

Elementary

Parent-Student Handbook

• K-6 ELEMENTARY SCHOOLS •



• EDEN LAKE ELEMENTARY SCHOOL • CEDAR RIDGE ELEMENTARY SCHOOL •

• OAK POINT ELEMENTARY SCHOOL • FOREST HILLS ELEMENTARY SCHOOL •

• EAGLE HEIGHTS SPANISH IMMERSION SCHOOL • PRAIRIE VIEW ELEMENTARY SCHOOL •

Table of Contents

Academic Success	Page 3
•HOMEWORK	
•PARENT INVOLVEMENT	
•STUDENT SUPPORT SERVICES	
•ASSESSMENTS	
Communications	Page 3-5
•ALERTS	
•PUBLICATIONS	
•BACKPACKS	
•CONTACTING YOUR CHILD	
•EMAIL	
•CHANGES IN STUDENT INFORMATION	
•REGISTERING YOUR CHILD	
•PARENT PROBLEM SOLVING HOW TO'S	
•SCHOOL DIRECTORY / PUBLICATION OF STUDENT INFORMATION	
•WEATHER RELATED CLOSING	
•WEBSITE	
•CONFERENCES	
•PHONE CALLS	
•NEWSLETTERS / JOURNALS	
•PROGRESS REPORTS	
Student Behavior	Page 5
•EXPECTATIONS OF ADULTS AND STUDENTS	
•SEVERE BEHAVIOR	
Student Life	Page 5-6
•BEFORE AND AFTER SCHOOL	
•DRESS CODE	
•FIELD TRIPS	
•ITEMS NOT ALLOWED IN SCHOOL	
•LOCKERS	
•LOST AND FOUND	
•LUNCH	
•PARTIES AND TREATS	
•RECESS / PLAYGROUND	

•STUDENT TELEPHONE USE	
•TEACHING AND LEARNING	
Volunteering	Page 7
•DISTRICT VOLUNTEERS	
•PARENT-TEACHER ORGANIZATIONS	
•SCHOOL VOLUNTEERS	
Attendance	Pages 7-8
•ATTENDANCE POLICY	
•EARLY DEPARTURE / LATE ARRIVAL	
•EXCUSED AND UNEXCUSED ABSENCES	
Health	Pages 8-9
•ALLERGIES	
•COMMUNICABLE DISEASE	
•HEALTH CONDITIONS	
•HOMEBOUND INSTRUCTION	
•ILLNESS / INJURY	
•IMMUNIZATIONS	
•INSURANCE	
•MEDICATIONS	
•RESTRICTED ACTIVITIES	
•VISION AND HEARING SCREENING	
Notices	Pages 9-10
•ASBESTOS / PESTICIDE / AIR QUALITY	
•BACKGROUND CHECKS	
•CURRICULUM CONTENT REVIEW	
•FEES	
•PARENT RIGHT TO KNOW	
•PLEDGE OF ALLEGIANCE	
•STUDENT RECORDS / DIRECTORY INFORMATION	
•STUDENT SURVEYS	
Policies	Pages 10-11
•BULLYING	
•DISTRIBUTION OF MATERIALS	
•EQUAL EDUCATION OPPORTUNITY	

•EQUAL EMPLOYMENT OPPORTUNITY	
•HARASSMENT AND VIOLENCE PROHIBITION	
•HAZING PROHIBITION	
•INTERNET ACCEPTABLE USE POLICY	
•NON-DISCRIMINATION -DISABILITY -STUDENT GENDER	
•NOTICE OF VIOLENT BEHAVIOR	
•SEARCH AND SEIZURE	
•TOBACCO FREE	
•WEAPONS	
•WELLNESS POLICY	
Safety and Security	Pages 11-12
•SAFETY DRILLS	
•EMERGENCIES	
•POLICE LIAISON	
•VISITORS	
Transportation	Page 12
•BUS ASSIGNMENT	
•RIDING A DIFFERENT BUS	
•RULES AND CONSEQUENCES	
•SAFETY	
•WHAT'S ALLOWED ON THE BUS	
<p>*If you would like to see any of the full policies referenced in this handbook, please contact the district communications department at communications@edenpr.org or (952) 975-7150.</p>	

