

# **Elementary School Student Handbook 2021-2022**



**EDEN PRAIRIE SCHOOLS**

*Inspiring each student every day*

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# Elementary School Handbook

2021-2022 ~~2022-2023~~

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## Academic Success

*The Eden Prairie School District is committed to the academic success of all students. We know you have entrusted your student's education to us, and we promise to work diligently to educate each child in a safe, caring, and engaging environment.*

### **HOMEWORK:**

Homework, when connected to learning targets, goals and objectives to what students are currently learning in class, is an important part of your child's education. Homework assignments are not included in a student's achievement grade but are considered opportunities for students to do independent practice, review and apply knowledge. Homework enhances a student's ability to reach a level of expected proficiency for knowledge and skill acquisition appropriate to the student's instructional level.

Guidelines on the amount of independent practice done at home will vary from grade to grade and subject to subject. The amount of daily homework/independent practice varies from 10 minutes (Kindergarten) to 50 minutes (fifth grade).

The following are suggested for homework:

Kindergarten	10-15 minutes
Grades 1 and 2	10-25 minutes
Grades 3 and 4	20-30 minutes
Grades 5	30-50 minutes

**Daily Reading:** Literacy is the foundation of all student achievement. All students should also spend at least 15-30 minutes each day reading.

**Unfinished In-Class Assignments:** There may be times when a student does not complete a portion of an in-class assignment or project. When that occurs students may need to complete the assignment at home in order to stay on track with the next day's content and learning objectives.

### **FAMILY INVOLVEMENT:**

Learning at Home: Research supports that families are the earliest and ~~the~~ most significant teachers in a child's life. A child's value of education and lifelong learning is also impacted by teachers, caregivers, and outside influences. Families know their child best and can 1.) Help foster learning by linking current and past experiences, 2.) Ask questions that help the child reflect, and 3.) Support the child's growing knowledge of self and what works best for him or her. More information about how families can take an active role in their students' education can be found at [www.edenpr.org](http://www.edenpr.org).



## STUDENT SUPPORT SERVICES

### **Multilingual English Learners**

**English Language Services:** Specialized English language instruction is available at each school to support Speaking, Listening, Reading and Writing for multilingual English Learners. Students are served both in their core classes, and in supplemental instruction, depending on each student's linguistic needs. In addition to specialized services, enrichment occurs within the classroom through teacher differentiation of curriculum and instruction for our multilingual learners.

### **Psychologist**

Each elementary school has a school psychologist. Our school psychologist is involved with children, families, and school teams to support students and their educational programming needs.

### **Intervention Teachers**

These specialists support students with high-quality instruction in foundational skill development in the areas of reading and/or math.

### **Social Workers**

Each elementary school has a school social worker whose role is to support the social-emotional learning and growth of children. The school social worker works with families, teachers, and other staff to support student needs related to social-emotional, behavioral, and academic progress. Social Workers also support connections between families and outside agencies for mental health-related needs.

### **Special Education**

Special Education services are available to any student eligible for specific disability services as defined by state and federal law. Disability areas include speech/language, emotional behavioral disorders, other health disabilities, physically impaired, traumatic brain injury, visually impaired, deaf/hard of hearing, specific learning disabilities, autism spectrum disorder, visually impaired, cognitive disabilities, and severely mentally impaired.

- A student may also be eligible for services because of a specific developmental delay through age seven.
- Students may be referred for a Special Education assessment by parents or teachers.
- Parents will be involved in a review of the evaluation and the decisions regarding eligibility and services.
- Services are described through the development of an Individual Education Program Plan (IEP). Students are served in accordance with district, state, and federal guidelines.

## PERSONALIZED LEARNING

### **Assessments**

**The Eden Prairie Assessment System** fosters the careful selection of the right assessment at the right time in a tiered decision-making process to improve learning and achievement for each student. District-wide, assessments are used to evaluate curriculum and instructional effectiveness. Individually, the **assessments tests** are used to evaluate each student's progress towards the achievement of benchmarks and standards. **Assessment Test** results are shared with parents through various means including at conferences.

- **FAST (FastBridge Learning)** assessments are administered to K-5 grade students in the fall, winter and spring.



- **MCA-III (Minnesota Comprehensive Assessment)** in Math and Reading are given to all 3-5 grade students in the spring. The Science MCA is given to fifth grade students in the spring.
- **CogAt 7** assessments will be administered to all students, grades two and four in February. Information from assessment is used as part of the identification process for Key and Mosaic Programming.
- Other assessments may be administered to some students at various times of the year in order to monitor progress.

### **Gifted and Talented Development Services**

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

#### **Level 1 - Enrichment for All**

All students receive enrichment learning opportunities within the classroom through differentiation of curriculum and instruction by the classroom teacher.

#### **Level 2 - Young Scholars and Content-Specific Enrichment Groups**

Young Scholars is a pull-out program designed to develop the gifts and talents of students based on the need for access to resources and experiences, affirmation of their potential in both self-confidence and academic success, and advocacy to further develop their potential. Content-Specific Enrichment Groups are designed to develop gifts and talents of students in regards to specific subject areas. Both of these programs are taught by our GT Specialist teachers who have a propensity and passion for Gifted and Talented Education.

#### **Level Three - Key - Pull Out Program Integrated into School Day**

Key is a program for gifted and talented students in second through fifth grade. Key students engage in rigorous enrichment lessons that focus on elements of depth and complexity, critical thinking skills and advanced topics. Parents or teachers may recommend a child for the Key program. Students who are recommended are assessed using multiple measures of both ability and achievement. A district team then reviews and evaluates the data to determine if criteria is met for programming. The Key Program is taught by our GT Specialist teachers who have a propensity and passion for Gifted and Talented Education. Students in the Key program still receive enrichment opportunities within the classroom through differentiation of curriculum and instruction by the classroom teacher. The Key program is different from the Mosaic program.

