EDEN PRAIRIE SCHOOLS
Inspiring each student every day

EP Online Secondary (6-12)
Student Handbook
~~2023-2024~~ 2024-2025

Mission

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

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Translation Available:

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

Especialista en Comunicaciones Heriberto Vargas llame al 952-975-7068 para traducciones importantes.

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

SCHEDULE:

EP Online Secondary students utilize a block schedule that has them participate in one Connections advisory period and up to four academic courses every day throughout an entire academic semester each day that Eden Prairie Schools is in session (please consult our district website to find the current school year calendar).

Students will engage in approximately 15 minutes of synchronous interactivity via Zoom with one faculty advisor and a small group of similarly-aged peers in their Connections advisory every day that school is in session. Connections is a setting where daily attendance will be taken and students will forge professional interpersonal relationships with other students, hear important school updates, and plan out their academic tasks for the week. Students will "loop" with the same Connections peer group each school year they remain in EP Online until graduation.

Following their Connections advisory period, students will have four different blocks of time throughout the remainder of the school day reserved for when their 4 academic courses can meet. Most courses will typically hold a 30-minute synchronous ('live') class session on Zoom every Monday-Thursday, followed by a 60-minute "support" period of flexible learning time where the teacher is available for further contact or support but students are otherwise able to work asynchronously ('anytime') on their remaining learning tasks for the day. Synchronous class sessions are typically not held on Fridays in order to provide teachers with time to engage in professional collaboration and personalized conferencing with students and families. Below is a sample EP Online Secondary daily schedule (with the acknowledgement that we reserve the right to adjust specific class period times throughout the school year as needed to adapt to learning challenges and support student growth):

Period	Times (General Classes Only)	Semester 1	Semester 2
Advisory	8:40-8:55	Connections	Connections
1st Period	9:00-9:30 (Support: 9:30-10:20)	Course 1	Course 5
2nd Period	10:30-11:00 (Support: 11:00-11:50)	Course 2	Course 6
3rd Period	12:30-1:00 (Support: 1:00-1:50)	Course 3	Course 7
4th Period	2:00-2:30 (Support: 2:30-3:20)	Course 4	Course 8
Asynchronous Block Course*	No Class Meeting (Support: TBD)	(Replaces 1 Regular Period)	(Replaces 1 Regular Period)
Skinny Block 1**	Weekly Meeting: TBD	(Full Year: Replaces 1 Regular Period)	
Skinny Block 2**	Weekly Meeting: TBD	(Full Year: Replaces 1 Regular Period)	

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

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

FAMILY INVOLVEMENT:

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

COURSEWORK:

Synchronous Learning Activities: In our online school setting, students will be invited to participate in a variety of 'live' Zoom sessions each day where they will receive direct instruction from their teacher about various academic topics as well as engage in a variety of large group, small group, and/or partner learning activities. These formative tasks help students to initiate new learning, discuss their thinking, and model and practice different strategies for meeting course learning targets. Consistent attendance and active participation in synchronous learning activities is essential for students' academic success.

Asynchronous Learning Tasks: Students will typically be assigned one or more independent learning tasks to complete each day in each academic content area (often following a synchronous "'live' learning session). This independent review, practice, and application of learning is important for students to ultimately reach a level of expected proficiency for knowledge and skill acquisition appropriate to the student's instructional level. Students will need to utilize their time wisely to complete these assignments and continue to make academic progress in their courses. One benefit of online learning is that students and families have considerable flexibility to determine when throughout the day these learning tasks should be completed. Some will find the recommended independent work times during the school day to be the best plan of action; others will decide they want to flex some of those work times to mornings or evenings to better accommodate student needs.

Daily Reading: Literacy is the foundation of all student achievement. In addition to other daily assigned learning tasks, every student should spend at least 15-30 minutes each day engaging in independent reading of a book that is of high interest to them. If your family needs help accessing books, please contact your classroom teacher.

CURRICULUM:

General information about Eden Prairie Schools' secondary curriculum can be found on our district website.

A list of EP Online Secondary course offerings and course descriptions can be found on our school website.

Specific information about each course, including a course syllabus, essential learning targets, and required summative assessments is available upon request from site administration and will otherwise be shared with students and families by their assigned teacher at the beginning of every semester.