Eden Prairie Elementary Schools

CEDAR RIDGE ELEMENTARY SCHOOL	
Phone:	(952) 975-7800
Attendance:	(952) 975-7801
Fax:	(952) 975-7820
EAGLE HEIGHTS SPANISH IMMERSION SCHOOL	
Phone:	(952) 975-7200
Attendance:	(952) 975-7201
Fax:	(952) 975-7220

EDEN LAKE ELEMENTARY SCHOOL	
Phone:	(952) 975-8400
Attendance:	(952) 975-8401
Fax:	(952) 975-8420
FOREST HILLS ELEMENTARY SCHOOL	
Phone:	(952) 975-8600
Attendance:	(952) 975-8601
Fax:	(952) 975-8620

OAK POINT ELEMENTARY SCHOOL	
Phone:	(952) 975-7600
Attendance:	(952) 975-7601
Fax:	(952) 975-7620
PRAIRIE VIEW ELEMENTARY SCHOOL	
Phone:	(952) 975-8800
Attendance:	(952) 975-8801
Fax:	(952) 975-8820

Academic Success

The Eden Prairie School District is committed to the academic success of all students. This commitment stems from our mission statement, “*Educating for Success in Our Diverse and Changing World*.” We know you have entrusted your student’s education to us, and we promise to work as hard as possible to educate each child in a caring, safe environment.

HOMEWORK / STUDY TIME

Homework/study time policies vary from grade to grade, among the teachers, and from subject to subject. Literacy is the foundation of all student achievement; it is our expectation that all students spend at least 15 minutes each day reading. Occasionally, parents misunderstand the difference between homework and “unfinished work” or “make-up work”. Unfinished work and make-up work are not considered to be homework/study time by the school. Rather they are an individual responsibility that the student is expected to complete on his/her own time.

FAMILY INVOLVEMENT

Learning at Home: Research supports that families are the earliest and the most significant teachers in a child’s life. A child’s value of education and lifelong learning is also impacted by teachers, caregivers, and outside influences. Families know their child best, and can help foster learning by linking current and past experiences, by asking questions that help the child reflect, and by supporting 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.

Student Support Services

ENGLISH LANGUAGE SERVICES

Specialized English language instruction and support is available at each school for English Learners. Instruction is directed at acquiring both social and academic language. In addition to specialized services, enrichment occurs within the classroom through teacher differentiation of curriculum and instruction for our multi-language learners.

EXTENDED DAY MATH AND READING PROGRAM (TARGETED SERVICES)

Before- or after-school math and reading programs are offered at each elementary school. Teachers work with students who are not yet proficient in reading and mathematics.

GIFTED AND TALENTED PROGRAM (KEY)

Specialized Knowledge-Enriched Youth (KEY) curriculum and instruction services are provided to students identified as highly gifted and/or talented at each elementary school. Parents or teachers may recommend a child for these KEY services. When this occurs, students are assessed using multiple criteria. A district team then reviews and evaluates the data to determine whether this child will benefit from inclusion in the program. In addition to specialized services, enrichment occurs within the classroom through teacher differentiation of curriculum and instruction. The district also has an acceleration policy for core subjects in those rare instances where subject or grade acceleration best meets the student’s educational needs.

PSYCHOLOGIST

Each elementary school has available the services of a school psychologist. This individual is involved with children, families, and school teams to support students and their educational programming needs.

READING / MATH SPECIALISTS

These content specialists support students and staff to ensure high-quality instruction and student achievement in the areas of reading and/or math.

SOCIAL WORKER

Each elementary school has available the services of a school social worker whose role is to support the emotional/social growth of children. The school social worker works with families, teachers, and other staff to address concerns about student achievement, behavior, etc., and facilitates connections to needed social and mental health services.

SPECIAL EDUCATION

Special Education services are available to any student eligible for specific disability services as defined by state and federal law. Disability areas include speech/language, emotional behavioral disorders, other health disabilities, physically impaired, traumatic brain injury, visually impaired, deaf/hard of hearing, specific learning disabilities, autism spectrum disorder, visually impaired, cognitive disabilities, and severely multiply 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 Plan (IEP). Students are served in accordance with district, state, and federal guidelines.

