arise which are not covered by these guidelines will be handled on a case-by- case basis. Behaviors that are willful and disruptive or potentially harmful are included.

Unique or special situations may call for an adjustment in the discipline policies to meet the school and/or district's need.

Additional Discipline Information

Discipline procedures

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

- willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements.
 - willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 - willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.
2. Modification of consequences: The school district in its sole discretion may modify consequences beyond those set forth in this policy based on the particular misconduct.
 3. Parent/Guardian questions about discipline: Parents and guardians may contact administration to discuss an infraction and consequence assigned if they have questions regarding the situation.
 4. Physical restraint: Physical restraint may be utilized by administrators, teachers and other staff only where it is necessary to use reasonable force to restrain a student from injuring himself or herself or others. “A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statute § 121A.582 and other laws.”
 5. Police referral: Administrators will involve the police or other law enforcement authorities as necessary. If a student violates a district policy that also violates a law, the student will be referred to the police.
 6. Publication of discipline policy: Each school will include the district-wide discipline policy along with their school level discipline policy to make-up their overall discipline policy. Students and parents or guardians will be informed of the discipline policy at the beginning of the school year or when they enroll in Eden Prairie Schools.
 7. Recommendations for expulsion: Expulsion is a legal act which may be taken by the school board to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled in accordance with Minnesota Statutes §§ 121A.40 to 121A.56.
 8. School district locker policy: It is the policy of EP Online and the state of Minnesota that school lockers, desks and other areas assigned to a student are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. Inspection of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of a student within a locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school must provide notices of the search to the student whose locker was searched unless such disclosure would impede an ongoing investigation by police or school officials.

9. Special education or disabled students: Consequences for special education or disabled students will be adjusted, as required by federal and state laws and regulations, and the student's individual education plan (IEP) or accommodation, when necessary. Special education students and their parents or guardians may request modification of those policies and accommodations where appropriate.
10. Under the influence: The following behaviors would indicate that a student is under the influence: smells of alcohol or drugs, physical appearance, incoherent, staggering or unsteady walk, slurred speech or comatose. These indicators of when a student is under the influence are not an exclusive list but are examples of the kinds of observable behavior or conditions that would be utilized in making such a determination.
11. Unique Situations: Because it is not possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Consequences can range from those assigned by an administrator up to and including recommendation of expulsion.

Definitions

- Bullying--Intimidating, threatening, abusive, or harming conduct that is objectively offensive and: a) There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or b) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, service, or privileges.
- Cyberbullying-- bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. This includes use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts the school environment or interferes in a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.
- Dismissal-- dismissing a student from school for one school day or less.
- Drug paraphernalia-- all equipment, products and materials of any kind which are knowingly or intentionally used primarily in manufacturing a controlled substance; injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance; testing the strength, effectiveness, or purity of a controlled substance; or enhancing the effect of a controlled substance.
- Exclusion-- an action taken by a school board to prevent enrollment or re-enrollment of a student for a period which shall not extend beyond the school year.

- Expulsion-- a legal act taken by the school board to prohibit an enrolled student from further attendance up to 12 months from the date the student is expelled.
- Threat/Hate Group -- any ongoing organization, association or group, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in a pattern of threat group activity. “Pattern of threat group-activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same threat group.
- Threat/Hate Group **like activity**-- any conduct engaged in by a student on behalf of any threat group, to perpetuate the existence of any threat group, to affect the common purpose and design of any threat group and/or to represent a threat group affiliation, loyalty or membership in any way while on a school location. These activities include recruiting students for membership in any threat group and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any threat group.
- Hazing-- committing an act against a student or coercing a student into committing an act that creates risk of personal harm in order to be initiated or affiliated with any student organization or activity that may or may not be officially recognized by the school. Hazing is any activity that risks or affects mental or physical health, including physical brutality such as whipping or beating; activities such as sleep deprivation or weather exposure; consumption of alcohol, drugs, tobacco or other substance; intimidation or threats of ostracism, mental stress, embarrassment, shame, humiliation; or any illegal activity.

Volunteering

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

Attendance

Eden Prairie Schools values attendance. We believe that every student should be in school every day. Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. Class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. Eden Prairie Schools is a participant in the Hennepin County

Attorney's Office 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.

Excused Absences

The following reasons shall be sufficient to constitute excused absences:

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

In order for an absence to be excused, a parent/guardian needs to call the school attendance line within 48 hours of the absence. The parent/guardian needs to state when the child will be absent and explain the reason for the absence. Students whose absences are excused are required to make up assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

Students who accumulate excessive absences, even when excused, will work with the school staff and parents/guardians to develop a plan to assure attendance at school daily.

Unexcused Absences or Truancy

These are examples of absences that will not be excused:

1. Truancy which is an absence that is not approved by the parent/guardian and/or the school district
2. Any absence where the student/ family failed to comply with any reporting requirements of the school district's attendance procedures
3. Work at home

4. Work at a business, except under a school-sponsored work release program.
 5. Vacations with family without prior notice and exceeding 5 days
 6. Missing the bus
 7. Oversleeping
 8. Any other absence not included under the attendance procedures set out in this policy
- EPO has an automated phone calling system that will contact a parent/guardian when a student has an unexcused absence to a class.

Consequences of Unexcused Absences

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

Attendance Policy Definitions

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

Procedures for Excusing Students

Parents/guardians are encouraged to contact their teachers prior to 11 a.m. each day if their student is absent. Parents/guardians must follow procedures for excusing students.

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

Illness

Please contact your child's teacher(s) if they will not be at school due to illness.

Insurance

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

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

Background Checks, Employment

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

Curriculum Content Review

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

Fees

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

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.

- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

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

Parent Right to Know

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

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

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

Pledge of Allegiance

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

Release of Directory Information

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

Student Records

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

Student Surveys

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

Policies and Guidelines

Bullying Prohibition

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

Distribution of Nonschool-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored

material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner.

Equal Education Opportunity

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

Equal Employment Opportunity

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

Harassment and Violence Prohibition

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

Hazing Prohibition

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

Internet Acceptable Use Policy

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

Nondiscrimination

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

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

Notice of Violent Behavior by Students

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

Search and Seizure of Student Possessions

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

Tobacco-Free Schools

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

Weapons

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

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

Transportation

Rules and consequences for riding district busses and other types of transportation are listed below if EP Online students are riding Eden Prairie School's busses for any reason.

Rules

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

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

1. Warning given, may be assigned discipline seat—may involve school consequences
2. One- to three-day bus suspension
3. Five-day bus suspension, conference with student, parent/guardian, school, driver, and Transportation Department
4. Ten-day bus suspension

5. Loss of bus riding privileges for the remainder of the school year. There will be no mid-year forgiveness period for students in grades 7-12.

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

Rules at the Bus Stop

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

Safety

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

Parents/guardians and community members are required by law to stop at least 20 feet from a bus with flashing red lights.

What's allowed on the bus?

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

What's not allowed on the bus?

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

- Any items of dangerous or objectionable nature

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

Crisis

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

Mental or Chemical Health

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

Physical Health

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

Violence

- Cornerstone Crisis Line 952-884-0330, www.cornerstonemn.org
- Casa de Esperanza Crisis