#### **Level Four: MOSAIC - Full Day Program for Highly Gifted Learners**

Mosaic is a full-day self-contained classroom program for highly gifted students; with classes at Eden Lake Elementary and Prairie View Elementary. This program provides a challenging curriculum at an accelerated pace while meeting the unique academic and social/emotional needs of highly gifted learners in a supportive educational environment. Our Mosaic classes serve students in third through fifth grades that meet district criteria for programming. There is an application process and a search process as well as criteria for entrance into the Mosaic program. The district also has an acceleration policy for core subjects in rare instances where subject or grade acceleration best meets the student's educational needs.



### **Curriculum Content Review**

General information about the district elementary curriculum can be found at <https://www.edenpr.org/academics/curriculum>. The district has specified the following procedure for a parent, guardian, or adult student (18 years or older) to further review the content of curricular materials, address concerns, and propose alternative instruction for an individual student. There are three potential action steps, beginning with an informal meeting of the adult and the educator(s) responsible for delivering the curriculum in question. If the concern is not resolved, it will be taken to the building principal. If resolution cannot be reached. There, the building principal will notify the district Personalized Learning Department of the concern, and a meeting will be convened involving the parent/guardian/adult student, the site principal, and the appropriate district representatives to discuss the matter further and work to determine a course of action.



## **Communications**



### **Alerts**

The district has the ability to call and email all district families. In order to help ensure that you receive these important messages, please go to [www.edenpr.org](http://www.edenpr.org) and make sure that we have the correct email address and phone numbers for us to use.

Updating Family Contact Information: You can update your email address and cell phone number yourself by logging into the parent portal and click on "Family Members". Make the necessary changes and click "Update" in each cell that you change. If you have moved or changed your primary home phone number, please contact your students' schools to have that information updated in the system. Contact us with questions at (952) 975-7094 or [helpline@edenpr.org](mailto:helpline@edenpr.org).

Families can also receive time-sensitive notifications, such as school closures and weather-related information via the [district mobile app](#). The app is free and available for Apple, Android or Windows devices.

### **Publications**

Families with students attending Eden Prairie Schools receive print and electronic publications from the district.

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

### **School Communications**

Each school uses electronic communication. Communication includes news on upcoming events, school expectations, and reminders. Classroom teachers also keep parents informed with electronic communication through the Campus Parent Portal Schoology, and e-mail. This information is also posted on your school website and can be obtained through requested hard copy.



### **School Information Supplies**

Elementary school students frequently bring home information from the classroom and the office for parents/guardians to review. Please watch for this information in your child's backpack.

### **Contacting Your Child**

Call the main office at your child's school if you need to contact your child during the school day. It is important that families you contact their your child's school before 2 p.m. if there are changes to the your child's after-school routine that affects their mode of transportation. Arrangements for transportation, visiting or going home with another child, or other social reasons should be arranged before the child leaves home in the morning. We cannot guarantee teachers will see emails or receive voicemails ~~regarding~~ due to end-of-the-day routines; for this reason, we do not recommend contacting the teacher during the school day as they may not read or hear the message in time. Students are not permitted to use cell phones during the day.

### **Student ~~Telephone~~ Personal Devices / Cell Phone Use**

For safety purposes, cell phones, apple watches, gizmos, etc. should be left at home. Should there be a need for a student to bring a personal device or phone to school, a plan for phone security should be determined by the teacher and family. Cell phone use at school should not occur at any time unless authorized by the classroom teacher or other school official.

Families ~~Parents~~ should not contact their children (via personal or school issued device) by ~~via~~ texting, emailing, personal calls, etc. during the school day. All family to student communication during school hours should be done through school officials (office staff, teachers, etc.).

Students who are ill must visit the Health Room prior to being dismissed from school. Students must not make direct contact with families (via electronic device or cell phone) to be picked up for early dismissal.

### **Registering Your Child**

If your child attended an Eden Prairie School last year, they will automatically be registered for the current school year and you will receive information from your child's teacher prior to the beginning of the school year. Preschool children who are listed on census information will automatically be sent kindergarten registration information. Census information forms are sent out each year via the district office.

**New Families:** If you are new in the area, please contact our District Central Registration Office for registration materials. You may either pick up the forms at the Administrative Services Center or call 952-975-7008 and have them mailed to you.

### **Steps to Follow if Questions/Concerns**

Throughout the school year, situations at your elementary school may bring about questions or concerns for students or families. The process described below is structured to promote resolving situations quickly to the satisfaction of all parties involved. This process also encourages those people closest to the situation to examine and develop solutions to concerns. A positive resolution of these situations enhances communication, builds trust between members of the school community, and benefits the educational program for the students.



**Please follow the steps below if you have a question or concern:**

- **Step 1 – Contact the appropriate staff member:** The first step in resolving a concern is to discuss it with the staff member(s) most closely involved. Most likely this is your child’s classroom teacher. More than 95 percent of all questions or concerns are resolved at this level.
- **Step 2 – Contact the principal:** If your question or concern remains unresolved, contact the building principal. **Building principals** are He/she is the instructional leaders in charge of the school and the person responsible for handling questions or concerns regarding the school’s operation. The principal can share school information and explain procedures, guidelines, and policies. **They are** He/she is available to listen and support your **child** student and family.
- **Step 3 – Contact the appropriate district administrator:** If the previous steps have been unsuccessful, contact the appropriate district administrator or the Associate Superintendent. We sincerely hope that we can work together to solve problems as they arise. Please know we believe clear, open, honest, and two-way communication is the key to promoting positive home-school connections.