ASSESSMENTS

NWEA assessments are presented to all k-6 students in the fall, winter, and spring. Minnesota Comprehensive Assessments (MCA-II) in Math and Reading are given to all 3-6 grade students in the spring. Testing dates and windows are included in the district calendar. During all testing, please ensure that your child gets plenty of rest and a nourishing breakfast. District-wide, these assessments are used to evaluate curriculum and instructional effectiveness. Individually, the tests are used to evaluate each student’s progress. Test results are shared with parents after each testing period.

Communications

ALERTS

The district has the ability to call and email all district families. In order to help ensure that you receive these important messages, please go to www.edenpr.org and make sure that we have the correct email address and phone numbers for us to use. Log in using your username and password and click on “edit profile.” Contact us with questions at (952) 975-7094 or helpline@edenpr.org.

PUBLICATIONS

Families with students attending Eden Prairie Schools receive print and electronic publications from the district. To ensure you’re receiving electronic newsletters from the district and your school, log onto the district website, www.edenpr.org. After logging in, click “edit profile” to update your email address in our system. Each school also publishes a newsletter. It contains news on upcoming events, changes in school policy, and reminders. The newsletter is posted on your school website and can be obtained through requested hard copy.

BACKPACK

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

CONTACTING YOUR CHILD

If you need to contact your child during the school day, call your school's office. Students are not permitted to use cell phones during the day. It is important that you contact your child's school before 2 p.m. if there are changes to your child's normal after school routine that affects their mode of transportation.

EMAIL

Email is one of the most cost-effective, timely, efficient ways for your teacher, principal, and the district administration to communicate with families. To ensure that we have your current email address, log onto the district website, www.edenpr.org and click "edit profile."

CHANGES IN STUDENT INFORMATION

If you have any address, home or work phone number changes during the school year, it is very important that you notify your child's teacher and the office. The office needs current telephone numbers in case you need to be reached during the day. Also, these changes will be used to keep school district census information up-to-date. Families will then be assured of receiving all school-related mailings.

REGISTERING YOUR CHILD

If your child attended an Eden Prairie School last year, they will automatically be registered for the current school year and you will receive information from your child's teacher prior to the beginning of the school year. Preschool children who are listed on census information will automatically be sent kindergarten registration information. Census information forms are sent out each year via the district office. If you are new in the area, please contact our District Central Registration Office for registration materials. You may either pick up the forms at the Administrative Services Center or call 952-975-7008 and have them mailed to you.

PARENT PROBLEM SOLVING HOW TO'S

Throughout the school year, situations regarding the program at your elementary school may arise which cause concern for parents, teachers, students, or community members. 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. These are the steps designed to resolve problem situations quickly and satisfactorily. Please use these steps if you have a concern:

•Step 1 – Contact the appropriate staff member

The first step in resolving a concern is to discuss it with the staff member(s) involved, i.e. the teacher, educational coordinator, principal, etc. More than 95 percent of all concerns are resolved at this level.

•Step 2 – Contact the principal

If Step 1 does not resolve the concern, discuss it with the principal. He/she is the instructional leader in charge of the school and the person responsible for handling concerns regarding the school's operation. The principal can share school information and explain policies, guidelines and procedures. He/she is open and willing to listen to your concerns.

•Step 3 – Contact the appropriate district administrator

If the previous steps have been unsuccessful, contact the appropriate district administrator or the 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 preventing problems, miscommunication, misinterpretations, or other concerns.

SCHOOL DIRECTORY / PUBLICATION OF STUDENT INFORMATION

School directories will be distributed to students free of charge in October of each school year. Each student will have their name, address, phone number, and parents' names listed. Student names or photographs may also appear in other school district publications or local media reports. If you do not wish to have your child's information included, please indicate this on the annual "Directory Release Form" and return it to the office at your school each year by October 1. More information is available under the Directory Information heading in this handbook.