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

GRADUATION REQUIREMENTS

A student must successfully complete 54 credits to graduate and complete all courses required of their graduating class (see below). In addition, students are required to take graduation exams required by the State of Minnesota.

Department	Credits	Required Courses
English	8	English 9, English 10, English 11, English 12
Social Studies	8	Human Geography, US History, World History, Government/Economics
Math	6	Geometry, Algebra II, Statistics
Science	6	Earth & Space Science, Biology, Chemistry -or- Physics
Physical Education	2	Physical Education & Personal Fitness
Health	1	Health & Nutrition
Technology	1	Introduction to Technology -or- AP Computer Science Principles
Business	1	Personal Financial Management & Careers
Fine Arts	2	Choice: Art, Vocal Music, Instrumental Music, or Theater Electives
TOTAL	54	*Note: Many colleges/universities also expect applicants to have completed two years of world language study*

Eden Prairie Schools expects students to make continuous progress toward graduation. Seniors will be allowed to participate in commencement exercises only if they have completed and passed all graduation requirements or are

fewer than two credits deficient. Students who are deficient in credits may make them up by enrolling for extra classes or attending an approved night school, summer school, or independent study program. It is strongly recommended that the student confer with his/her counselor regarding progress toward graduation.

Continued Education for Students Who do not Meet Academic Standards
Admission to a public school is free and available to any resident under 21 years of age and their personal learning plan will continue while enrolled. Please refer to Minnesota Statutes, section 120A.20, subdivision 1, paragraph (c) for age limitations for students who turn 21 after enrollment.

COURSE REGISTRATION:

Course registration for the upcoming school year occurs each February. Students will register for up to 4 courses per semester (8 courses per year). Each course is worth 2 credits, awarded in 1-credit increments each term (quarter). Students in grades 6-10 are expected to carry a full courseload throughout the school year; students in grades 11-12 are expected to carry a minimum of 3 courses per term. An EP Online Guidance Counselor will support students in making appropriate course selections to ensure a successful pathway to graduation and progress towards post-secondary college and career readiness goals. Students are not guaranteed placement in their elective course selections, but EP Online will make every effort to honor students' prioritized requests.

COURSE PREREQUISITES:

Certain courses may have prerequisite requirements that typically need to be met prior to the student being allowed to register for the course (i.e. students being a particular grade-level or students completing a previous course that provides essential foundational knowledge). These requirements are listed in the course catalog.

Students may request a waiver to these prerequisite requirements on a case-by-case basis by meeting each of the following criteria:

- a severe scheduling conflict or other extreme need, as determined by an EPO counselor or administrator;
- a high class ranking equivalent to Post-Secondary Enrollment Option status for the University of Minnesota (the student must have a GPA of 3.70 or higher);
- completion of all other prerequisites for the course;
- a strong teacher recommendation from the student's most recent teacher in the subject area in question;
- several examples of where the student has shown strong interactive or discussion skills in a class or activity (especially highlighting interaction or discussion with older students); AND;
- an early request (i.e., during the spring registration period for the following school year) so that staffing levels can be addressed, or a later request if space is available in the class in question.

EP Online reserves the right to deny a waiver if related administrative issues cannot be reasonably resolved. Forms to request a grade level waiver are available from the EPO Guidance Counselor.

POST-SECONDARY ENROLLMENT:

Postsecondary Enrollment Options (PSEO) is a program that allows 10th, 11th, and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for admission into PSEO courses. 11th and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a grade of C in that class,

they may take additional PSEO courses. You can learn more about PSEO by contacting your EPO Guidance Counselor or reviewing information on [this webpage](#).

EP Online faculty are under no obligation to assist students taking PSEO courses (or any other courses not offered directly through EP Online and assigned to EP Online teachers, such as EPIC coursework, Credit for Prior Learning, EPHS courses, courses from a supplemental online provider other than EPO, etc.).

COURSE DROP/WITHDRAWAL:

Once a class schedule has been developed for a given school year, course drops will only be allowed for students who were erroneously placed (i.e., a student who has not met the course prerequisites, a student who has already completed course content at another school, a clerical error during registration by EPO staff, etc.) -or- for students who both the student's family and teacher believe have been significantly misplaced in a particular course as suggested by performance in that course in relation to the student's previous academic records.