**Weather-Related Closing**

Distance Learning days may only be used for instances where inclement weather prevents students from attending school on-campus; may be counted as an instructional day, included as hours of instruction, and for up to a maximum of 5 days in one school year.

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

Additional Resources:

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

Emergency School Closing Forms will be completed by all families at the beginning of the school year, so if school is dismissed early students will have a backup plan in place. Students may not remain at school since staff will also face hazardous travel home: If schools dismiss early, the building will be closed for after-school and evening activities (such as sports, scouts, PTO meetings, and community education classes). If your child goes to an after-school program at a location other than school, please check with them regarding their closing policy.

**Website**

Our district website, [www.edenpr.org](http://www.edenpr.org) allows you to stay in closer contact with Eden Prairie Schools – click the “Schools” menu to find the website for your school. Information available online includes general information, teacher web pages, supply lists, calendar, lunch menus, newsletters, parent involvement, etc.

**Conferences**

Eden Prairie Schools recognizes the importance of families and teachers working together. Families and teachers





communicate and build relationships at conferences. There are two reporting conferences during the school year. Please come prepared with any questions you have regarding your child's education and social adjustment. This is also an opportunity to meet with art, music, physical education, world language, specialists, or special services teachers.

### **End of Semester Report Cards:**

End of semester report cards will be available online by logging onto the district website, [www.edenpr.org](http://www.edenpr.org), with your username and password.

- If you need assistance with your username or password, contact the website helpline at [helpline@edenpr.org](mailto:helpline@edenpr.org) or (952) 975-7094. The timeline for grading and reporting will be posted on the district's website; school officials will inform families when report cards are ready to view.

## **Safe and Supportive Schools**

### **Student Behavior: Expectations of Adults and Students**

#### **Safe and Supportive Schools**

Eden Prairie Schools believes each student, regardless of age, race, gender, ability level, religious beliefs, national origin, sexual orientation (actual or perceived), or physical attributes, deserves the right to be educated in an environment that does not interfere with their educational opportunities or ability to participate in school functions or activities or receive school benefits, services, or privileges.

According to the Minnesota Safe and Supportive Schools Act bullying means any intimidating, threatening, abusive, or harming conduct that is objectively offensive in nature. Furthermore, there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is **repeated or forms a pattern**. The act of cyber-bullying which refers to bullying others by using technology or other electronic devices, or retaliation for asserting, alleging, reporting, or providing information about bullying or knowingly making a false report about bullying in any form are prohibited as well. Acts of bullying towards another student or groups of students will not be tolerated and will be dealt with in a swift and serious manner. **Bullying does not refer to a one-time argument or disagreement between students.**

Our intent is to create and maintain a safe and welcoming environment by taking a proactive rather than reactive approach. To prevent or stop bullying or cyberbullying behaviors, we will provide ongoing training around anti-bullying techniques and strategies for all staff and students.

If bullying occurs on any district property (i.e. school building, school grounds, bus stop, walking route to and from school, school bus, school related vehicles) or at any school-related function, school-sponsored activity, event, or trip, the incident should be reported to the building's designated primary contact person (principal, associate principal, or social worker) who will begin an investigation as soon as possible. If bullying/cyber-bullying takes place off of school property and impacts the educational process, it should be reported to the school. In the event an act of



cyber-bullying has occurred the same protocol will be followed. Cyber-bullying may take place on or off school property.

### **Expectations of Adults and Students**

Teachers and school personnel seek to co-create a positive learning environment with students in classrooms, and as a school community. This includes building trusting relationships with each student by getting to know individual strengths, interests, and culture. Schools will foster a learning environment that values multiple perspectives and articulates how our differences make us stronger.

Behavioral expectations specific to all areas of school, for example, classrooms, hallways, bathrooms, lunchroom, playground, and school buses, are taught at the beginning of the school year. Behavior expectations are re-taught and positively reinforced throughout the year to promote a safe, welcoming, and engaging learning environment for each child.

If students demonstrate inappropriate behavior at school, an adult will seek to understand what happened, support the child in reflecting on their behavior, and provide opportunities for restoring relationships, as applicable. In addition, specific consequences may be applied; parents may be contacted, depending on the nature of the behavior, frequency of the behavior, and severity of the specific incident.

Adults will:

1. Create a balanced approach for all learning.
2. Create a climate for learning that includes:
  - **Providing** ~~Providing~~ opportunities for students to explore and construct their learning through student choices, practice, trial, error and reworking
  - Knowing the students culturally, and individually, by being fully cognizant of their individual strengths and interests
  - Co-creating classroom rituals that maximize learning bell-to-bell
  - Creating a climate that respects difference and allows for multiple perspectives without hurting others
  - Fostering opportunities for students to take responsibility for academic, social, and emotional expectations in monitoring their self-control
  - Responding to unexpected behaviors in restorative ways that support accountability and healing to rebuild the learning community

Students will:

1. Participate fully in the learning experience, including curricular, co-curricular and extracurricular activities, from the moment he/she is on the bus until s/he is returned home, at all district activities and events.
2. Participate actively in the learning experience by being fully engaged, fully prepared, raising engaging questions, and effectively and positively communicating with all students and staff.
3. Participate actively in the learning experience by sharing information about themselves—strengths, weakness, and culture to create common bonds in curricular, co-curricular and extracurricular activities.