WEATHER-RELATED CLOSING

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

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

If school dismisses early, students will be told to go home on their regular buses – please be sure your child has a backup plan in place. Students may not remain at school since staff will also face hazardous travel home. If school dismisses early, the building will be closed for after-school and evening activities (such as sports, scouts, PTO meetings, and community education classes). If your child goes to an after-school program at a location other than school, please check with them regarding their closing policy. Again, have a backup plan in place.

WEBSITE

Our district website, www.edenpr.org allows you to stay in closer contact with Eden Prairie Schools – click the "Schools & Buildings" menu to find the website for your school. Information available online includes general information, teacher web pages, supply lists, calendar, lunch menus, newsletters, parent involvement, etc.

CONFERENCES

Eden Prairie Schools recognizes the importance of families and teachers working together. Families and teachers communicate and build relationships at conferences. There is an initial listening conference followed by two reporting conferences during the year. Please come prepared with any questions you have concerning your child's education and social adjustment. This is also an opportunity to meet with art, music, physical education, world language, specialists, or special services teachers.

EMAIL AND PHONE CALLS

Phones are located in all classrooms to assist in communication between staff and parents. If you need to speak with your child's teacher, call your school's office. The best time to call is either before or after school when the teacher is not with students. Messages for the teacher's voicemail may be left at anytime. All staff also have an email address that they respond to on a regular basis.

NEWSLETTERS/JOURNALS

Most classroom teachers communicate information regarding class activities through a classroom website. Posted on that website is a newsletter that comes out on a weekly or monthly basis, often accompanied by a class calendar. Hard copies of these items are available to those families who do not have computer access.

PROGRESS REPORTS

Progress Reports communicate student progress three times during the school year. They will be sent home with students at the end of each trimester. Please sign and return the envelope that the progress report comes in after the first and second trimester. Progress reports are also available online by logging onto the district website, www.edenpr.org, with your username and password. If you need assistance with your username or password, contact the website helpline at helpline@edenpr.org or (952) 975-7094.

Student Behavior

EXPECTATIONS OF ADULTS AND STUDENTS

Philosophy of Behavioral Expectations for Adults and Students
(From Eden Prairie School Board Operational Expectations Policy #11 [OE-11])

Adults will:

1. Create a balanced approach for all learning
2. Create a climate for learning that includes:
 - Opportunities for students to explore and construct their learning through choice, practice, trial, error and reworking
 - Knowing the students culturally, and individually, by being fully cognizant of their strengths and interests
 - Co-creating classroom rituals that maximize learning bell-to-bell
 - Creating a climate that respects difference and allows for multiple perspectives without hurting others
 - Fostering opportunities for students to determine responsibility in meeting academic, social, and emotional expectations in monitoring their self control

Students will:

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

- If a student demonstrates a lack of responsibility, respect, empathy or self control and disrupts the learning for other students, adults will:
 - Re-direct, work with and ensure that student fully understands the expectations
 - Create an accountability system with the student and parent / guardian with clear consequences or processes for resolution for additional violations
 - Work in partnership with family, students, staff and other significant adults to determine additional strategies and/or consequences
 - Referral to Peer Mediation or Conflict Resolution or other proven processes
 - Determine if there are extenuating physical, emotional or mental challenges
 - Submit referral as required
 - Move to remove from class, 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 manner which is not disrupted by the behavior of other students. 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 are as follows:

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

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

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

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

Student Life

BEFORE AND AFTER SCHOOL ACTIVITIES

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

AFTER-SCHOOL CONNECTION

The After-School Connection program will ignite interest and challenge students in a fun, safe, and supportive atmosphere. Enrichment and recreational classes are open to all Eden Prairie students in grades k-6, and are conveniently held right at school (class days and fees vary). Flyers will be sent home from school with your child. Questions may be directed to Eden Prairie Schools' Community Education at 952-975-6949.

SCHOOL-AGED CARE

All elementary schools have before- and after-school childcare programs which run from 6:15 a.m. to the start of school and after-school to 6 p.m. On non-school days, a full day of programming is available. For more information, log onto www.edenpr.org.