A grade of "W" (Withdrawal) will be entered on a student's record when the student officially withdraws from a course after the first two weeks of the term. If a student officially withdraws from a course within the first two weeks of a term, there will be no record of that course registration entered on the student's transcript.

COURSE GRADES:

EP Online teachers will provide frequent, timely and substantive feedback to families about how students are progressing in their academic studies. This feedback will be shared through a combination of synchronous conferences, asynchronous written correspondence (through email or messaging), and scores/notes being posted in the teacher's Schoology Gradebook and/or Infinite Campus Gradebook.

Final grades for the essential concepts in each subject area will be formally submitted on a student's report card (accessible in Infinite Campus) at the end of each semester. Students will be issued one of the following grades in each course using a 4.0 non-weighted grading system:

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

~~A grade of "I" (Incomplete) is a temporary placeholder indicating that a student has yet to demonstrate proficiency in a given subject and that the student qualifies for additional time to successfully complete the course. In collaboration with the student and family, an EPO counselor, administrator, and teacher will determine the best pathway for a~~

~~student to do so (see additional "Grading Practices - Incompletes" section below). When a student earns a grade of "I" (Incomplete), it will be reflected in the computation of the student's GPA as a zero until the grade is later changed to a "P" (Pass) or a replacement letter grade (based on the student's revised final performance in the course). If a student does not meet proficiency by **August 31** following the school year the "I" was issued, the "I" will be replaced with a grade of "F" on the student's transcript.~~

~~Additionally, in individual courses,~~ Students can alternatively [opt for a Pass/No Credit grading system](#) in individual courses where:

- **P** = 60% and above
- **NC** = below 60%

The guidelines for the Pass/No Credit option are:

- Students must continue to meet all classroom expectations (including completion of daily work, projects, and quizzes/tests) after choosing the P/NC option or the option will be revoked
- Students must demonstrate a minimum of 60% proficiency on course essential learning targets to earn a "P".
- Students may exercise the P/NC option for up to <u>two courses each year</u> with no more than one per term.
- Many colleges and universities request courses be taken for an "A-F" grade.
- Students must declare their intent to exercise the P/NC option in writing, with parental/guardian consent, by no later than the midpoint of the given grading term.

Student grades, final report cards, and unofficial transcripts are all available for students and families to view at any time. To view report cards in Infinite Campus, please follow these steps (and contact the EPS Help Desk if you need help accessing the Parent Portal by phone at 952-975-7094 or by email at helpline@edenpr.org):

1. Go to www.edenpr.org in web browser.
2. Move your mouse over the red **login** button (located in the upper left side of the page).
3. Select **Parent and Student Portal Login** from the drop down menu.
4. You will be brought to the Portal login page. Select "Campus Parent"
5. Enter your Parent Username and Password.
6. Select Documents on the left side, then navigate to Report Card on the right side.

GRADING PRACTICES:

EP Online is committed to implementing evidence-based grading practices that align with the following principles:

- Grades should reflect student mastery of essential learning
- Grading practices should be mathematically accurate, bias-resistant, motivating for students, and supportive of a growth mindset

The following standardized grading practices are utilized across all EP Online courses and strive to reflect the aforementioned philosophical principles:

- All course assignments will reflect student mastery of course Essential Learning Targets. Each assignment will be coded as either:

  - Formative "**Academic Practice**" (weighted to a maximum of **15%** of a final term grade)
  - Summative "**Academic Performance**" (weighted to at least **85%** of a final term grade)

- Assignments within the "Academic Progress" category are typically time-bound and designed to provide feedback during a particular week of instruction within the course. Accordingly, these assignments may not be assigned a grade if submitted outside of the week they are initially assigned.

- Students can retake/redo assessments in the summative "Academic Performance" category one time per assessment. If a student does not submit an assessment by its original deadline, the first (late) submission will count as the reassessment opportunity. Any re-take/re-do is worth 100% of the value of the original task. The teacher will determine what format is used for re-assessment. In order to be eligible for reassessment or late submission, a student must make a written reassessment request to the teacher and agree to:
    - Complete and turn in any formative work aligned to the assessment before reassessing
    - Attend synchronous class sessions for academic support if assigned by teacher
    - Complete the reassessment by a date agreed upon with the teacher

- Pursuant to our guiding vision, behaviors will not be factored into a student's grade. Examples of this guiding principle include but are not limited to:
    o Attendance should not be directly included in grade calculations.
    o Points should not be added or subtracted for timeliness of work completion.
    o No "extra credit" shall be factored into a grade.