4. Participate actively in the learning experience by respecting differences while asserting perhaps a divergent viewpoint, doing so without harm to the other students, staff, team, other leader, and property.
5. Demonstrate empathy (knowing others) to build fruitful relationships that create a cohesive learning opportunity for all and through self-control behave in an ethical manner from the moment he/she is on the bus until s/he is returned home.

**If a student is unable to demonstrate how to be Safe, Responsible, and Kind and disrupts the learning for other students, adults may:**

- Redirect and re-instruct to ensure that student fully understands the expectations
- Work in partnership with family, students, staff and other significant adults to restoratively determine additional strategies and/or consequences
- Refer to Peer Mediation, Conflict Resolution or other restorative processes
- Consider removal from class, possibly through suspension or expulsion

**Severe Behavior**

The Eden Prairie Schools' student management program is based on the foundation that students have a right to be educated in a safe and supportive learning environment. Teachers or adults in authority have the responsibility to require appropriate behaviors of all students so they can deliver instruction effectively. Behaviors which are considered "severe" will be met with a stricter set of consequences, depending on the severity of the behavior, the frequency of the occurrence, and the student's age. Severe behavior incidents include, but is not limited to:

- Fighting/assault/or causing physical harm to another
- Use/possession of controlled substances including tobacco
- Written or verbal threats
- Property damage
- Stealing
- Possession of a weapon or toy replica weapons
- Harassment of another individual, including hazing, sexual or racial harassment, or verbal abuse
- Attempting to access inappropriate websites when working on the computer
- Other behaviors that cause excessive disturbance to the school day

***These behaviors are subject to one or more of the following consequences:***

- Parent phone call and conference
- In-school or out-of-school suspension
- Restitution
- Referral to Eden Prairie Police Department
- Referral to outside agencies
- Recommendation for expulsion

The Pupil Fair Dismissal Act (Statutes 121A.40-121A.56) will be followed with reference to any out-of-school suspension.



## Student Life

### **Before and After School Activities**

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

### **Before and After School Enrichment: Targeted Services Program**

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

In partnership with Community Education, the Targeted Services program offers an opportunity for students to strengthen their literacy, math, and social-emotional skills before or after school. This engaging, hands-on program is taught by licensed Eden Prairie teachers with small groups of students to build their academic skills in a fun and unique way. To participate, students must be recommended by their classroom teacher. For more information and to learn about current Targeted Services opportunities, please contact our Community Education team at 952-975-6940 or by email, [EPIC@edenpr.org](mailto:EPIC@edenpr.org).

### **EPIC Classes (Offered through Community Education)**

EPIC is Community Education's youth enrichment program, which aims to connect students to learning outside of the classroom. Whether your student enjoys sports, STEM, art, drama, or connecting with friends, EPIC offers a program sure to ignite their interests and challenge them in a fun, safe, and supportive atmosphere. Enrichment and recreational classes are open to all Eden Prairie students and are conveniently held right after the bell rings in each elementary school. EPIC also hosts evening and weekend classes, along with a robust Summer Camp program. For more information and to learn about current EPIC offerings, visit [edenpr.org/EPIC](http://edenpr.org/EPIC), call 952-975-6940, or email [EPIC@edenpr.org](mailto:EPIC@edenpr.org).

### **Eagle Zone School-Age Care (offered through Community Education)**

All elementary schools offer Eagle Zone before-school from 6:30 a.m. to the start of the school day, and after-school until 6:00 p.m. Eagle Zone provides a safe out-of-school time environment for students, with planned activities that support social, emotional, and academic development. Before and after school, Eagle Zone helps promote physical health, and positive youth development in a structured environment. On most non-school days, a full day of programming is available from 6:30 a.m. to 6:00 p.m. with the program offering field trips on most days. For more information, visit [edenpr.org/eaglezone](http://edenpr.org/eaglezone).

### **Dress Code**

Appropriate dress is a necessary component in providing an optimal learning environment. Students may not wear clothing that presents inappropriate language (as determined by each classroom teacher or administrator), drug or alcohol advertising, or ethnic, racial, or sexist put-downs. Types and amounts of clothing worn should be appropriate for weather forecasts. It is encouraged that hats, caps, and hoods ~~must~~ be removed inside the building. Students need to wear boots when there is snow or ice. Sweaters, jackets, snow pants, boots, hats, and mittens should be labeled with the student's name. Gym shoes are required for safety when participating in physical education activities.



### **Electronic Devices**

All students are provided iPads as learning tools for all grade levels, K -6 5. Your child's teacher will communicate with you regarding specific classroom procedures and expectations. Filtered and monitored internet access is provided when the student connects to our wireless network. If students bring a personal mobile device to school, the school is not responsible for loss, damage, or theft.

Students using personal electronic equipment during the day without teacher permission may lose possession of the item, and parents may be asked to pick the item up in the school office. Personal electronic devices such as laser pointers, electronic games and devices, are not allowed at school.

### **Field Trips**

Field trips are designated for each grade level. Permission slips and information will be sent home prior to the trip. The permission slip and payment (if any) should be returned to your child's classroom teacher as soon as possible. No student will be permitted to go on a field trip without a signed permission slip. No child will be denied the opportunity to go on a field trip because of its cost. If your child needs financial assistance in order to participate in a field trip or other school activity, please contact your school principal [or school social worker](#).

### **Lockers**

Students are advised to leave valuables at home. Lockers in elementary school are not secure and [do not ensure the safety of ~~are not for storing~~](#) valuable items. The school district is not responsible for reimbursements to families if personal property is stolen. Items left in lockers at the end of the school year will be donated to charity. School lockers and student desks are the property of the school district and may be searched by school authorities. More information can be found under the Search Policy heading in the back of this handbook.

