

## Placeholder for New Cover 2026-2027

# Elementary School Handbook

~~2025-2026~~ **2026-2027**

## Eden Prairie Schools Mission

Inspire each student to learn continuously so they are empowered to reach personal fulfillment and contribute purposefully to our ever-changing world.

### Translation Available:

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## Academic Success

*Eden Prairie Schools 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.*



## **STUDENT SUPPORT SERVICES**

### **School Psychologist**

Each elementary school has a school psychologist. Our school psychologist is involved with children, families, and school teams to support students and their educational programming needs. The school psychologist collaborates with teachers, parents, and administrators to create a positive and supportive learning environment, ensuring that each child's individual needs are met.

### **Intervention Teachers**

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

### **Family Resources Program**

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

### **School 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. School Social Workers also support connections between families and outside agencies for mental health-related needs.

### **Housing Insecurity and Homelessness Support**

Under the federal McKinney-Vento Act, students experiencing housing insecurity and homelessness have certain educational rights and resources to ensure continued access to school. Learn more at <https://my.edenpr.org/assistance>



## **AUTHENTIC AND PERSONALIZED EDUCATION PROGRAMMING**

### **Assessments**

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

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

### **Gifted and Talent Development Services**

Eden Prairie Schools offers a range of gifted and talent development programming to support student growth at multiple levels. All students benefit from differentiated, high-quality instruction designed to expand and enhance learning in the regular classroom, with teachers supported by the Talent Development staff. Through Discovery and Inspired Choice, students explore interest-based topics, fostering a love for learning connected to personal interests. Talent Development Education Specialists work with students in enrichment groups and KeyScholars groups. Mosaic classrooms enrich or accelerate across subject areas. Placement in these programs require an identification process. For more detailed information, including eligibility criteria and identification processes, please visit the Eden Prairie Schools website: <https://www.edenpr.org/student-services>

### **Curriculum Content Review**

The district has specified the following procedure for a parent, guardian, or adult student (18 years or older) to further review the content of curricular materials, address concerns, and propose alternative instruction for an individual student. There are three potential action steps, beginning with an informal meeting of the adult and the educator(s) responsible for delivering the curriculum in question. If the concern is not resolved, it will be taken to the building principal. If resolution cannot be reached, the building principal will notify the district ~~Personalized Learning~~ **Department Learning and Innovation Team** 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.



## **Multilingual Learners**

**English Language Services:** Language instruction is available at each school to support English language development for students who qualify for English language services. Students can be served in both their core classes and in supplemental instruction, depending on each student's linguistic needs. In addition to ML services, enrichment occurs within the classroom through teacher differentiation of curriculum and instructions for our multilingual learners.

## **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.

## **Targeted Services Program**

~~In partnership with Community Education, the~~ **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 **your site principal** ~~our Community Education team~~ at 952-975-6940 or by email, [EPIC@edenpr.org](mailto:EPIC@edenpr.org).





## Grading

Final grades for the essential concepts in each subject area will be formally submitted on a student's report card (accessible in Infinite Campus) at the end of each semester. Students will be issued one of the following grades:

- P = Proficient
- D = Developing
- B = Beginning
- NA = Not Yet Assessed
- OT = On-Track

Students will earn a mark of **B** "Beginning (minimal mastery)", **D** "Developing (partial mastery)", or **P** "Proficient (complete mastery)" to indicate their mastery of each essential concept.

On the first semester report card only, If a concept has not yet been introduced or fully assessed, it will be marked **NA** "Not Yet Assessed". In cases where a concept is still being taught and will be assessed later in the school year an **OT** "On-Track" will be used; this indicates that though not yet fully assessed, the student is on-track to likely be proficient on that concept by the end of the school year.

Our goal is for each student to become "Proficient" (complete mastery) on each concept by the end of the school year.

## Report Cards

Report cards will be available in the [Infinite Campus Parent Portal](#). Follow these steps to access your student's report card.

1. Go to [https://edenprairiemn.infinitecampus.org/campus/portal/parents/eden\\_prairie.jsp](https://edenprairiemn.infinitecampus.org/campus/portal/parents/eden_prairie.jsp)
2. Choose documents from the menu items on the left
3. The report card will be available as a PDF document

Contact the EPS Help Desk at [helpline@edenpr.org](mailto:helpline@edenpr.org) or call 952-975-7094 for assistance with login or portal access.