- Final term grades will be rounded up for point values of .5-.9 and rounded down for point values of .0-.4.

- A grade of "D-" or higher indicates a student has demonstrated sufficient proficiency of all essential learning targets in order to earn credit for the course; however, it is the goal of EP Online that every student will earn a grade of "C-" or higher in every course. Therefore, a student who has received a "D+" or lower has the option of re-taking the same course in a future semester for a revised grade. The student is responsible for requesting that the higher grade replace the lower grade on the transcript (i.e., the lower grade is eliminated from the transcript). When students are attempting to retake a course, registration will be limited if there is no available space in the course roster during a given term. Students who fail the preceding term of a multiple term class may continue in the course at the discretion of the teacher, in consultation with the student support team.

- Efforts will be made to support students who have a non-passing grade in a course at the end of an academic term to work to eventually earn credit in the course.

    If a student is missing or failing summative "Academic Performance" task items at the end of a term, the student grade may be reported as an "F" ~~"Incomplete"~~ until the student submits/revises those items. ~~In order to resolve an Incomplete~~ When a student wants to pursue credit for a failing grade, the student must make one of the following arrangements to complete the course:

    1. **Contract with their teacher to finish it:** If a student contracts with a teacher, the teacher stipulates what work must be completed or revised and a deadline (at least 3 weeks after the end of the term) for completion of work. If a student contracts with a teacher and does not complete by the contracted deadline, the original grade of ~~"I" will convert to an~~ "F" will remain as stands.

    2. **Enroll in a summer school class:** If a student enrolls in the summer school credit recovery class, s/he needs to complete credit in summer school. A detailed accounting of work that needs to be completed or revised will be shared by the original course teacher with the summer school teacher. If the course is not completed, the original grade of ~~"I" will convert to an~~ "F" will remain as stands.

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

ACADEMIC RECOGNITION:

EP Online students are recognized at their senior graduation ceremony for exemplary academic achievement by the issuance of academic recognition cords to be worn in addition to their regular cap and gown.

- Gold Cords will be awarded to students with a 3.9-4.0 GPA and at least 54 credits
- Silver Cords will be awarded to students with a 3.75-3.89 GPA and at least 54 credits
- Red Cords will be awarded to students with a 3.5-4.0 GPA and have completed (or are on-track to complete by the end of the academic year) 6 or more credits in the following course domains: AP, PSEO, Dual Enrollment

Designation of gold and silver cords will be determined at the end of term 3 in 12th grade. Students receiving academic recognition as noted above will be "Honors Graduates", receiving an Honors sticker on their diploma.

STANDARDIZED ASSESSMENTS:

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

- **FAST (FastBridge Learning)** assessments are administered remotely to all 6-12 grade students in the fall, winter and spring in the areas of literacy and numeracy.

- **MCA-III (Minnesota Comprehensive Assessment)** in Math and Reading are administered in-person (at various testing locations around the state of Minnesota) to all 6-8 grade students in the spring. The Science MCA is given to 8th grade students in the spring. At the high school level, students take MCA exams at the end of 10th grade (Reading), 11th grade (Math), and completion of their Biology course (Science).

- Other assessments may be administered (typically remotely) to some students at various times of the year in order to monitor progress or provide further diagnostic information for student support services.

Please consult this document if your family would like to learn more about the rationale for and benefits of state-mandated standardized assessments and/or officially opt-out your student from participating in them.

ACADEMIC INTEGRITY

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

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

Plagiarism

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

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

Student Usage of Generative Artificial Intelligence (AI)

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

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

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

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

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

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

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

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

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

EP ONLINE SECONDARY - ATTENDANCE POLICY:

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, all students of the school district are REQUIRED to attend classes (i.e. have interactions with a licensed teacher) every day that school is in session, unless the student has a valid excuse for absence (see below).

