



2026-27 Student and Family Handbook

Elementary Schools



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We believe that strong partnerships between families, staff, and the community are essential to creating meaningful learning experiences for every student.

Welcome from the Superintendent

Dear Elementary School Families,

At Edina Public Schools (EPS), we believe that strong partnerships between families, staff, and the community are essential to creating meaningful learning experiences for every student. Together, we can foster academic excellence and prepare our learners to thrive in an ever-evolving, culturally rich global society.

A safe, inclusive, and welcoming environment is the foundation for student success. The Edina School Board has developed comprehensive policies and procedures that outline student rights and responsibilities to provide a positive and respectful learning climate across all our schools.

The Edina Elementary School Handbook is a key resource for families and students. It provides clarity on district and building policies and expectations, and how they align with our shared commitment to student well-being and achievement. We encourage all parents and guardians to review the handbook with their student(s). Teachers will also guide students through its contents at the start of the school year.

By working together, we can ensure that every learner is supported, empowered, and inspired to discover their full potential and thrive. Thank you for your continued partnership and commitment to our students' success.

Sincerely,



Dr. Daniel Bittman
Superintendent
Edina Public Schools

Handbook Layout

This handbook is comprised of five parts. Topics within each section are alphabetized.

1. General Information
 2. Academics
 3. Student Conduct and Discipline
 4. Health and Safety
 5. District Policy Manual (Select Topics Index)
-

Part 1: General Information

Edina Public Schools Mission

Edina Public Schools is a dynamic learning community delivering educational excellence and preparing all students to realize their full potential.

Through academics, activities, and opportunities, we encourage creativity, foster curiosity, and develop critical thinking skills. We support every student's educational journey by creating a caring and inclusive school culture that supports the whole student.

Edina Public Schools Vision

For each and every student to discover their possibilities and thrive.

Policy Information

All district policies can be found in the [District Policy Manual](#). Besides the policies that are included and/or referred to in this handbook, students are expected to be aware of and to abide by all of the district's policies. Students should pay particular attention to the policies in Section 500, which specifically pertains to students. Questions regarding policies can be directed to your building administrator.

Current district policy may be amended throughout the school year. If the language in this handbook at any time conflicts with the official policies adopted by the school board, such conflict will be resolved in accordance with the language of the policy as most recently adopted. Policy terms are also controlled by statutory requirements in effect at the applicable time.

Elementary School Information

Concord Elementary

Principal: Paul Domer
Assistant Principal: Mark DeYoung

Address: 5900 Concord Ave S
School Hours: 7:50–2:25 p.m.

Main Office: (952) 848-4300
Attendance Line: (952) 848-4302
Kids Club: (952) 848-4308

Website: concord.edinaschools.org

Cornelia Elementary

Principal: Lisa Masica
Administrative Dean: Leona Santillan

Address: 7000 Cornelia Drive
School Hours: 7:50–2:25 p.m.

Main Office: (952) 848-4600
Attendance Line: (952) 848-4602

Website: cornelia.edinaschools.org

Countryside Elementary

Principal: Lisa Barnholdt
Administrative Dean: Erin Finn

Address: 5701 Benton Ave S
School Hours: 7:50–2:25 p.m.

Main Office: (952) 848-4700
Attendance Line: (952) 848-4702
Kids Club: (952) 848-4775

Website: countryside.edinaschools.org

Creek Valley Elementary

Principal: Amy Reed, Ed.D.
Admin. Dean: Jamie Hawkinson

Address: 6401 Gleason Road
School Hours: 7:50–2:25 p.m.

Main Office: (952) 848-4300
Attendance Line: (952) 848-4302
Kids Club: (952) 848-4308

Website: concord.edinaschools.org

Highlands Elementary

Principal: Cara Rieckenberg, Ed.D.
Administrative Dean: Tom Luu

Address: 5505 Doncaster Way
School Hours: 7:50–2:25 p.m.

Main Office: (952) 848-4500
Attendance Line: (952) 848-4502
Kids Club: (952) 848-4569

Website: highlands.edinaschools.org

Normandale Elementary

Principal: Chris Holden
Administrative Dean: Kany Seck, Ed.D.

Address: 5701 Normandale Road
School Hours: 8:40–3:15 p.m.

Main Office: (952) 848-4100
Attendance Line: (952) 848-4102
Kids Club: (952) 848-4175

Website: normandale.edinaschools.org

Programming



Continuous Progress (CP) and Discovery Program

Continuous Progress (CP) is a districtwide Edina Choice Program that offers multi-grade classes.