### **Lost and Found**

Labeling your child's personal items increases the chance that lost personal items will be returned. Please label all items of clothing. Students always have access to the lost and found area at their school. Parents are encouraged to look through the lost and found items on conference days and times they visit the school. If you do not find a lost item, please ask in the office. Unclaimed items will be donated to charity at various times throughout the year with advance notice to families through school communications.

### **Lunch and Breakfast**

For up to date meal service for school year ~~2021-22~~ [2022-2023](#) please see our main page located at: **[Child Nutrition - Eden Prairie ISD](#)**

#### **In a regular year of meal service the following is our practice:**

Students may purchase breakfast each day before school. Breakfast is free for Kindergarten students. Breakfast is served 20 minutes (~~varies by school~~) before the start of the school day. Students can either bring a lunch from home or purchase a lunch at school with milk included. School lunch choices include the daily menu in the main line, soup and sandwich, or soup and salad. A student bringing a lunch from home can purchase milk. Here is a link to our menus: <https://schools.mealviewer.com/district/EdenPrairieISD272,MN>

- Free and Reduced-Price Meals are Available for Qualifying Families. To see if your family qualifies, please pick up an application from any school office, apply online through your parent portal, or complete the form at this link: <https://resources.finalsite.net/images/v1594397266/edenprorg/b2ayjfnaxsvyzlipet9/EPAPPEnglish.pdf>. Please call 952-975-8055.



**Lunch menus and answers to frequently asked questions are available online**

<https://www.edenpr.org/experience/departments/child-nutrition>

**Lunch Pins**

Each student is assigned an account with a personal identification number (PIN) at the beginning of the school year. Lunches will be paid **and recorded** for by a student entering the PIN number on a keypad at the end of the serving line and saying their first and last name to the cashier. Families must pay for meals **and ala carte purchases** in advance by sending a check to school payable to Eden Prairie Schools. Please print your child's name and PIN number on the check. Families may also add funds to their child's account through the online [Parent Portal](#). You will be notified by email when the account balance runs low. Money remaining in a student's account at the end of the year will be transferred to the next year's account, even if they are moving on to a different Eden Prairie School.

**Online Payments:** Parents can also go to the Food Service webpage on the district website, [www.edenpr.org](http://www.edenpr.org) to make online payments with Infinite Campus (access via the parent portal?) and review history and meal account balance. This is a secure, fast, and friendly online way for parents and guardians to manage their children's school food service account.

Students are assigned a PIN that they use for the entire time that they are attending Eden Prairie Schools. It will also be used for their iPad password.

Checks should be made payable to Eden Prairie School District.

Parents can check balances and see purchases through their parent portal (see link above) You can also set up recurring payments for your children's food service accounts.

**Parental/Sibling Visits During Lunch**

Parents are welcome to join their children during their assigned lunch period and do not need to notify the school in advance. Parents are encouraged to use their child's PIN number to pay for their meal in the lunchroom. Each of the elementary lunchrooms have designated [Visitor Parent/Family Tables](#) for [families parents](#) to each eat with their child(ren).

**Birthdays and Parties Outside of School**

- **Party Invitations:** Birthday party invitations for personal parties should not be distributed at school. By adhering to this policy, we alleviate hurt feelings and friendship dilemmas. Please handle the distribution of invitations outside of the school environment. The school directory may be helpful in this process.
- **Classroom Treats:** In light of our district Wellness Policy, students should not bring birthday treats or gifts of any kind. The district Wellness Policy is linked here with more information. Wellness Committee page> Wellness Summary document located, <https://www.edenpr.org/experience/departments/child-nutrition>
- **Acknowledging Birthdays:** Our classroom teachers may acknowledge and celebrate the birthdays of their homeroom students. ~~Here is a link for ideas :~~ Wellness Committee page> Wellness Summary document located; <https://www.edenpr.org/experience/departments/child-nutrition>

**Recess/Playground**

Students have approximately 20 minutes outside for recess as weather permits. It is important that children wear appropriate outdoor clothing throughout the school year, including boots, mittens, gloves, jackets, snow pants, and



hats. All playgrounds are adult supervised and have the necessary equipment needed for recess activities. Students should not bring their personal equipment (balls, bats, footballs, frisbees, etc.) from home.

Families in need of outdoor clothing are invited to contact the social worker at their child's school. The Eden Prairie service organization, People Reaching Other People (PROP), provides us with warm clothing for children in need. Should there be a request for a child to stay indoors, a doctor's request / permission must be provided and should state how long the restriction is to remain in effect.

### **Playground Behavior**

Behavioral expectations specific to the playground are taught at the beginning of the school year. Expectations are re-taught/reinforced as the year progresses to promote a safe, welcoming and fun playground experience for each child.

- **Behavior Expectations:** If students demonstrate inappropriate behavior on the playground, an adult will seek to understand what happened, support the child in reflecting on their behavior, and provide opportunities for restoring relationships, as applicable. In addition, specific consequences may be applied; depending on the nature of the behavior and severity of the specific incident, parents may be contacted.
- **Weather:** The school uses weather and additional safety information when making decisions regarding indoor recess. The following weather conditions may necessitate students to remain inside for recess with alternative recreation provided: rain, temperatures below -10 degrees, or a windchill of -10 degrees



## **iLearn@EP**

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



### **Eden Prairie Schools Expectations for Student Learning**

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

### **Responsible Citizenship**

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

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

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

### **Student Digital Responsibility**

#### **Personal Safety**

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

#### **Password Protection**

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

#### **Privacy**

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





### **Online Etiquette**

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

### **Blogging and/or Podcasting**

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

### **Plagiarism/Copyright/Licensing**

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

### **Proxies**

The use of anonymous proxies and VPNs to get around content filtering is strictly prohibited and is a direct violation of this agreement.