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

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

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

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

~~If a student is not present when attendance is taken, he/she can alternatively have their attendance recorded by participating in other synchronous or asynchronous coursework throughout the school day and documenting this engagement through our EPO Attendance Verification form. It is the responsibility of the parent/guardian to submit this form (or to notify EP Online of a valid excuse for absence) each day that a student is not present when attendance is taken by their teacher during their Connections advisory session.~~

EXCUSED ABSENCES:

In order for an absence to be excused, a parent/guardian needs to contact EP Online by calling (952-975-7163) or emailing (EPOnlinerecords@edenpr.k12.mn.us) prior to -or- the day of the absence. In your communication, please state when the child will be absent and explain the reason for the absence. Students whose absences are excused are required to make up assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students who accumulate excessive absences, even when excused, will work with the school staff and families to develop a plan to insure attendance at school daily.

The following reasons shall be sufficient to constitute excused absences:

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

TARDINESS:

Students are expected to be in all assigned synchronous learning sessions at the start of and through the duration of each session. Failure to do so without a valid excuse (see list above) constitutes tardiness. If a student has a valid, recurring scheduling conflict with a regular synchronous learning session, a meeting between the student's family, teacher, and principal will be held to develop a personalized asynchronous learning plan in lieu of tardiness.

CONSEQUENCES OF UNEXCUSED ABSENCES OR TARDINESS:

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

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

MINNESOTA RESIDENCY REQUIREMENT:

While our online learning model provides considerable flexibility to families regarding where and when students engage in their coursework, the state of Minnesota mandates that students need to physically reside within the state while accessing their education. Specifically, Minnesota statute section 126C.05, subdivision 8 requires that any student who has been out of the state for 15 consecutive school days must be withdrawn from the Minnesota Automated Reporting Student System (MARSS) and is no longer eligible for educational funding until he/she resumes physical residence in Minnesota again. Unfortunately, there currently are no exemptions to this rule for online

education providers and EP Online staff is obligated to report this status if made aware of it.

If your student will be traveling outside of Minnesota on a trip that is less than 15 consecutive school days, your student is able to remain enrolled in EP Online without issue. Students in these circumstances are encouraged to continue to actively attend school during their travels if they are able to do so, and to request an excused absence for any days they are not able to participate either synchronously or asynchronously.

If your student will be traveling outside of Minnesota on a trip that is equal to or more than 15 consecutive school days, your student will need pursue one of the following options:

1) Withdraw from EP Online at the time of departure until such time as the student will be physically residing within the state of Minnesota again.

2) Change your enrollment status in EP Online to a "non-resident of Minnesota" during the remainder of the time you will be gone in excess of 15 days and pay the EPS non-resident tuition rate for those additional dates. For more information about this arrangement, please reach out to the EPO Principal.

Student Support Services

The following staff members work alongside our classroom teachers to ensure that each student and family receives the varied support needed to achieve academic, social, and interpersonal success.

PRINCIPAL:

EP Online's Principal provides site-level leadership, including oversight of all K-12 EPO programming, supervision of all K-12 EPO faculty and staff members, delivery of all K-12 EPO communications, and assurance of academic excellence and continuous school improvement.

DEAN OF STUDENTS:

EP Online's Dean of Students supports students and families in ensuring each EPO student maintains consistent attendance, academic engagement, and positive behavior choices throughout the school year. The Dean of Students also acts as the site assessment coordinator and assists the principal in managing school functions.

INSTRUCTIONAL EXCELLENCE COORDINATOR:

EP Online's Instructional Excellence Coordinator supports teacher and staff members in their continuous growth and development as they work to enhance their pedagogy and craft, individually and as professional learning teams.

GUIDANCE COUNSELOR:

EP Online's Guidance Counselor provides academic counseling to students as they explore career pathways, register for courses in middle school and high school, and engage in post-secondary planning.

SOCIAL WORKER:

EP Online's school social worker supports the social-emotional learning and growth of children, including connections between families and outside agencies for physical, economic, and/or mental health-related needs.

SCHOOL PSYCHOLOGIST:

EP Online's school psychologist is involved with children, families, and school teams to support students and their educational programming needs, ensuring students receive multi-tiered systems of support after a thorough diagnosis of student needs obtained through varied assessment and observation methods.

GIFTED & TALENTED SERVICES:

EP Online's GT Specialists provide enrichment learning opportunities to develop the gifts and talents of students who qualify for expanded focus on elements of depth and complexity, critical thinking skills and advanced topics. Parents or teachers may recommend a child for GT services. Students who are recommended are assessed using multiple measures of both ability and achievement. A district team then reviews and evaluates the data to determine if criteria is met for programming.