Two classrooms form a "family" - one classroom includes grades 2 and 3 and the other classroom includes grades 4 and 5.

Highlands students who join CP would begin in second grade and stay in their "family" for all 4 years with the same two teaching partners. This structure promotes student/teacher and parent/teacher relationships as well as leadership opportunities, self advocacy, family activities, and parent involvement.

Highlands also has the Discovery program which includes "looping" for grades 2-3 and 4-5. This is a single grade program that allows students and teachers to know each other better by staying with the same teacher and students for two years at a time.

[Learn More by Clicking Here](#)



Spanish Dual Language

In a two-way Spanish immersion model, classrooms are a mix of English-speaking and heritage Spanish-speaking students, allowing students to learn both languages together in the classroom.

Through this model, both groups experience faster acquisition of the other language, support one another's learning of English and Spanish, and demonstrate higher academic achievement by Grade 5. Studies suggest that concepts learned in two languages are learned more deeply and better retained. The program is also open to students who speak heritage languages other than English or Spanish.

[Learn More by Clicking Here](#)



Neighborhood

Discover the Benefits of a Neighborhood School!

Choosing a neighborhood school means more than just convenience—it's about fostering a thriving community of learners.



Normandale French Immersion

French Immersion is a districtwide option that immerses students in a second language (French) while they learn mathematics, science, reading, writing and other curricular areas.

[Learn More by Clicking Here](#)

Arrival and Departure

See each school above for specific start and end times. Students may enter the building 15 minutes prior to the start of the school day. Families who need to drop their student off before the official start time can enroll in our [Kids Club](#). Students who do not ride a bus should not arrive at school prior to this time (unless they are enrolled in Kids Club). All students must leave the building at the end of the day, unless they are enrolled in a supervised after-school activity.

Attendance Details

Edina Public Schools follows the Be@School guidelines for Hennepin County, which are included in [Policy 503](#). For more detailed information, please visit [Be@School Guidelines](#).

Late Arrivals

Students who arrive late for any reason (except a late bus) must sign-in through the main office before going to class. Parents can excuse late arrivals by calling the main office attendance line or using Infinite Campus (see 'Absences' section below).

Early Release

For excused absences during the day, such as doctor or dental appointments, parents or guardians must enter the absence in the parent portal or use the 24-hour attendance line in advance.

Report an Absence

Please use the online attendance system in your [parent portal](#) or call your school's 24-hour attendance line with the following information:

- Student's name and grade
- Date of absence and reason for absence
- Your name and relationship to the student

Details Regarding Excused/Unexcused Absences

- Exemption for Religious Holidays are limited to 3 consecutive days per observance
- Absence for “missed bus” is not an excused absence
- Excused Absences for medical-related situations are as follows:
 - Chronic illness with documentation (must be on file with health office)
 - General physical illness (sick)
 - Medical, dental, orthodontic, or mental health appointment (not lasting more than ½ school day)
 - Surgery or hospitalization (work with health office directly regarding details)
 - Medical Recovery (work with health office directly regarding details)
- Unexcused Absences are as follows:
 - Any absence not approved by parent/guardian (through the parent portal or 24-hour attendance phone line)
 - Working on school assignments or exam preparation
 - Vacations that are not pre-arranged
- Oversleeping, missing alarms, missing buses, studying or volunteer work
- Illness that occurs during the school day - **IMPORTANT!**
 - Students **MUST** go through the health office for any illness to be excused to leave school mid-day. If your child contacts you during the school day regarding illness, please direct them to go to the health office and our team will reach out to you regarding next steps.

What Can Parents/Guardians Do To Help Promote Good Attendance?

- Schedule vacations and appointments outside of school time.
- Set a routine for bedtime, morning wake-up, and transportation to school so your student is on time every day.
- Monitor your student’s attendance using the parent portal
- Set a goal of 95% or better attendance every year (less than 9 days out of school per year/1 day per month).
- Report your student’s absence immediately through the parent portal or using the 24 hour attendance line for your school.
- All absences/tardies are marked as unexcused unless a parent/guardian has entered an absence request through the parent portal or attendance line.

How Will The School Help Promote Good Attendance?

- Our teachers and student support staff will closely monitor attendance.
- Families will be contacted if a student is frequently absent and/or tardy.
- Elementary staff will work with families to develop a plan for school success.

- Chronic attendance issues may be referred to Hennepin County Be@School program for intervention. Please see below for an overview of the monitoring and reporting process.