DRESS CODE

Appropriate dress is a necessary component in providing an optimal learning environment. Students may not wear clothing that presents inappropriate language (as determined by each classroom teacher or administrator), drug or alcohol advertising, or ethnic, racial, or sexist put-downs. Your clothing must not become a distraction to the educational environment. Clothing that does not cover the shoulders, midriff and chest, clothing that does not cover undergarments, and undergarments that are worn as outer garments, are all examples of dress that creates a distracting environment. Students who wear such clothing will be required to change clothes. (The school will provide appropriate clothing.) Types and amounts of clothing worn should be appropriate for weather forecasts. Hats and caps must be removed inside the building. Students need to wear boots when there is snow or ice. Sweaters, jackets, snow pants, boots, hats, and mittens should be labeled with the student's name. Gym shoes are required for safety when participating in physical education activities.

FIELD TRIPS

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

ITEMS NOT ALLOWED AT SCHOOL

Rollerskates, in-line skates, scooters, skateboards, baseball bats, hard balls, remote control vehicles, squirt guns, toy weapons, gum, and cell phones are not allowed at school. Electronic devices, such as music devices, hand held computer games, or other items of value should not be brought from home because the school cannot accept responsibility for these items if they are lost, damaged, or stolen.

LOCKERS

Students are advised not to store valuables in their assigned lockers as the school district cannot reimburse families if personal property is stolen. Items left in lockers at the end of the school year will be donated to charity. School lockers and student desks are the property of the school district and may be

searched by school authorities. More information can be found under the Search Policy heading in back of this handbook.

LOST AND FOUND

Students always have access to the lost and found area at their school. Parents are encouraged to look through the lost and found items on conference days and times they visit the school. If you do not find a lost item, please ask in the office.

LUNCH AND BREAKFAST

Students can either bring a lunch from home or purchase a lunch at school with milk included. School lunch choices include the daily menu, soup and sandwich, or soup and salad. A student bringing a lunch from home can purchase milk. Reduced-price and free breakfasts and lunches are available for those who qualify. For more information about this program, please call 952-975-8055. Lunch menus and answers to frequently asked questions are available online.

LUNCH PIN NUMBERS

Each student is assigned an account with a personal identification number (PIN) at the beginning of the school year. Lunches will be paid for by a student entering the PIN number on a keypad at the end of the serving line and saying their first and last name to the cashier. Families must pay for meals in advance by sending a check to school payable to Eden Prairie Schools. Please print your child's name and PIN number on the check. You will be notified when the account balance runs low. Money remaining in a student's account at the end of the year will be transferred to the next year's account, even if they are moving on to a different Eden Prairie School. Parents can also go to the Food Service webpage on the district website, www.edenpr.org or PayPams.com to make online payments and review history and meal account balance. This is a secure, fast, and friendly online way for parents and guardians to manage their children's school food service account. Parents must register with PayPams to access these features.

PARENTAL/SIBLING VISITS DURING LUNCH

Parents are welcome and encouraged to join their children during their assigned lunch period. You do not need to notify the school in advance. You are encouraged to use your child's PIN number. You may sit at the designated guest table. You are asked to buy a lunch or bring a bag lunch from home. In consideration of other children, please refrain from bringing "fast food" for you and your child.

PARTIES AND TREATS

--Birthday Invitations: Birthday party invitations for personal parties should not be distributed at school. By adhering to this policy, we alleviate hurt feelings and friendship dilemmas. Please handle the distribution of invitations outside of the school environment. The school directory may be helpful in this process.

--Birthday Treats: In light of our district Wellness Policy, students should not bring birthday treats or gifts of any kind. Our classroom teachers will acknowledge and celebrate the birthdays of their homeroom students. This will be accomplished in many unique and individual ways. By acknowledging each child's birthday, we hope to make this a fun and special day. This also reduces the amount of sugar and unhealthy treats made available to students throughout the school year.