### **Accessing/Posting Inappropriate Material**

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

### **Photos and Video**

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

### **Malicious Use/Vandalism**

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

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



### **Tech Support**

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

### **Internet Acceptable Use Policy**

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

### **Information Regarding the iPad in Eden Prairie Schools**

#### **iPad General Precautions**

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

#### **iPad Cases**

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

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

#### **iPad Screen & Cleaning**

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

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



### **iPad Care**

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

### **Earphones**

Eden Prairie Schools did not purchase earphones, earphones are requested as part of the K-5 Elementary Supply List.

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

### **Storing Documents**

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

### **Applications and Content**

Students, with the support and permission of parents may install apps or other content having an educational purpose on their iPad. Applications or content that does not have an educational purpose and is disruptive to the educational process or at home will be removed from the device. Students may only install apps provided to them through Self-Service on their iPad. If an app is needed, which is not available in Self-Service, students should work with their teacher to request it be added. Additional content used should have an educational purpose. Content which does not have an educational purpose and is disruptive to the educational process will be blocked or removed from the device.

### **Student Discipline**

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

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

### **iPad Statement of Responsibility for Parent/Guardian and Student**

We understand that instances of damage, destruction, or loss of the assigned iPad. These instances will be dealt with on a case-by case basis. Incidents of gross negligence or repeated incidents may result in financial restitution from the family, up to the cost of the entire device if warranted. If the device is damaged beyond repair or lost, the cost of replacement is \$300. Samples of approximate repair and replacement cost of individual parts are listed below. If there is damage that can be repaired the student will be charged for the actual cost of repair.

- Replacement iPad - \$300
- iPad Brick - \$13
- iPad Cable - \$7



- iPad Glass Damage - \$100
- iPad Case Replacement - \$32

## Volunteering

### **Sharing Inspiration Volunteer Program**

We believe each person has individual gifts, interests and talents, which is why we are passionate about incorporating volunteers into our district classrooms and programs. Community Education oversees the [Sharing Inspiration Volunteer Program](#), which places community members, older students wanting to give back, and parent volunteers (including field trip chaperones) in one-time or ongoing volunteer roles across the district.

The Sharing Inspiration Volunteer Program works with teachers and other building staff members to identify needs for volunteers. Placements are then made based on the availability, strengths, and interests of vetted volunteers. A wide variety of opportunities are available within and outside of the school day, including, but not limited to, literacy or math tutors, lunchroom or recess support, guest speakers, media center volunteers, general classroom support, special event workers and evening homework helpers/tutors.

All volunteers must start by submitting an application at [www.edenpr.org/volunteer](http://www.edenpr.org/volunteer). Our Outreach and Engagement Supervisor will then connect to discuss your interests and current opportunities. Depending on the type of role you are assigned, volunteers typically then go through a background check and brief orientation prior to being placed.

### **Parent-Teacher Organizations**

The Parent-Teacher Organization (PTO) at each elementary school is made up of parents working to enhance your child's school experience. The group sponsors family-oriented social and/or academic activities during the year and also organizes a wide variety of parent volunteer programs. The PTO plans events that serve as fundraisers with money used for programs and curriculum supplements that directly benefit students. Anyone interested in joining, or requesting additional information about the PTO, should contact the main office of the school(s) and someone will gladly assist in getting you connected to a current PTO member.

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

### **District Advisory Council Volunteers**

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



## Attendance

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

### **Late Arrival/Early Departure**

**Eden Prairie students arriving late or leaving early must have parents call the attendance line.** The message should include the parent/guardian's name, student name, and reason for absence. Excused reasons for being late or leaving early will follow the same listing as excused absences. Students who are late due to oversleeping or missing the bus are considered unexcused and may be counted as tardy or in some cases, as an unexcused absence.

### **Excused Absences**

**The following reasons shall be sufficient to constitute excused absences:**

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



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

### **Tardiness**

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

### **Procedures for Reporting Tardiness**

Students tardy at the start of school must report to the school office to be signed in. Tardiness between class periods will be handled by the teacher.

### **Expected Tardiness**

#### **Valid excuses for tardiness are:**

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

### **Unexcused Tardiness**

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

### **Unexcused Absences for Truancy**

These are examples of absences that will not be excused:

1. Truancy which is an absence that is not approved by the parent and/or the school district
2. Any absence where the student/ family failed to comply with any reporting requirements of the school district's attendance procedures
3. Work at home
4. Work at a business, except under a school-sponsored work release program.
5. Vacations with family without prior notice and exceeding 5 days
6. Any other absence not included under the attendance procedures set out in this policy

### **Consequences of Unexcused Absences**

*School district staff will work with the parent, student and the Hennepin County Attorney's office be@school program and follow the three-day notification and six-day Parent Group Meeting process.*

- If unexcused absences continue after following be@school process, the Hennepin County Attorney's office will follow with necessary legal action to ensure attendance at school.
- Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56.



- Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.
- Along with following the Hennepin County Attorney's be@school programs, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

### **Asbestos/Pesticide/Air Quality Notices**

The Environmental Protection Agency requires school districts to annually notify parents, guardians, and staff about the presence of asbestos in district facilities as well as planned abatement activities. Eden Prairie Schools performs routine six-month periodic inspections of all asbestos-containing building material to ensure materials are in good condition. Records of these inspections are available for viewing in each building maintenance office and the Facilities and Safety Department at the Administrative Services Center. Anyone is welcome to review these plans with prior notice during normal working hours Monday through Friday. No planned asbestos abatement is scheduled for the 2021-2022 school year 2012-2013 school year. If you have any questions or concerns, please contact the district's Asbestos Designated Person, Kyle Fisher, at 952-975-7124 Jim Anderson, at 952-975-7126. More information on Asbestos can be found at: [www.epa.gov/asbestos/pubs/asbestos\\_in\\_schools.html](http://www.epa.gov/asbestos/pubs/asbestos_in_schools.html)

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

Eden Prairie Schools has developed an Indoor Air Quality (IAQ) Management Program as required by the Minnesota Department of Education. The program includes information for concerned parents, guardians, and staff regarding the IAQ in our schools as well as an overall building walkthrough inspection that is conducted in all school district buildings annually. The program also includes a written set of procedures that describe ways to correct the identified IAQ problems, prevent future problems, and respond to emergencies and concerns. The district's Indoor Air Quality Coordinator, is Kyle Fisher, Facilities and Safety Director. He can be reached at 952-975-7124. More information on Indoor Air Quality can be found at: [www.health.state.mn.us/divs/eh/indoorair/schools/index.html](http://www.health.state.mn.us/divs/eh/indoorair/schools/index.html)

### **Background Checks, Employment**

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



### **Fees**

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

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

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

### **Parent Right to Know**

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

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

### **Pledge of Allegiance -**

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

### **Release of Directory Information**

The Family Education Rights and Privacy Act requires school districts to notify parents/guardians and students that certain information from student records may be released and made public without the written consent of the parents or students 18-years-of-age or older. This information is called "directory information." Directory information includes name, residential mailing address, telephone number, date and place of birth, grade in school, major field of study, participation in officially organized activities and sports, weight and height of athletic team members, dates of





attendance, degrees and awards received, previous school attended, and photos. These publications could include district-initiated publications such as calendars, newsletters, annual reports, and brochures. They also include school-initiated publications such as student newspapers and yearbooks. In addition, media, including weekly community newspapers, metro daily papers, and television stations may ask to take photos of district students. Parent/guardians or students of majority age who do not want directory information released for internal and/or external use should indicate this on the annual "Directory Release Form" located on the parent portal by October 1. If you need a hard copy of the form, please contact your child's school. Hard copies of the form should be turned into the school office by October 1.

### **Student Records**

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

### **Student Surveys**

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



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

### **Allergies (Animals, Fragrances, Latex)**

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

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



### **Communicable Disease**

Your school's Health Services office should be notified when a student has a communicable condition (i.e. chicken pox, strep throat, head lice, COVID) so appropriate measures may be taken. Notices may be sent home with other students when these conditions occur in a classroom. For a list of common childhood diseases, symptoms, communicability, and source of infection, log on to the district website, [www.edenpr.org](http://www.edenpr.org).

### **Health Conditions**

The school nurse will work closely with students who have an acute or chronic health need such as asthma, cancer, diabetes, allergies, or other illness. Parents will want to notify Health Services about their student's specific health needs. The student and parents will work with the school nurse to determine how best to manage the health conditions and plan for any potential life-threatening emergencies. Nurses will also be a resource for any ongoing needs related to isolation or exposure to COVID-19 based on current guidance from state and federal agencies.

### **Homebound or Hospital Instruction**

Homebound or hospital instruction is provided for children who are absent from school due to prolonged illness or disability. If your child is going to be absent longer than 15 school days, please contact the school.

### **Illness/Injury**

When should my child be kept at home, and when can he/she attend school?

- Fever of 100.4 degrees Fahrenheit or more – child should stay home until 24 hours after the temperature returns to normal
- Vomiting or diarrhea – child should stay home until 24 hours after the last episode
- Rash that may be disease-related or the cause is unknown – check with your health care provider before sending the child to school

If the child is ill at home, call the school attendance line daily to report the reason for absence. It is helpful if specific symptoms and/or diagnosis are reported. When a student becomes ill or is injured at school, first aid and illness management will be provided by the health paraprofessional and 911 will be called if it is needed. The parent/guardian will be contacted using the health and emergency information form. It is important that the names and phone numbers listed on the form are current and updated. Please list people who can pick the student up from school if you are not available.

### **Immunizations Up to Date**

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

### **Insurance**

Eden Prairie Schools does not carry accident, disability, or medical insurance for students. Coverage is through the student's family medical coverage, including the cost of ambulance services. The district does carry public/general liability coverage for district premises and/or employee negligence. MinnesotaCare health insurance is available for those families who qualify based on monthly income and family size. Questions about this plan can be directed to the school nurse or social worker.



### **Medications**

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

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

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

### **Restricted Activities**

Written doctor's excuses are required for students who need to be kept in from recess at elementary school or who need to miss physical education. The note must state how long the restriction will be in effect.

### **Screening (Vision and Hearing)**

Students will be screened according to the Minnesota Department of Health recommendations. Parents or teachers can also request vision or hearing screening any time if they have a concern about their child. If a student does not pass the vision or hearing screening procedure, the screening will be repeated. If the student does not pass the screening the second time, a physician referral notice will be sent to the parent. Parents are strongly encouraged to return the referral form to the school's Health Services office.