Important Note: Due to state requirements a student must be dropped from enrollment after 15 consecutive days of absence.

Calendar Information

The school calendar is adopted annually by the school board. A copy of the school calendar and each elementary school calendar can be found below.

District Calendar

For a complete overview of district-wide dates, including holidays, breaks, and professional development days, please visit: www.edinaschools.org/calendar

Elementary School Calendars

Each elementary school may also include building-specific events such as conferences, performances, and activity nights. Please refer to your child's school calendar below:

- | | |
|--------------------------------|-------------------------------|
| • Concord | • Countryside |
| • Cornelia | • Highlands |
| • Creek Valley | • Normandale |

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint. For more detailed information, please visit [Complaints - Students, Employees, Parents, Other Persons \(Policy 104\) in our District Policy Manual](#)

Reporting Comments or Concerns

Classroom

Classroom issues should first be directed to the teacher. If the first level of communication does not resolve the issue, the immediate supervisor, principal, or superintendent should be the next contact.

School Issues

School issues should first be directed to the principal. Operational or management issues are best directed to the school personnel or district office personnel closest to the areas of concern.

District Issues

District issues should be directed to the administrator responsible for the program or service involved. Operational or management issues are best directed to the school personnel or district office personnel closest to the areas of concern.

E-Learning Days

In the event that severe weather requires schools to close, the district may implement an e-Learning Day to ensure continuity of learning. On these days, students remain at home and engage in learning activities through their school's online platforms (such as Schoology or Seesaw), following guidance provided by their teachers. Families will be notified of an e-Learning Day using the district's standard communication methods, including email, phone, text, website updates, and local media. Students are expected to participate in assigned learning activities, and attendance is taken for the day. For more details, please visit our [Weather Emergencies and School Closings](#) page.

Employment 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. For more detailed information, please visit [Employment Background Checks Policy \(policy 404\) in our District Policy Manual](#).

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct noncurriculum-related meetings during noninstructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a nonparticipatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district. For more detailed information, please visit [Equal Access by Students to School Facilities \(Policy 801\) in our District Policy Manual](#).

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, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- 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.
- Personal physical education and athletic equipment and apparel.

- Items of personal use or products that a student has an option to purchase such as student publications and yearbooks.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities conducted at locations other than school.

Students will be charged for textbooks, workbooks, library books, and equipment that are lost or destroyed. If books/materials are not turned in at the end of the semester or school year as required, a fee will be entered into Infinite Campus and email reminders will be sent to parents and students. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the main office of your student's school.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by a school administrator. Participation in nonapproved fundraising activities is a violation of school district policy.

Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day. For more detailed information, please visit [Student Fundraising Policy \(Policy 629\) in our District Policy Manual](#).

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude. For more detailed information, please visit [Gifts to Employees and School Board Members \(Policy 421\) in our District Policy Manual](#).

Holiday Celebrations and Parties

The district is committed to maintaining a respectful and inclusive environment regarding religion in schools. Schools neither promote nor discourage any particular religious belief or nonbelief, but instead encourage understanding, tolerance, and respect for diverse perspectives. Instruction may include the study of religion's role in history, culture, literature, and the arts, as long as it is presented in an objective,

nonsectarian manner. Religious expression by students is permitted within appropriate guidelines, and school activities may include religious content only when it supports educational goals and is not intended to endorse a specific belief system. For more detailed information, please visit [Religion Policy \(Policy 609\) in our District Policy Manual](#).

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy. For more detailed information, please visit [Interviews of Students by Outside Agencies \(Policy 519\) in our District Policy Manual](#).

Language Access Plan

The district has adopted a Language Access Plan that includes processes and procedures to assist students and adults who communicate in a language other than English. This plan provides information about the language access rights, tools, processes, and resources available for students, families, and staff in the district. A copy of this plan and additional information can be found on the [Language Access Plan](#) page of the website.

Library and Media Center

The media centers serve as welcoming, flexible learning spaces where students can read, research, collaborate, and explore new ideas. These spaces support student learning by providing access to books, digital resources, and guidance from knowledgeable staff, helping students build skills in inquiry, creativity, and responsible information use. Media centers are an important part of each school's commitment to fostering curiosity, innovation, and lifelong learning within a supportive environment. Families can learn more about each school's media center using the links below:

- [Concord](#)
- [Cornelia](#)
- [Creek Valley](#)
- [Countryside](#)
- [Highlands](#)
- [Normandale](#)

Lunch and Breakfast

The district partners with Chartwells to offer a choice of healthy food options for all students. Meals are prepared and served under the National School Lunch Program,

and Edina is part of the Minnesota Free School Meals Program. All students are given the opportunity to receive **one free breakfast** and **one free lunch** each day. To receive the free lunch, students must have a minimum of three (3) different food groups on their tray, and they may choose a maximum of five (5). One of those foods must be ½ cup of fruits or vegetables. **À la carte options such as snacks or beverages other than milk, and second meals or extra milk, all need to be paid for with money from the student's meal account.**

Meal accounts, including purchase history and funding options, can be accessed through Infinite Campus. Students will need to enter their account PIN to receive any food from the cafeteria.