## Communications



### **Staying Connected with Eden Prairie Schools**

The district regularly communicates important updates to all families using phone calls, text messages, email, and print publications.

To ensure you receive important updates from Eden Prairie Schools make sure your contact information is updated. You can update your email address and cell phone number by logging into the Campus Parent Platform and selecting "Family Information." Make your changes and be sure to click "Update" in each field you modify. If your home address or primary phone number has changed, please contact the District Welcome Center at (952) 975-7000 or email [enroll@edenpr.org](mailto:enroll@edenpr.org) for assistance



## Critical Incidents: Ensuring Safety and Wellbeing

When a critical incident affects our schools, we act immediately. Depending on the unique circumstances of each incident, our approach involves gathering facts, collaborating with the police department and other important partners, and communicating with families and stakeholders within legal and ethical guidelines. Each situation is unique and must be approached accordingly, this means families may not be notified of every incident that happens in a school.

- **Gather the facts:** School and district leadership work closely with the Eden Prairie Police Department and other partners to investigate any potential concern thoroughly. This may involve interviews, home visits, and legal action. All these processes take time. During this period, information may be limited to avoid disrupting the investigation.
- **Communicate following legal and ethical guidelines:** State and federal law, as well as district policy, restrict what information is public about students and investigations. When it comes to students, very little information can be shared publicly, and what is shared must comply with data practices and investigatory requirements. Even beyond legal limits, we protect students' dignity as they grow and learn from mistakes. In a moment when you don't have all the information you want to have, please know we are making decisions to keep our students and staff safe, hold people accountable for their actions, and when possible, help them to learn from their mistakes.
- **Sharing information:** Once facts are confirmed, messages are carefully reviewed for any inaccurate or misleading information by our partners and legal advisors to be sure we comply with legal requirements and determine who should receive a message. At times, it is only a small group of individuals directly impacted; other times, it may be the entire school community. Whenever possible, we try to have translations in Spanish and Somali sent with our messages so that more families have access to the information. While you wait to receive a message, there are often dozens of school leaders, district administrators, law enforcement and legal professionals working as fast as they possibly can to get information to you. It matters to us that you are informed quickly, and we ask for grace and understanding as we make that happen.

### How families can help:

- Trust us to prioritize student safety based on facts, training, and deep situational understanding.
- Talk to your children about social media and their digital citizenship and actively monitor their online activity.
- Share concerns with us and understand that we take all reports seriously.
- Show grace and practice empathy toward Eden Prairie staff, especially during difficult situations.

## School Communications

Each school shares important information with families through phone calls, text messages, emails, and printed materials. This communication includes details about upcoming events, school expectations, and helpful reminders. Updates are also posted on the school's website. In addition, classroom teachers regularly keep parents and guardians informed about classroom activities and student progress.



### **Photo and contact information release**

As a part of the enrollment process, families may opt in or out of the use of their student's photo in school and district communications, as well as the sharing of their contact information with approved community partners like PTOs. If families choose to opt in:

- Their student's photo may be used in school or district communications (e.g., newsletters, websites, social media, award lists, yearbooks, printed programs)
- Their student's photo may be included in news/media coverage of school events or activities
- Their contact information (email, address, phone number) may be included in school/PTO family directories and shared with approved community partners

Permissions can be updated at any time in Infinite Campus or by contacting [enroll@edenpr.org](mailto:enroll@edenpr.org), or during the Annual Update process each year.

Attending public events and activities, including but not limited to Graduation, the Inspired Journey Summit, athletic events, concerts, plays and similar events., grants consent to be photographed, filmed and/or otherwise recorded and to the release, publication, exhibition or reproduction of any and all recorded media of an attendee's appearance for use by Eden Prairie Schools in marketing, social media and publications.

### **Guidelines for End-of-Day Changes**

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

### **Student Contact and Cellphone Use**

To support a focused learning environment, students are not permitted to use cell phones or smart watches during the school day. Parents/guardians who wish to reach their student should contact the school's main office. Similarly, if a student needs to reach a parent or guardian during the day they may request to use a classroom/office phone or their cell phone. Families who feel their student may need accommodations related to device use are encouraged to contact school administration to discuss appropriate supports.

