

## **TASSEL Transition Program**

**TEACHING ALL STUDENTS SKILLS  
FOR EMPLOYMENT & LIFE**



## **TASSEL Transition Program Handbook**

TASSEL Transition Program

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**TASSEL TRANSITION PROGRAM**

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## INTRODUCTION

TASSEL Transition Program is designed for students with disabilities receiving special education services, ages 18-22, who have transition needs in post-secondary education and training, employment, and independent living skills. Students qualify for transition support through the Individualized Education Program (subsequently referred to as an “IEP”) planning process while they are in high school. Placement in the TASSEL Transition program is determined on an individual basis and according to the student's specific transition needs. Students of the TASSEL Transition program are considered to be a part of Eden Prairie School District and must follow district policies and district-wide expectations.

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

## GENERAL STUDENT INFORMATION

Students in the TASSEL program focus their coursework on their individual transition needs [and are serviced at TASSEL](#). Program options include career preparation [options](#) through Pathways and pre-college or college level courses offered at Hennepin Technical College (HTC). ~~Independent living skills classes are taught at TASSEL.~~ Additional support is provided for coursework and employment training. Transition is a post-high school choice program; participation is not legally required.

Here are the examples of ~~courses~~ services and opportunities offered:

### Independent Living Skills

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

### Employment

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

- o Portfolio-building skills
- o Careers

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

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

## **DAILY SCHEDULE**

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

## **SCHOOL DAY**

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

## **LUNCH OPTIONS**

TASSEL students will have school breakfast and lunch available for them free of charge. School meals will be delivered to TASSEL students from another Eden Prairie Schools site. If a student is eligible to receive free/reduced cost lunch, the daily school lunch as well as a cold breakfast is available. Students may buy food from on-site vendors, order food online and have it delivered, or bring lunch from home. Students may store food in the designated refrigerated/freezer space. All food brought by students should be clearly labeled with a student's name. Microwaves are also available to reheat or cook lunch. Students who are their own guardians can have the open lunch option if approved by their case manager. Students who are not their own guardians are not allowed to leave for lunch in other students' vehicles without their parents' written permission. Students have to stay in the designated areas at TASSEL during lunch time.

## **LOCKERS**

Lockers are available for TASSEL students and assigned at the beginning of the school year. It is the student's responsibility to keep the storage space clean and neat. The school reserves the right to inspect backpacks and

lockers when programming staff has reasonable suspicion that the student may be in possession of something dangerous or illegal, the school reserves the right to search the locker or a student's personal property. Students are advised not to keep valuables at school. TASSEL is not responsible for lost or stolen property.

## **TRANSPORTATION**

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

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

## **ATTENDANCE**

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

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

Every student is expected to attend class in a timely manner. Attendance records will be maintained by each instructor. It is also expected that the student will make every effort not to let personal circumstances preclude class attendance. Serious illness, hospitalization, and other such emergencies may be taken into account if notified and explained prior to class and/or proper documentation. Doctor's notes are needed in case of hospitalization or medical treatment. It is the students' responsibility to contact the instructor concerning make-up of absences. Lower attendance may result in failure of the course and termination from the program.

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

Students / guardians have to notify the TASSEL Transition Program about the absence by calling the office at

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

## **ABSENCE REPORTING PROCEDURES**

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

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

## **TARDINESS**

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

## **HEALTH & NURSING SERVICES**

TASSEL has a trained health paraprofessional to support any health related needs during the school day in consultation with a licensed school nurse, as TASSEL does not have an on-site nurse. ~~They TASSEL does not have on-site nursing staff but the nurse is available if needed on a consulting basis. Eden Prairie High School Nurse consults TASSEL staff~~ They will determine appropriate first aid procedures, health and safety procedures, and medication distribution procedures. If a student takes medication during school hours, please notify staff so we can have documentation on file and medication protocols in place. Students who become ill during the school day are to report to the program staff, who will then assist them to address the health

concerns including coordinating transportation home if necessary. Students leaving school due to illness without reporting to staff will be considered unexcused.

## **COMMUNICATION**

### **Alerts and Announcements**

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

### **Publication of Student Information**

Throughout the year, photographs and videos are taken in classrooms and at school activities. Some of these may be shared in a district or TASSEL publications. Students / guardians may request that their student's images not be published. [If you do not wish to have your child's information included, indicate this on the annual "Directory Release Form" located on the parent portal by October 1.](#) ~~Every student will receive the Permission Notice in the beginning of the school year to indicate their preference.~~ If you need a hard copy of the form, please contact your child's case manager.

## **SAFETY & SECURITY**

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

## **SAFE & SUPPORTIVE SCHOOLS ACT**

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

## **VISITORS**

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

## **RECREATION & LEISURE FEES**

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

Here are some examples of recreation & leisure opportunities:

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

## **STUDENT LEARNING**

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

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

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

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

Our world is changing with a new generation who never knew life without the Internet. Technology is a major  
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tool in our personal lives as well as many professions. Our students will be prepared to demonstrate digital responsibility, technological awareness and the ability to use technology to create, research, communicate and produce in the academic and professional setting. i-Learn@EP is about creating engaging curriculum, dynamic learning environments and students who are better prepared for the world beyond our school doors; it is not about the device, but rather how to use the device in education.