Students may choose to bring lunch from home. To help maintain a safe school environment, lunches may not be delivered to school by outside organizations (such as DoorDash or similar services). Parents/guardians are welcome to drop off lunch for their student in the main office. We ask that families only bring lunches for their own student(s) and not for other students.

Lunch is to be eaten in designated areas only. Lunch times vary by classroom and grade level. Students will be notified of their assigned lunch time on the first day of school.

For further information about the district's meal program, including menus, à la carte prices, and how to add funds to student meal accounts, please see the [Food and Nutrition Services](#) webpage.

Messages to Students and Families

If a caregiver needs to get a message to their student during the school day, they should contact the school's main office, and staff will ensure the message is delivered. Due to our "Away for the Day" cell phone policy, students are not expected to access personal devices during the school day, and families should not directly message their student during learning time. Families are encouraged to remind students to stay engaged with school communication platforms to remain informed about important information and opportunities.

Opt In to Receive Text Messages from Edina Public Schools

EPS uses the electronic notifications system, School Messenger, to send direct messages via email, voicemail, or text message to District families.

- Text the word "YES" to 67587 from each wireless device on which you wish to receive text messages.

- Confirm all device phone numbers you wish to receive messages on are listed in your contact information on Infinite Campus.

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, including gender identity and expression, or age in its programs and activities. The school board has designated Sonya Sailer, Executive Director of HR, as the district's human rights officer to handle inquiries regarding nondiscrimination:

Sonya Sailer

Executive Director of Human Resources

sonya.sailer@edinaschools.org

(952) 848-4911

For more information, please see [Policies 103, 521, 522, and 528 in our District Policy Manual](#). The Discrimination, Harassment, and Violence Report Form can be found on the website's [Families page](#).

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. For more detailed information, please visit [Staff Notification of Violent Behavior of Students \(Policy 529\) in our District Policy Manual](#).

Parent Teacher Conferences

Conferences/Connect and Assess

Connect and Assess Days allow teachers and parents to meet individually to assess academic status and foster relationships. Assessments given during Connect and Assess are brief screeners designed to help teachers understand where their students are academically and help them prepare to meet student needs most effectively. By screening before the beginning of the school year, teachers can better target their instruction to the needs of their students beginning on the first day of school. Additional conferences take place in the fall and spring semester at all sites.

Connect and Assess vs. Open Houses



Connect and Assess

- One-to-one connection between teacher and student
- High priority attendance
- Helps teachers prepare to meet students needs most effectively



Open Houses

- Fun, community-building event as a whole school
- Optional attendance
- Meet other families and students, and learn about the year ahead

Parent Volunteers

Families play an important role in supporting our schools, and we welcome parent/guardian involvement in a variety of ways. Opportunities may include volunteering in classrooms, supporting school events, participating in the Parent Teacher Organization (PTO), or partnering with school and district programs. These opportunities help strengthen the connection between home and school and enrich the overall student experience. Families interested in volunteering or getting involved can click the “Get Involved” tab at each schools’ website. We are grateful for the many ways families support our schools and encourage all who are interested to explore opportunities to get involved.

Pledge of Allegiance

Students in Edina Public Schools participate in the Pledge of Allegiance on a regular basis as part of the school routine. At elementary schools, the pledge is recited weekly. Participation is voluntary, and students may choose not to participate for personal reasons. All students and staff are expected to respect each individual’s choice regarding participation, helping to maintain a respectful and inclusive school environment. For more detailed information, please visit [Pledge of Allegiance \(Policy 531\) in our District Policy Manual](#).

School Closing Procedures

School may be cancelled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent

will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over automated voicemail, email, text, the district website, and through local media. For more detailed information, please visit our [Weather Emergencies and School Closings](#) page.