### **Enrolling in Eden Prairie Schools:**

Current students are automatically enrolled each year and will receive classroom assignments and bus information prior to the beginning of the new school year. For more information about enrollment in Eden Prairie Schools visit: <https://www.edenpr.org/enroll>



## **Weather-Related Closing**

Distance Learning days are used when inclement weather prevents students from attending school in person. These days require students to engage in online learning with their classroom teacher(s) as part of their instructional day.

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

Additional Resources:

- Website: [www.edenpr.org](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**

Access our district website at [www.edenpr.org](http://www.edenpr.org).

## **Trademarks and logo usage**

Eden Prairie Schools logos and taglines are registered trademarks to ensure consistency of brand across the district and Eden Prairie community. Trademarked assets include all versions of the Eden Prairie Eagle, the "EP," the "EP with wings," the words "Eden Prairie Schools," "Eden Prairie Eagles" and the tagline "inspiring each student every day." No individual may use registered trademarks for public purposes without approval. The Marketing & Customer Experience department manages the original logo files and permissions for logo use. If you have questions about logo use, please email [communications@edenpr.org](mailto:communications@edenpr.org).

## **Digital accessibility in public-facing or student-produced work**

Public school districts are required by federal law to ensure all public-facing and student-produced materials meet accessibility standards. This includes all digital content like presentations, videos, and documents. Accessibility helps create an inclusive environment where all students can learn and participate fully. Students and staff are expected to uphold federal accessibility requirements when creating content.



## 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.

## 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.



## **Student Behavior: 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.

As part of our proactive approach to building a positive school culture, behavioral expectations are clearly taught in all areas of the school, including classrooms, hallways, bathrooms, the lunchroom, playground, and school buses. We intentionally teach students the core values of being safe, kind, and responsible in each of these settings. These expectations are revisited and positively reinforced throughout the year to support a consistent, welcoming, and engaging learning environment for every child.

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

Adults will:

1. Create a balanced approach for all learning.
2. Create a climate for learning that includes:
  - Providing opportunities for students to explore and construct their learning through student choices, practice, trial, error and reworking
  - Knowing the students culturally, and individually, intentionally nurturing their individual backgrounds, strengths and interests
  - Co-creating classroom routines and guidelines that maximize learning
  - Creating a climate that respects difference and allows for multiple perspectives without hurting others
  - Encouraging students to take responsibility for their academic, social, and emotional growth with self-monitoring and self-control.
  - Responding to unexpected behaviors in restorative ways that support accountability and healing to rebuild the learning community
3. Provide Non-Exclusionary Disciplinary Practices (may include but are not limited to):
  - Positive Behavior Intervention Supports (PBIS)
  - Caring School Community Instruction
  - Multi Tiered System of Support Processes (MTSS)
  - Check In - Check Out
  - Small group direct and explicit teaching of social and emotional skills
  - Removal from classroom with academic and/or social/emotional instruction
  - Motor break
  - In class accommodations (seating, fidget, journaling, calming space, etc.)
  - Personal behavior/incentive chart
  - Parent email, TalkingPoints
  - Parent phone call



Students will:

1. Participate fully in the learning experience, including curricular, co-curricular and extracurricular activities, 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 to build fruitful relationships that create a cohesive learning opportunity for all and through self-control behave in an ethical manner.

**If a student is unable to demonstrate expectations 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 object having the appearance of a weapon
- Harassment of another individual, including hazing, sexual or racial harassment, or verbal abuse
- Attempting to access inappropriate websites when working on the computer
- Other behaviors that cause excessive disturbance to the school day

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

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

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



## Removal From Class

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

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

## Steps to Follow if you have Questions or Concerns

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

- **Step 1 – Contact the appropriate staff member:** The first step in resolving a concern is to discuss it with the staff member(s) most closely involved. Most likely this is your child's classroom teacher. More than 95 percent of all questions or concerns are resolved at this level.
- **Step 2 – Contact the principal:** If your question or concern remains unresolved, contact the building principal. Building principals are the instructional leaders in charge of the school and the person responsible for handling questions or concerns regarding the school's operation. The principal can share school information and explain procedures, guidelines, and policies. They are available to listen and support your child and family.
- **Step 3 – Contact the appropriate district administrator:** If the previous steps have been unsuccessful, contact the appropriate district administrator or the Assistant 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