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

We understand that instances of damage, destruction, or loss of the assigned MacBook Air or iPad will sometimes occur. These instances will be dealt with on a case-by case basis. Incidents of gross negligence or repeated incidents may result in required financial restitution or a student may be provided with an alternative device that performs all the essential functions that are needed to engage in learning. The fee schedule is:

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

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

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

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

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

## **Transporting MacBook Air and iPad Cases**

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

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

## **MacBook Air and iPad Screen & Cleaning**

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

## **MacBook Air and iPad Care**

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

## **Apple ID**

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

## **Storing Documents**

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

## **Digital Citizenship**

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

- Respect yourself: select names that are appropriate, consider the information and images you post online about yourself

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

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

- **Personal Safety:** Do not send any message that includes your personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Do not send information regarding your schedule (where you are/will be, timing, dates, etc.).
- **Password Protection:** Never share your password, steal or use another person's password. If a password is lost or compromised the student or teacher should call the technology help desk. A technology support specialist will help resolve the password issue.
- **Privacy:** Students and families need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. Eden Prairie Schools (EPS) has the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of EPS and no user shall have any expectations of privacy regarding such files.
- **Online Etiquette:** Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use the device to make, distribute or redistribute jokes, stories, to bully anyone, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation. [These expectations apply to all technologies and different functionalities \(e.g., blogging, podcasting, screencasting, etc.\).](#)
- **Accessing/Posting Inappropriate Material:** Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (including photos of students and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of district policy.
- **Blogging and/or Podcasting:** Use of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home, or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other Web 2.0 tools.
- **Plagiarism/Copyright/Licensing:** Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in your school's handbook. In addition, students must adhere to the copyright laws of the United States (P.L 94-553) and the Congressional Guidelines that delineate it regarding software, authorship and copying information. All students should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused.
- **Proxies:** The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of district policy.
- **Photos and Videos:** Students are not to take pictures or videos of staff or students without staff permission. Unapproved camera use is a violation of district policy.
- **Malicious Use/Vandalism:** Any malicious use, disruption or harm to the school unit's technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of

computer viruses, is a violation of district policy.

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

### **Tech Support**

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

## **PERSONAL ELECTRONIC DEVICES**

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

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

### **Earphones**

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

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

### **Access to Records**

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

- Students / guardians generally have the right to view their school records according to state and federal laws. Students who have reached their eighteenth birthdays, or who attend postsecondary institutions,

have the right to inspect and control access to their own school records.

- Students have the right to privacy regarding any school records. Any disclosure of information from student records will be consistent with legal requirements and the discipline policy established by the school district.

**Responsibilities:**

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

**Dress and Grooming****Rights/Opportunities:**

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

**Responsibilities:**

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

**Equal Opportunity****Rights/Opportunities:**

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

**Responsibilities:**

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

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

- Students have the right to due process as defined in the Pupil Fair Dismissal Act when involved in a violation of district rules. Included is the opportunity to hear the nature of the violation and to give their account of the situation.
- Students have the right to be informed of all current district policies, rules and regulations that apply to them.
- Students have the right to be informed of all classroom expectations.

- Students have the right to be treated respectfully by district employees and other students.
- Students have the right to be free from corporal punishment by school personnel.
- Students have the right to be free from unreasonable physical contact from teachers and other district personnel.

#### **Responsibilities:**

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

#### **Free Speech and Expression**

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

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

##### **Responsibilities:**

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

#### **Harassment**

It is the policy of the school district to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status,

familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, (including gender identity or expression) or disability.

**Rights/Opportunities:**

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

**Responsibilities:**

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

**Nondiscrimination**

**Rights/Opportunities:**

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

**Responsibilities:**

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

**Privacy**

**Rights/Opportunities:**

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

state law. Matters involving criminal behavior may also be reported to the proper authorities.

**Responsibilities:**

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

**Safety and Security****Rights/Opportunities:**

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

**Responsibilities:**

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

**STUDENT BEHAVIOR**

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

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

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

**STUDENT DISCIPLINE POLICY**

Every student and staff of the TASSEL Transition Program is entitled to learn and work in a safe environment. To ensure this, the district and program have established clear student discipline policies, consequences

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

### **Student Management Guidelines**

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

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

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

### **Tobacco Use Policy**

TASSEL Transition Program as a part of Eden Prairie School District is a smoke-free and tobacco-free facility. Tobacco use and/or possession by all persons, students, or adults is prohibited in all school buildings, school vehicles, and on school property, including off-campus school-sponsored activities.

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

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

Our program's purpose is to provide a network of help for students who are having alcohol or other drugs interfere with their school performance. In addition, our goal is to provide consistent and clear enforcement for a chemically free school. The possession, use, distribution, delivery, transfer, sale or purchase of alcoholic beverages, controlled substances (including THC and all THC variants), or solvents, paint, gasoline, aerosols,

and prescription or non-prescription drugs or other toxic substances, or benign substances being represented or used by students as an illicit substance, steroids, or drug paraphernalia including e cigarettes while at any school location, is expressly forbidden throughout the calendar year. State law requires law enforcement to notify school officials of certain alcohol/chemical violations.

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

## **TRANSPORTATION EXPECTATIONS**

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

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

## **Safety**

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

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

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

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

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

- Glass items
- Laser pens
- Balloons
- Any items of dangerous or objectionable nature

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

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

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

## **TASSEL PROGRAM CONTACTS:**

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

TASSEL Program Supervisor - (952) 975-6933

TASSEL Work Coordinator - (952) 975-8260

TASSEL Social Worker - (952) 975-6932

## **MENTAL HEALTH/SUBSTANCE USE CRISIS RESOURCES**

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