School Resource Officers

One or more School Resource Officers (SROs) may be present at various times within any district school. The district contracts with the City of Edina for the services of trained and licensed peace officers during the regular instructional day. The SROs' duties are set forth in district policy and include, but are not limited to, fostering a positive school climate through relationship building and open communication, protecting students, staff, and visitors on school grounds from criminal activity, and coordinating with the district's emergency management and school safety officer on school safety matters. SROs may not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules. [Policy 507.5 in our District Policy Manual](#)

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy ([Policy 506](#)), which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant. Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students

whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Student Publications and Materials

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Nonschool-sponsored publications may not be distributed without prior approval.

Posters and Signs

All posters or signs displayed in or on the building must have prior approval of building administration.

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of postsecondary education. For more detailed information, please visit [Protection and Privacy of Student Records \(Policy 515\) in our District Policy Manual](#).

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and

use of information for marketing purposes, and certain physical examinations, please visit [Student Surveys \(Policy 520\) in our District Policy Manual](#).

Transportation of Public Schools Students

The school district will provide transportation, at the expense of the school district, for all resident students who live one mile or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

For further information, please visit our [Transportation web page](#).

Technology Resources for Students/Families

The Portal (Parent Portal/LaunchPad Portal)

The Portal serves as the landing space for accessing and updating important information throughout your child's time in Edina Public Schools. You can access the portal using [this link](#).

Infinite Campus

Infinite Campus serves as our student information system and Schoology serves as our virtual classroom within Edina Public Schools. Both of these are available through your Parent Portal. If you have trouble logging in, email parent.portal@edinaschools.org for assistance.

Infinite Campus is where you can access and update:

- Reports & grades
- Personal contact details
- School meal payments
- Student health records
- Academic schedules
- Attendance records
- Transportation

- Online Forms

Travel

Families of students traveling outside of Minnesota for 15 or more consecutive school days must contact the Edina High School office prior to travel. Under 2025-2026 guidance from the Minnesota Department of Education, and according to district policy, students must either be unenrolled during their time out of state or families must pay tuition during that time.

Video and Audio Recording

To support a safe and secure school environment, the district uses video and electronic surveillance systems on school property, including in school buildings, on school grounds, and on school buses. These systems are used to monitor activity, help prevent and address safety concerns, and protect students, staff, and district property. Recorded footage may be reviewed by school administrators and, when appropriate, shared with law enforcement in accordance with district procedures and applicable laws. The use of surveillance is conducted in a manner that respects student privacy while prioritizing the overall safety of the school community. For more detailed information, please visit [Non-Instructional Operations and Business Services \(Policy 717\) in our District Policy Manual](#).

Part 2: Academic Information

Assessments

Elementary students will experience a variety of assessments throughout the year. These assessments include state mandated testing like the Minnesota Comprehensive Assessments to district wide assessments such as CogAT and FASTBridge. Parents or guardians may excuse students from these tests using [this form](#). Please visit the [Student Assessment web page](#) for more information or contact your school office with any questions.



CogAT | Grade 2, Cognitive Abilities Test

CogAT offers detailed information on students' **Verbal, Quantitative, and Figural (Nonverbal)** reasoning in less than two class periods through multiple, engaging measures that reflect student potential for learning.

Individual domain scores, partial composites, and complete test composites are available for every student that finishes the test, providing a multifaceted view of student ability.



FASTBridge | Grades K-5

Parent Letters

[English](#) | [Spanish](#) | [Somali](#)

By Grade

- Grades K-1: EarlyReading, EarlyMath
- Grades 1-5: CBM-R
- Grades 2-5: aReading, aMath
- Grades 4-5: autoReading



MCAs (Minnesota Comprehensive Assessment) | Grades 3-5

Minnesota's academic standards-based assessments begin in Grade 3. Students in grades 3, 4, and 5 will take both Reading and Math MCAs. In grade 5, they will take the Science MCA. These assessments are held each spring between March and May.

- [Link to MCA Parent Fact Sheet](#)
- [Link to translated documents to support MCAs](#)

Cheating and Plagiarism

Plagiarism and cheating are considered forms of scholastic dishonesty and are strictly prohibited under district policy. This includes, but is not limited to, copying work, using unauthorized resources, submitting someone else's ideas as your own, or collaborating inappropriately on assignments or assessments. The purpose of this expectation is to ensure fairness and maintain the integrity of the learning process. Violations may result in academic consequences, as well as disciplinary actions that can increase in severity with repeated offenses. For more detailed information, review item #30 of [Policy 506 in our District Policy Manual](#).

Academic dishonesty includes "AI Plagiarism", the act of submitting content generated by AI (e.g., ChatGPT) as one's own original work without explicit teacher permission.