**EDEN PRAIRIE SCHOOLS**  
Inspiring each student every day



## Student Life





## **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 tardy or in some cases, may receive an unexcused absence.

## **Excused Absences**

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

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

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



## **Tardiness**

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

### **Procedures for Reporting Tardiness**

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

### **Excused Tardiness**

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

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

### **Unexcused Tardiness**

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

### **Unexcused Absences for Truancy**

Examples of unexcused absences:

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.



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

All our elementary schools offer unique activity opportunities for students. Each school offers Targeted Services, EPIC Enrichment classes, and Eagle Zone school-aged child care. Beyond this, a school may offer additional activities which will be communicated over the course of the year.

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

EPIC is Community Education's youth enrichment program, which aims to connect students to learning outside of the classroom. Whether your student enjoys sports, STEM, art, drama, or connecting with friends, EPIC offers a program sure to ignite their interests and challenge them in a fun, safe, and supportive atmosphere. Enrichment and recreational classes are open to all Eden Prairie students and are conveniently held right after the bell rings in each elementary school. EPIC also hosts evening and weekend classes, along with a robust Summer Camp program. For more information and to learn about current EPIC offerings, visit [edenpr.org/EPIC](https://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](https://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 administration), drug or alcohol advertising, ethnic, racial, or sexist put-downs. Types and amounts of clothing worn should be appropriate for weather forecasts. Students should wear boots when there is snow or ice. Sweaters, jackets, snow pants, boots, hats, and mittens should be labeled with the student's name. Gym shoes are required for safety when participating in physical education activities. If your child needs clothing or winter gear, please contact your child's teacher or school social worker.

### **Electronic Devices**

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



## Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an all-inclusive list): (Please contact your school's principal or social worker if you need financial assistance to cover these supplies.)

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

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

## Field Trips

As part of our commitment to offering meaningful and engaging educational experiences, students may occasionally take part in school activities such as walking field trips to nearby community spaces, special events held on campus, and classroom related enrichment activities.

For field trips that require students to be off campus for an extended period, a permission form will be sent home in advance. Students must have a signed permission slip in order to attend these trips.

Field trip payments can be made through MyPaymentsPlus, the Eden Prairie Schools payment portal. No student will be denied the ~~change~~ **chance** to participate in a field trip because of financial concerns. If you need help covering the cost, please reach out to your student's teacher or school social worker.

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





## 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. The amount of daily homework, independent practice, and independent reading will vary, building through the grades.

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

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

## Eagles Homework Help and Tutoring Program

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

## Lockers

Students are advised to leave valuables at home. Lockers in elementary school are not secure and do not ensure the safety of valuable items. The school district is not responsible for reimbursements to families if personal property is stolen. Items left in lockers at the end of the school year will be donated to charity. School lockers and student desks are the property of the school district and may be searched by school authorities. These guidelines are outlined in greater detail by viewing [policy 502](#), which can be found on the Eden Prairie Schools website.

## Lost and Found

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

## Breakfast and Lunch

Breakfast and lunch is free for all students. Breakfast is served immediately before the start of the school day. Students can either bring a lunch from home or receive a free lunch at school, which includes the first milk at no charge. Additional milk will incur a fee. School lunch choices include the daily menu in the main line, soup and sandwich, or soup and salad. Here is a link to our menus: <https://my.edenpr.org/menus>

Lunch menus and answers to frequently asked questions are available online at <https://my.edenpr.org/menus>



## Lunch Pins

Each student is assigned an account with a personal identification number (PIN) at the beginning of the school year. Lunches will be recorded by a student entering the PIN number on a keypad at the end of the serving line and saying their first and last name to the cashier. Although lunches are free, families must pay for a la carte purchases, additional items, or “MegaBites” in advance by sending a check to school payable to Eden Prairie Schools. Please print your child’s name and PIN 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.

Checks should be made payable to Eden Prairie School District.