INTERVENTION SERVICES:

EP Online Interventionists support students with high-quality instruction in foundational skill development in the areas of reading and/or math for students who would benefit from accelerated growth in either area.

MULTILINGUAL ENGLISH LEARNER SERVICES:

Specialized English language instruction is available to support speaking, listening, reading and writing for Multilingual English Learners. Students are served both in their core classes, and in supplemental instruction, depending on each student's linguistic needs. In addition to specialized services, enrichment occurs within the classroom through teacher differentiation of curriculum and instruction for our multilingual learners.

SPECIAL EDUCATION SERVICES:

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

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

Safe and Supportive Schools

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

BULLYING:

According to the Minnesota Safe and Supportive Schools Act, **bullying** means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

- There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or
- Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, service, or privileges.

Cyberbullying is bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. This includes use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts the school environment or interferes in a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

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

Acts of bullying towards another student or groups of students will not be tolerated and will be dealt with in a swift and serious manner. **Bullying does not refer to a one-time argument or disagreement between students.**

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

If bullying occurs at any school-related function, school-sponsored activity, event, or trip, the incident should be reported to the building's designated primary contact person (principal, associate principal, or social worker) who will begin an investigation as soon as possible. If bullying/cyber-bullying takes place off of school property and impacts the educational process, it should be reported to the school. In the event an act of cyber-bullying has occurred the same protocol will be followed.

DRESS CODE:

Appropriate dress is a necessary component in providing an optimal learning environment. Students are responsible for dressing in such a manner that is not disruptive or likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not sexually explicit, discriminatory or associated with threat/hate groups. Clothing, headwear, and accessories which display references to alcohol, chemicals, tobacco or other products which are illegal for use by minors is not permitted.

EXPECTATIONS OF ADULTS & STUDENTS:

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

Behavioral expectations specific to all aspects of online schooling are taught at the beginning of the school year. Behavior expectations are re-taught and positively reinforced throughout the year to promote a safe, welcoming, and engaging learning environment for each child.

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

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

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

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

If a student demonstrates a lack of responsibility, respect, empathy or self-control and disrupts the learning for other students, adults will:
- Redirect and re-instruct to ensure that student fully understands the expectations
- Work in partnership with family, students, staff and other significant adults to restoratively determine additional strategies and/or consequences
- Refer to Peer Mediation, Conflict Resolution or other restorative processes
- Consider removal from class, possibly through suspension or expulsion

SEVERE BEHAVIOR:

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

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

These behaviors are subject to one or more of the following consequences:
- Parent phone call and conference
- In-school or out-of-school suspension
- Restitution
- Referral to a local police department
- Referral to outside agencies
- Recommendation for expulsion

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

REMOVAL FROM CLASS:

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

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

2. Acts that disrupt, interfere or threaten to disrupt the educational process or school functions, including, but not limited to horseplay, disobedience, disrespectful behavior, inappropriate language, instigating a school disruption, discrimination or defiance of authority, or failure to report any of the aforementioned behaviors.

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

1. Staff will contact school leadership in a timely fashion and the responding administrator will determine whether and the duration for which student removal needs to continue.

2. Every effort will be made to support students returning to synchronous virtual learning in a timely fashion; student removal from synchronous virtual learning sessions will not exceed more than five hours for a single violation and asynchronous access to instruction will continue during the removal period.

3. An administrator or designee will engage the student in a discussion of the incident including the reteaching of behavior expectations within a virtual space.

4. Upon reentry, a restorative conversation will occur between the student and those impacted by their behavior.

5. An administrator or designee will notify parents of the situation and any applicable consequences. An administrator or designee will record the incident in the appropriate record-keeping repository (i.e. Campus).

6. If the student removed from class is identified as having a disability or a perceived disability, a team meeting will be held in order to review the adequacy of the current Individualized Education Program (IEP) or to determine if additional assessment or referral for special education services is needed.

CRISIS MANAGEMENT:

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

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

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

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

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

iLearn@EP

In today's rapidly-changing world, technology is a major tool in people's personal and professional lives. It is therefore important for our students to learn to demonstrate digital responsibility, technological awareness and the ability to use technology to create, research, communicate and produce in an academic and work setting. i-Learn@EP is about creating engaging curriculum, dynamic learning environments and students who are better prepared for the world beyond our school doors; it is not about the device, but rather how to use the device as a tool in learning.