Extended School Year Opportunities

Edina Public Schools provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact your student's IEP case manager directly.

Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation. For more detailed information, please visit [Policy 538](#) in our District Policy Manual.

Grades/Grading

Grading/Assessment Practices

Our curriculum and assessments are tied to standards. The grades that we assign students are a report of what the student has learned, as opposed to a reflection of their behavior, compliance, or timeliness, or lack thereof. We believe that all students can learn at high levels and meet the standards, and realize they may learn at different rates.

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. For more detailed information, please visit [Policy 610 in our District Policy Manual](#).

Promotion and Retention

The district is committed to supporting all students in reaching appropriate levels of academic growth and success. In general, students are promoted to the next grade level after meeting expected academic standards; however, decisions about promotion, acceleration, or retention are made based on each student's individual academic, social, and emotional needs.

When a student may benefit from additional support or a different placement, school staff work closely with families to review progress, consider available

interventions, and determine the best path forward. Decisions are made collaboratively, with input from educators and families, and are guided by what will best support the student's long-term success. For more detailed information, please visit [Policy 513 in our District Policy Manual](#).

Summer School and Summer Enrichment

Edina Public Schools offers summer learning opportunities to support student growth, provide additional support, and extend learning beyond the school year. Summer programming may include intervention opportunities for elementary school students who need additional support, as well as opportunities to strengthen skills or accelerate learning. In some cases, summer school may be recommended or required based on a student's academic needs, and these services are provided at no cost for students identified for support. To learn more, please visit [Policy 623 in our District Policy Manual](#).

In addition to academic programming, the district offers a wide range of optional summer enrichment opportunities through Community Education. Elementary school students can participate in camps, classes, and activities focused on areas such as arts, STEM, athletics, and leadership, providing engaging ways to explore interests and stay connected during the summer months. For more detailed information, please view the [Summer Enrichment Catalog](#).

Parent Right to Know

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher;
- 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 will provide notice to parents if their child has been assigned to, or taught for

four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Part 3: Rules and Discipline

Edina Public Schools is committed to maintaining a safe, respectful, and productive learning environment for all students. The district's discipline approach is designed to support student growth, teach responsibility, and ensure that behavior does not interfere with learning. Expectations for student behavior are clearly outlined in this handbook and [Policy 506](#) and apply in school, on school property, during transportation, and at school-sponsored activities.

When concerns arise, school staff work with students to understand the situation and respond in a fair and consistent manner. Consequences may vary depending on the severity and frequency of the behavior and can include restorative practices, loss of privileges, parent/guardian communication, or more serious actions such as suspension when necessary. Serious behaviors—especially those involving safety concerns, harassment, or disruption—may result in more immediate or significant consequences.

The district also emphasizes prevention and support, encouraging positive behavior, strong relationships, and collaboration between school and home. Students are expected to follow school rules, attend class regularly, and contribute to a positive school community, while families are encouraged to partner with schools in addressing concerns and supporting student success.

This section provides key examples of behaviors, expectations, and potential infractions outlined in Policy 506. Parents and students are expected to review all of [Policy 506 in our District Policy Manual](#).

Attendance

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. For detailed information, see 'Attendance Details' in Part 1 of this handbook.

Bullying Prohibition

The act of bullying, including cyberbullying, is prohibited on district property, at district functions, or on district transportation. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with

regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity, as defined in statute, is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other district personnel.

- “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's ability to learn, or ability to participate in district functions or activities, or receive district benefits, services, or privileges, or with a teachers’ ability to educate students in a safe environment.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

- “Malicious and sadistic conduct” means creating a hostile learning environment by acting with intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

Any person who believes they have been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or other conduct prohibited by Policy 514 will report the alleged acts immediately to an appropriate district official designated by the policy. A person may report bullying anonymously; however, the district may not rely solely on an anonymous report to determine discipline or other remedial responses. The Bullying Report Form is Appendix I to Policy 514 and can be found on the website's [Families page](#). For detailed information, see [Policy 514 in our District Policy Manual](#).

Buses – Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district’s general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

When expectations are not met, consequences will be applied in accordance with district discipline guidelines. These may include warnings, assigned seating, parent/guardian communication, or suspension of bus privileges. Repeated or serious misconduct may result in longer suspensions or loss of transportation services. Review [Policy 506 in our District Policy Manual](#) for more information.