## Visits During Lunch

We welcome families to visit students during their assigned lunch period. Visitors are encouraged to make arrangements with the school in advance, by emailing or calling the school or informing the classroom teacher. Upon arrival the visitor must enter through the main entrance and provide a photo id to the receptionist to create a visitor badge to wear during their stay. All visitors must wear their visitor badge and report directly to the cafeteria for lunch. Families should use their child’s PIN to pay for their meal in the lunchroom. Families may bring food from home or outside, but it must not be shared with other students due to allergy concerns. At the conclusion of the visit, the visitor must check out with the receptionist and exit at the main entrance.

## Birthdays and Parties Outside of School

- **Party Invitations:** Birthday ~~or~~ 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.~~ **may only be distributed at school if the entire class is invited. If invitations are for a smaller group of students, families are asked to distribute them outside of the school environment to help avoid hurt feelings and friendship dilemmas. Please note that school directory information may be limited based on family data privacy preferences.**
- **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://my.edenpr.org/menus>
- **Acknowledging Birthdays:** Our classroom teachers may acknowledge and celebrate the birthdays of their homeroom students.



## Recess/Playground

Students have approximately 20 minutes outside for recess as weather permits. It is important that children wear appropriate outdoor clothing throughout the school year, including boots, mittens, gloves, jackets, snow pants, and hats. Recess is adult supervised with the necessary activity equipment provided. We recommend students not bring personal equipment from home (balls, bats, footballs, frisbees, etc.) to prevent items from being lost or stolen.

Families in need of outdoor clothing are invited to contact their student's teacher or the school social worker. Should there be a request for a child to stay indoors, a doctor's note 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, air quality, temperatures below -10 degrees, or a windchill of -10 degrees or below.

## iLearn@EP

*Our goal is to prepare students to demonstrate digital responsibility, technological awareness, and the ability to use technology to create, research, communicate and produce in the academic and professional setting. iLearn@EP is about creating engaging curriculum, dynamic learning environments, and students who are better prepared for the world beyond our school doors. It is not about the device, but rather how to use the device as a tool in learning. Students are required to follow Eden Prairie Schools district expectations regarding the use of technology.*



### **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



## **Student Digital Responsibility**

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 appropriately cite and use all intellectual property (websites, books, media, software, etc.) according to 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.**

### **Personal Safety**

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

### **Password Protection**

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

### **Privacy**

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

### **Online Etiquette**

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



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

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

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

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

### **Proxies**

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

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

It is a violation of this agreement to access, share, post, send, download, or display any material—including photos of students or staff—that is illegal or includes harmful content such as threats, harassment, discrimination, or anything abusive, obscene, vulgar, or sexually inappropriate.

### **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 may be reset to its original settings 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.

### **Artificial Intelligence (AI) Tools**



Eden Prairie Schools encourages the thoughtful and appropriate use of Artificial Intelligence (AI) tools as part of learning. When used under the guidance of a teacher, AI can support creativity, learning, and problem-solving in exciting new ways. Students may only use AI tools that have been approved by the district and are introduced by their teacher for specific classroom activities.

All AI tools used in Eden Prairie Schools are carefully and individually reviewed to ensure they meet the highest standards for cyber safety and protection of student personal information. Students are expected to use AI tools responsibly, respectfully, and only for educational purposes, just like any other technology in school.

Students should never use AI tools to:

- Cheat, copy, or do work for them
- Share personal information
- Create or share inappropriate or harmful content

If students are ever unsure about using an AI tool, they should ask a teacher or staff member for help.



## **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 compliance with the Children's Internet Protection Act, the district uses internet filtering tools to help protect students. However, no filter is perfect. If students encounter inappropriate material, they should report it to a teacher or staff member immediately.





## 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 does not purchase earphones; earphones are requested as part of the K-5 Elementary Supply List.

- Earphones shall not be used within or on school property unless a teacher specifically allows it for learning purposes or as part of a documented accommodation.
- 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**

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 install only apps available through Self-Service. If additional educational apps are needed, students and parents should work with the teacher to request access. Additional content used should have an educational purpose. Content which does not have an educational purpose and is disruptive to the educational process will be blocked or removed from the device.