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

ELECTRONIC DEVICES:

All middle school students are provided iPads as learning tools in grade levels 6 - 8; all high school students are provided MacBook Air laptops in grade levels 9 - 12. Your child's teacher will communicate with you regarding specific classroom procedures and expectations. Filtered and monitored internet access is provided when the student connects to any district wireless network.

DIGITAL CITIZENSHIP:

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

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

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

STUDENT DIGITAL RESPONSIBILITIES:

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

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

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

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

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

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

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

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

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

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

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

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

INTERNET ACCEPTABLE USE POLICY:

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

INFORMATION REGARDING THE iPAD IN EDEN PRAIRIE SCHOOLS:

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

iPad Cases
Acknowledging the importance of a protective case for the iPad, Eden Prairie Schools invested in purchasing protective cases for all of the iPads. iPads need to be in the EPS issued protective case.
- The iPad should ALWAYS be in its protective case.
- For students taking devices home, the iPad should be charged (EPS provides a charger) and brought to school ready to use each day.
- Do NOT place your iPad in a book bag that contains food, liquids, heavy or sharp objects.

iPad Screen & Cleaning

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

iPad Care
- Only labels or stickers approved and placed onto the iPad by EPS staff are acceptable.
- Never leave an iPad unattended. It is your responsibility to keep your iPad stored in a safe, secure, temperature appropriate space.
- Do NOT dismantle or attempt to repair the internal workings of the iPad or the iPad case.
- If your iPad is not working, contact EPO Tech Support (952-975-7163) as soon as possible and have an EPS technology support specialist examine it. If your iPad needs to be worked on for an extended period of time, you will be issued a temporary iPad until yours is working properly.

Earphones
Earphones are not provided by Eden Prairie Schools but students are requested to obtain them as part of the EPO 6-12 Secondary Supply List.

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

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

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

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

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

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

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

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

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

INFORMATION REGARDING THE MacBook Air IN EDEN PRAIRIE SCHOOLS:

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

MacBook Air Cases: Transporting To & From School
Acknowledging the importance of a protective case for the MacBook Air, Eden Prairie Schools invested in purchasing protective cases for all of the MacBook Airs. These cases are suitable for transporting the device and EPS policy is that all MacBook Airs need to be in the EPS-issued protective case.
- The MacBook Air should ALWAYS be in its protective case during transit.
- The MacBook Air should be charged (EPS provides a charger) and brought to school ready to use each day.
- Do NOT place your MacBook Air in a book bag that contains food, liquids, heavy or sharp objects.

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

MacBook Air Care
- The Technology department is able to detect when unauthorized programs and apps are downloaded, and those devices will be "wiped" and reinstalled with approved programs and apps. EPS is not responsible for any lost content stored on the device, including but not limited to: documents, photos, music, etc.
- Never leave a MacBook Air unattended. It is your responsibility to keep your MacBook Air stored in a safe, secure, temperature appropriate space.
- Do NOT attempt to try to repair the internal workings of a MacBook Air yourself.

- If your MacBook Air is not working, contact [EPO Tech Support](#) (952-975-7163) as soon as possible and have an EPS technology support specialist examine it. If your MacBook Air needs to be worked on for an extended period of time, you will be issued a temporary MacBook Air until yours is working properly.

MacBook Air Statement of Responsibility for Parent/Guardian and Student

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

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

Earphones

Earphones are not provided by Eden Prairie Schools but students are requested to obtain them as part of the EPO 6-12 Secondary Supply List.

Storing Documents

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

Apple ID

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

Student Discipline

If a student violates any part of the above policy, he/she will be subject to disciplinary action. In instances where the student has put his/her own safety or the safety of others at risk, all MacBook Air privileges will be revoked immediately.

In a remote learning environment, it is especially important to stay connected and up-to-date with the latest news from our district, online school, and your student's teachers through the following avenues.

ALERTS:

Eden Prairie Schools has the ability to call, text and/or email all district families. In order to help ensure that you receive these important messages, please go to www.edenpr.org and make sure that we have the correct email address and phone numbers for us to use.

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

Families can also receive time-sensitive notifications via the district mobile app. The app is free and available for Apple, Android or Windows devices.