Cell Phones and Other Personal Electronic Devices

Away for the Day

Cell Phones and other smart device use is not permitted during the school day. If a student must bring a cell phone to school for before or after school reasons, it should be turned off and secured in a student's locker or backpack during the school day. Use during the school day will result in the following:

- **Warning from Staff** – Staff will remind students of the Away for The Day practice.
- **Confiscation** – Staff will confiscate device and contact parent.
- **Office Referral** – The device will be confiscated and given to administration.

Discipline

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see [Policy 506 of our District Policy Manual](#).

Dress and Appearance

Students will be asked to remove items that may conceal their identity. We assume students will come to school wearing appropriate dress. Clothing that advertises drug or alcohol use, makes fun of others or has derogatory language is not appropriate. Attire with obscene language or obscene pictures also is not permitted. Students wearing such attire will be asked to change or cover up. State law requires shoes must be worn in a public building. For more detailed information, please visit [Policy 506 in our District Policy Manual](#).

Drug-Free School and Workplace

Edina Public Schools is committed to maintaining a safe, healthy, and drug-free environment for all students, staff, and visitors. The use, possession, distribution, or being under the influence of alcohol, controlled substances, or other intoxicating or harmful substances is strictly prohibited on school property, during the school day, and at all school-sponsored activities. This expectation applies to students, employees, and visitors and is essential to ensuring a safe learning and working environment.

Violations of this policy will result in disciplinary action in accordance with district guidelines and may include school consequences and/or involvement of law

enforcement. The district also emphasizes education, prevention, and support to help students make safe and healthy choices. For more detailed information, please visit [Policy 506 in our District Policy Manual](#).

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in [Policy 413 in our District Policy Manual](#). The Discrimination, Harassment, and Violence Report Form can be found on the website's [Families page](#).

Hazing Prohibition

Hazing is defined as an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. No student or staff will plan, direct, encourage, aid, or engage in hazing. This policy against hazing applies to behavior that occurs either on or off district property and at any time of day. Any person who believes they have been the target or victim of hazing, or any person with knowledge or belief of conduct which may constitute hazing, will report the alleged acts immediately to an appropriate school district official designated by Policy 526. A person may report hazing anonymously; however, the district may not rely solely on an anonymous report to determine discipline or other remedial responses. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in [Policy 526 in our District Policy Manual](#). The Hazing Report Form is Appendix I to Policy 526 and can be found on the website's [Families page](#).

Internet Acceptable Use

Edina Public Schools provides students with access to technology resources—including devices, networks, and online tools—to support learning, communication, and collaboration. These resources are to be used for educational purposes only, and all use must align with school expectations and district policies. Inappropriate use, such as accessing or sharing harmful or inappropriate content, disrupting systems, misusing accounts, or violating laws, may result in loss of technology access, school discipline, and/or legal consequences. Families and

students are required to review and agree to the acceptable use expectations each year to ensure safe and responsible use of technology. For more detailed information, please visit [Policy 524 in our District Policy Manual](#).

Lockers

Students are responsible for the security of their property. All students will have access to an assigned locker. *The school does not assume responsibility for your belongings.* The school reserves the right to inspect the contents of the locker to remove anything contrary to school rules or anything deemed detrimental to the school or its occupants. Report problems with locks or lockers to office staff.

Technology Use

The use of any digital device on the District Network requires students to abide by [Edina School Board Policy 524 Acceptable Use Policy](#). Some examples of computer misuse include accessing inappropriate internet sites, sharing passwords, storing programs (games), contaminating the system, and violation of copyright laws. Suspension of technology privileges and/or school suspension can result from a technology violation.

Tobacco-Free Schools

Edina Public Schools is committed to maintaining a healthy, safe, and tobacco-free environment for all students, staff, and visitors. The use or possession of tobacco products, tobacco-related devices, or electronic delivery devices (including vaping products) is prohibited on all school property, in school vehicles, and at all school-sponsored events, whether on or off campus. This expectation applies to students, staff, and visitors.

Students who violate this policy are subject to school discipline, and the district also emphasizes education and prevention, including instruction on the risks of vaping and tobacco use. The goal is to promote student health and well-being while ensuring a safe learning environment. For more detailed information, please visit [Policy 419 in our District Policy Manual](#).

Vandalism/Property Damage

Students are expected to respect and care for school property, as well as the property of others. Vandalism—including but not limited to damaging, defacing, or destroying school facilities, equipment, or personal belongings—undermines a safe and respectful learning environment. Any student found responsible for vandalism may be required to restore or replace damaged property and may face disciplinary

consequences in accordance with district guidelines. Repeated or serious incidents may result in additional school-based consequences and/or referral to law enforcement. Maintaining our shared spaces is a collective responsibility, and students are expected to take pride in keeping them clean, safe, and welcoming for all. For more detailed information, please visit [Policy 506 in our District Policy Manual](#).