### **Student Discipline**

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

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

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

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

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

Over a student's 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 - Full repair or replacement cost multiplied by 2 (based on current market value and repair rate)
- Third damaged device - Full repair or replacement cost multiplied by 2 (based on current market value and repair rate)

Families and students will be asked to sign the iLearn Agreement at the beginning of the school year. The signed agreement should be returned to your child's classroom teacher.

## 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/guardian volunteers (including field trip chaperones) in one-time or ongoing volunteer roles across the district.

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

All volunteers must start by submitting an application at [www.edenpr.org/volunteer](http://www.edenpr.org/volunteer). Our Outreach and Engagement Supervisor will then connect to share next steps or discuss your interests and current opportunities. Most student-facing roles require a background check and brief orientation prior to the volunteer being placed. Financial assistance and reimbursement are available to ensure the background check fee is not a barrier to volunteering.

### Parent-Teacher Organizations

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

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

### District Advisory Council Volunteers

A variety of district-level committees, advisory councils, and teams provide important ways parents can help shape district policies, procedures, and programs. For more information, <https://community.edenpr.org/advisory-teams>

## Health

*The Health Services staff work in partnership with educational staff to provide students with high quality and consistent health care and health management. Find Health Services forms online at [www.edenpr.org](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-19) so appropriate measures may be taken. Notices may be sent home with other students when these conditions occur in a classroom. For a list of common childhood diseases, symptoms, communicability, and source of infection, log on to the district website, [www.edenpr.org](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.

### **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 due to a medical concern, diagnosis, or disability, 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 priority phone numbers listed in Campus. It is important that the names and phone numbers listed on Campus 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 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.

*The policies and procedures included in this handbook represent an abbreviated and summarized selection of key district-level policies. For a complete list of Eden Prairie Schools policies, please visit:*

*[https://www.edenpr.org/superintendent-welcome#anchor\\_district\\_policies](https://www.edenpr.org/superintendent-welcome#anchor_district_policies).*



## **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.

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.

## **Bullying Prohibition**

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

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

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

## **Equal Education Opportunity**

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

## **Equal Employment Opportunity**

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





### **Harassment and Violence Prohibition**

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

### **Hazing Prohibition**

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

### **Nondiscrimination**

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

- 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.

For more information visit: <https://community.edenpr.org/school-board/policies/~board/policies/post/102-equal-educational-opportunity>

### **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.

### **Pledge of Allegiance**

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



## **Release of Directory Information**

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

## **Student Records**

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

## **Student Surveys**

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

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

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



## **Tobacco-Free Schools**

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

## **Weapons**

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

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

## **Wellness Policy**

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

## Safety and Security



## Visitor Check-in

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

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

## Drills

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

## Emergencies

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

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

## Juvenile Liaison Officer

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



## 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.

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.

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.

If you have questions or concerns about the asbestos, pesticide, or air quality please contact the Eden Prairie Schools Facilities and Safety department at 952-975-7121.

## Transportation

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



## **Bus Assignment**

The bus assignment process is as follows:

- June - Transportation Commitment Forms are due. Families inform the district of how their student(s) will be getting to school the following year so the district can plan appropriately for bus routes and pedestrian and vehicle traffic at each school.
- Students who have previously ridden the bus are automatically set up to ride the bus for the upcoming school year. Families who are new to Eden Prairie Schools will be asked their transportation preferences during the enrollment process and will not need to submit additional forms.
- Middle of August - Families receive preliminary bus information via email. Families have the opportunity to contact transportation if bus stop changes are needed.
- End of August - Families receive final student bus route information via email, including bus number, stop locations, pick-up, and drop-off times.

## **Riding a Different Bus Home**

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



## **Rules and Consequences**

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

### **Bus Rules: Be Safe, Be Kind, Be Responsible**

1. Listen to your bus driver.
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. Hands and body to yourself.
11. Be at your bus stop 5 minutes ahead of 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. Examples of objects not allowed on the bus include: playground balls, guns (including toy guns or look-alikes); knives or other sharp objects; skis, ski poles, hockey or lacrosse sticks, bats, golf clubs, snow sleds (unless they roll up); flammable items; glass items; laser pens; balloons; and any items of dangerous or objectionable nature.