## **Policies and Guidelines**



### **Bullying Prohibition**

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

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

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





### **Equal Education Opportunity**

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

### **Equal Employment Opportunity**

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

### **Harassment and Violence Prohibition**

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

### **Hazing Prohibition**

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

### **Nondiscrimination**

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

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

### **Notice of Violent Behavior by Students**

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

### **Search and Seizure of Student Possessions**

School officials may, without a search warrant, search a student and/or their personal possessions based on a reasonable suspicion. Reasonable suspicion means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Personal possessions include, but are not limited to purses, backpacks, book bags, packages, clothing, cell phones, and vehicles. Pursuant to Minnesota statutes,



school lockers and student desks are the property of the school district. At no time does the school district relinquish its exclusive control of lockers and desks provided for the convenience of students. Inspection of the interior of lockers and student desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

### **Tobacco-Free Schools -**

School district students and staff have the right to learn and work in an environment that is tobacco-free. School policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. [Smoking, vaping, chewing, possessing or using tobacco in any form including e-cigarettes at any time, at any school location including school vicinity, or at a school-sponsored activity is strictly prohibited.](#) Any student who violates this policy is subject to school district discipline. Contact the school principal or another staff member if you have questions or wish to report violations.

### **Weapons -**

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

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

### **Wellness Policy -**

Eden Prairie Schools has adopted a Wellness Policy to encourage students and staff to eat nutritiously and incorporate physical activity into a healthy lifestyle. A Wellness Advisory Committee was convened to monitor implementation of Wellness policies and guidelines, and to make recommendations to the district. Guidelines for healthy snacks, treats, and lunches from home were created. School district practices that have changed as a result of the policy include: lunch was moved after recess to discourage hurried eating, providing at least 20 minutes of time after going through the lunch line to discourage hurried eating, no pop is sold where students are present during the school day, classroom birthday treats are discouraged, staff is encouraged to model healthy behaviors, food and beverage rewards are discouraged, healthy snacks from home are encouraged (a snack guideline is available at each site), classroom/holiday parties should be limited and not centered around food, and staff are encouraged to create opportunities for physical activity for students.

## Safety and Security

### Drills

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

### Emergencies

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

- Follow all emergency directions given by school officials.
- Report to the designated area for attendance and further instruction.
- Report any suspicious activity/behavior, concern or information immediately to school officials.

### School Resource Officer

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

### Visitor check-in

The following procedures have been established to ensure the safety of all children at all times. Parents are considered visitors during the school day.

1. All must enter the school through the front security entrance and present their driver's license to the receptionist. Visitors will be required to wear a badge indicating their destination in the building.
2. Parents wishing to pick up their child(ren) from school prior to regular dismissal time must come to the office. The security assistant or the receptionist will call your child to the foyer/office and ask you to sign him/her out.
3. It is a common courtesy to let classroom teachers know prior to coming to visit the classroom. To avoid instructional interruptions, we ask that parents arrange classroom visits/ volunteer opportunities with the teacher or administrator prior to the day of the visit.
4. Visitors are asked to help maintain the consistency of the learning environment and are not allowed to observe in classrooms due to distractions and the importance of data privacy.
5. Only adults listed in CAMPUS as parents / guardians will be allowed to pick up a child. If a different adult will pick up a child, the child's parent / guardian must provide a signed note, email or verbal agreement and have it approved by the principal or designee.

## Transportation

*Eden Prairie Schools is pleased to offer safe, dependable, cost-effective transportation. In accordance with state law, a bus is available to any student living further than two miles from their boundary school and to any special education student regardless of where they live within the school boundary if it is part of their individual education plan. For all students who live two miles or fewer from school, bus transportation is available for a fee. More information about Eden Prairie Schools Transportation Department, including detailed student and parent/guardian responsibilities, is available at [www.edenpr.org](http://www.edenpr.org).*

### Bus Assignment

The bus assignment process is as follows:

- June – Transportation Commitment Forms ~~and payment~~ are due. Families inform the district of how their student(s) will be getting to school the following year so the district can plan appropriately for bus routes and pedestrian and vehicle traffic at each school.  
\*Middle of August- Families receive preliminary bus information via email. Families have the opportunity to contact transportation if bus stop changes are needed.
- End of August – Families receive final student bus route information via email. (bus number, stop locations, pick-up and drop-off times)

### Riding a Different Bus Home

Students may ride a different bus to or from school on a space available basis. ~~Please check with the bus driver of the alternate route before planning on sending your child on a different bus.~~ You must send a signed and dated note with your child saying what bus he/she is to ride and with whom they are to ride. The student must then have the note signed by office staff before giving it to the bus driver of the alternate route.

### Rules and Consequences

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

Rules: [Be Safe, Be Kind, Be Responsible](#)

1. Hands and body to yourself.
2. Voice level 0-2.
3. Remain seated while the bus is moving.
4. Keep the aisle clear.
5. Keep your personal items to yourself.
6. Be considerate of food allergies.
7. Use kind/nice words.
8. Avoid bullying behavior.
9. Be respectful to others.
10. Listen to your bus driver.
11. Be at your stop on time.
12. Stay in your assigned seat.



13. Follow rules for technology use.
14. Keep all food, drinks and gum in your bag.

**K-5 Consequences (listed in severity order)**

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

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

**Rules at the Bus Stop**

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

**Safety**

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

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

Students may bring items such as musical instruments that they can hold in their laps or between their legs during the bus ride. Objects like balls, ice skates, and in-line skates must be stowed in a backpack or bag. Examples of objects not allowed on the bus include: guns (including toy guns or look-alikes); knives or other sharp objects; skis, ski poles, hockey or lacrosse sticks, bats, golf clubs, snow sleds (unless they roll up); flammable items; glass items; laser pens; balloons; and any items of dangerous or objectionable nature.