Weapons Prohibition

Edina Public Schools is committed to maintaining a safe learning environment, and the possession, use, or distribution of weapons or look-alike weapons is strictly prohibited on school property and at all school-related activities. This includes items designed to cause harm as well as objects used in a way that could threaten safety. The policy applies in school buildings, on school grounds, on buses, at bus stops, and during all school-sponsored events.

Any violation of this policy will result in serious disciplinary action, which may include suspension, expulsion, and/or involvement of law enforcement, depending on the situation. Students who accidentally bring a prohibited item to school are expected to immediately report it to a staff member or administrator. The district takes all concerns seriously and responds promptly to ensure the safety of students, staff, and the broader school community. For more detailed information, please visit [Policy 501 in our District Policy Manual](#).

Part 4: Health and Safety

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the supervising adult and school nurse when applicable. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Plan

The school district has developed an asbestos management plan. A copy of this plan can be found on the [Edina Public Schools Health and Safety web page](#).

Crisis Management

Edina Public Schools has developed Crisis Management plans. Each school building also has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The Crisis Management plans address a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill throughout the school year. To learn more about the district's crisis management planning visit our [Safety and Security web page](#) and see [Policy 806 in our District Policy Manual](#).

Emergency Contact Information

Edina Public Schools uses the contact information provided in Infinite Campus to identify emergency contacts for each student. This information guides who is contacted in both emergency and non-emergency situations, including illness, schedule changes, or urgent school notifications. It is important that caregivers ensure all contact details are accurate and that the order of priority reflects who should be contacted first. Caregivers can review and update this information at any time by logging into the parent portal and accessing Infinite Campus. For assistance, families are encouraged to contact their school's main office.

Health Information

First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. The district has installed automated external defibrillators (AEDs) as well. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that their child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Services

The student health office is staffed by a trained Licensed School Nurse (LSN). Students who become sick at school should visit the nurse for support. The LSN will arrange for students who get sick at school to go home early. In the event of an emergency, our LSN or other designated staff member will enact our emergency response protocols. A parent/guardian should first notify the attendance office if their child is unable to attend school because of illness. They can also notify the school nurse if necessary. To learn more about health service please visit the EPS [Health and Wellness page](#).

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, visit our EPS [Health and Wellness page](#) OR reach out to your school's health office.

Medications During the School Day

EPS acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered

as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section 504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication. To learn more about Medications During the School Day visit our [EPS Health and Wellness page](#) or reach out to your school's health office.

Lead in School Drinking Water

Edina Public Schools has historically conducted, and continues to conduct, Lead in Drinking Water testing per the Minnesota Department of Health's "Reducing Lead in Drinking Water: A Technical Guidance for Minnesota's Schools" recommendations and Minnesota Statute 121A.335 requirements. Anyone interested in discussing the district Lead in Drinking Water program or results may contact the district's Buildings and Grounds Department for access to documentation. Additional information can be found on our [Health and Safety page](#).

Pesticide Application Notice

Edina Public Schools uses a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

- Inspection and monitoring to determine if pests are present and whether any treatment is needed;
- Recommendations for maintenance and sanitation to eliminate pests without need for pest control materials;
- Utilization of non-chemical measures such as traps, caulking, and screening; and
- Application of EPA-registered pest control materials when needed.

The long-term health effects on children from the application of pest control materials may not be fully understood. All pest control materials are chosen and applied according to label directions per federal law.

An estimated schedule of pest control inspections and possible lawn treatments are available for review. Parents of students may submit a request to receive prior notification of any application by calling the school principal or the Buildings and Grounds Department at (952) 848-3999.

Safety Data Sheets for all pesticides and herbicides utilized are available for review by calling the Buildings and Grounds Department. Additional information can be found on our [Health and Safety page](#).

Suicide Prevention Information

Students and families can get help any time. Call or text 988 to reach the 988 Suicide & Crisis Lifeline. To reach the Crisis Text Line, text HOME to 741741. In Hennepin County, local mobile crisis services are available 24 hours a day at (612) 596-1223. If there is an immediate safety emergency, call 911.

Visitors

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to provide a valid ID, to sign in at the main office and to wear a “visitors badge” while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employees, or the school district. Students are not allowed to bring visitors to school without prior permission from the principal.

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