ANNOUNCEMENTS/PUBLICATIONS/WEBSITE:

Families with students attending Eden Prairie Schools will receive print and electronic publications from the district and EP Online, with announcements about district/site expectations, initiatives, and upcoming events. Teachers will keep parents informed about classroom-level news through frequent email communication

Families can also find information about school programs and policies and student attendance, grades, final report cards and unofficial academic transcripts through the Campus Parent Portal, Schoology, and/or our school website.

COMMUNICATION WITH STUDENTS DURING THE SCHOOL DAY:

One benefit of online learning is the easy, flexible access it provides you to communicate freely with your students throughout the school day. If you need to communicate with your student during 'live' synchronous instruction on Zoom, however, please ensure your student mutes his/her microphone and video prior to engaging in that communication so you do not disrupt the learning environment for other students.

COMMUNICATION WITH TEACHERS DURING THE SCHOOL DAY:

Communication between teachers and families about student progress, school events, and classroom activities builds and maintains the learning environment. All staff members respond to requests for information and assistance in a timely and professional manner.

If you need to communicate synchronously with your student's teacher, please set up a time to do so in an individualized Zoom conference or phone call. Our staff is eager to engage in personalized conversations and have established times throughout the school day where they are available for these interactions. Please, however, do not interrupt whole class synchronous instruction on Zoom with personalized questions or concerns, as this time is limited during the school day and needs to remain focused on the established learning plans for all students.

TEACHER-FAMILY CONFERENCES:

Eden Prairie Schools recognizes the importance of families and teachers working together. Families and teachers communicate and build relationships at conferences. EP Online conferences are facilitated virtually via Zoom. EPO Secondary Connections teachers engage in an initial welcome call with each family at the beginning of the school year and then all teachers invite families to participate in personalized conferences at quarterly intervals throughout the remainder of the school year. Please come prepared with any questions you have regarding your child's education.

STEPS TO FOLLOW IF YOU HAVE QUESTIONS/CONCERNS:

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

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

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

WEATHER-RELATED CLOSING:

On rare occasions throughout the school year, Eden Prairie Schools may send mass communication that indicates the temporary closure of brick-and-mortar buildings in Eden Prairie Schools due to emergency weather. In these instances, EP Online will always continue to operate normally.

If your family ever experiences emergency weather conditions in your home area while EP Online is in session, please take appropriate precautions as advised by local meteorologists or other authorities. Any synchronous instruction that is missed in this fashion will be considered an excused absence.

ENROLLMENT/REGISTRATION

If your child attended an Eden Prairie School last year, they will automatically be registered for the current school year and you will receive information from your child's teacher prior to the beginning of the school year.

New or Open-Enrollment Families: Please contact our District Central Registration Office for registration materials. You may either pick up the forms at the Administrative Services Center, call 952-975-7008 to have them mailed to you, or register online using our registration website.

Volunteering

Volunteerism by family and friends is welcomed and a great way to improve our district and school community!

SHARING INSPIRATION VOLUNTEER PROGRAM:

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

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

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

PARENT-TEACHER ORGANIZATION:

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

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

DISTRICT ADVISORY COUNCILS:

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

Policies and Guidelines

The following policies guide student and staff behavior in Eden Prairie Schools and EP Online.

BACKGROUND CHECKS:

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

DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES:

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

EQUAL EDUCATIONAL OPPORTUNITY:

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

EQUAL EMPLOYMENT OPPORTUNITY:

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

FEES:

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

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

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

HARASSMENT & VIOLENCE PROHIBITION:

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

HAZING PROHIBITION:

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

NONDISCRIMINATION:

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

- Disability Nondiscrimination: The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

- Student Sex Nondiscrimination: The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS:

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

PARENT RIGHT TO KNOW:

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

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

4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

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

RELEASE OF DIRECTORY INFORMATION:

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

SEARCH & SEIZURE OF STUDENT POSSESSIONS:

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

STUDENT RECORDS:

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

STUDENT SURVEYS:

~~Occasionally, the school district utilizes surveys to obtain student opinions and information about students. Contact your principal with questions related to the rights of parents/guardians and students about conducting surveys.~~

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

TOBACCO-FREE SCHOOLS:

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

WEAPONS:

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

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

WELLNESS POLICY:

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