RECESS/PLAYGROUND

Because of the extreme importance of fresh air and outdoor daily exercise, students will have approximately 15 minutes for recess. All students will go outside for recess unless there is written permission from their parents or guardians to stay indoors. The permission slip must state how long the restriction is to remain in effect. We may require a doctor's note. It is important that children be prepared to go outside with appropriate outdoor clothing: boots, mittens, gloves, jackets, snow pants, and hats. Note: If students are in need of winter clothing, please contact the social worker. The Eden Prairie service organization, People Reaching Other People (PROP), provides us with warm clothing for children in need. All playgrounds are adult supervised. All students, through their gym classes, have had instruction on the safe use of playground equipment and appropriate use of open play areas.

PLAYGROUND BEHAVIOR

Specific behaviors are necessary to provide a safe environment on the playground. These guidelines are shared with all students, posted in classrooms, and will be reinforced by the playground supervisors. When students choose inappropriate behavior on the playground, specific consequences occur, beginning with a warning. This process opens lines of communication between home and school to change unacceptable behavior and encourage responsible choices by students.

WEATHER

The decision on whether or not to keep the students indoors is made each day prior to the lunch. The following weather conditions necessitate the students to remain inside for recess with alternative recreation provided: it is raining, the temperature drops below -10 degrees, or the wind-chill is -10 degrees. Other weather circumstances could also lead to students remaining inside for recess.

STUDENT TELEPHONE USE

General student use of the school telephone is limited; students may use the telephone at school only when absolutely necessary. Arrangements for transportation, visiting or going home with another child, or other social reasons should be arranged before the child leaves home in the morning. Parents needing to leave a message for their child should contact the school office prior to 2 p.m. Cell phones for students are not allowed at school.

TEACHING AND LEARNING

The site Teaching and Learning Team coordinates curriculum implementation and professional development opportunities at the sites. The team meets every 4-6 weeks and is comprised of administrators, teachers, and parents. The team discusses issues related to curriculum, schedules, progress reports, site goals, and professional development. Information from this committee can be shared through teachers' newsletters, site newsletters, parent information nights, PTO meetings, and various other manners depending on the nature of the information.

Volunteering

DISTRICT VOLUNTEERS

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

PARENT-TEACHER ORGANIZATIONS

The Parent-Teacher Organization (PTO) at each elementary school is comprised 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.

SCHOOL VOLUNTEERS

Opportunities: Elementary schools offer a wide variety of volunteer opportunities that can vary by school and school year depending on need. Some of the possibilities include volunteering in the classroom, computer room, art classes, on the playground, or at lunch. Parents can also help with "Box Tops for Education," vision and hearing screening, events, field trips and the PTO. If you are unable to make it to school, there are some opportunities to work on projects from home.

Procedures: Volunteer forms will be available at your school at the beginning of the school year. Please fill one out and return it at any time. Volunteers are required to follow the school security sign-in procedures. Staff are instructed to ask if they can help any visitor without a volunteer badge. This procedure has been developed in response to safety concerns. As you work with staff and students, information of a confidential nature may be shared with you. The problems, abilities, relationships, and confidences of students, their parents and staff should never be discussed with anyone who does not have a professional right or need to know. Like teachers, volunteers are bound by a code of ethics to keep confidential matters within the school.

Attendance

Eden Prairie Schools values attendance. We believe that every student should be in school every day. Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. Class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. Eden Prairie Schools is a participant in the Hennepin County Attorney's Office be@school program. This program seeks to improve school attendance and increase the opportunity for Hennepin County's children to realize their potential. In collaboration with the County efforts, Eden Prairie Schools is committed to having students in school each day, on time and ready to learn.

LATE ARRIVAL / EARLY DEPARTURE

Elementary students arriving late or leaving early must bring a note from a parent/guardian that includes the parent's name, student name, and reason for absence. Excused reasons for being late or leaving early will follow the same listing as excused absences. Students should give the note to the receptionist as soon as they arrive at school. If leaving early, the note should indicate the time the student should meet their parents at the reception desk. Students who have three unexcused tardies in a quarter will work with school staff to determine a plan and may have detention or other consequences assigned. Students who are late due to oversleeping or missing the bus are considered unexcused and may be counted as tardy or in some cases, as an unexcused absence.

EXCUSED ABSENCES

The following reasons shall be sufficient to constitute excused absences:

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

In order for an absence to be excused, a parent needs to call the school attendance line prior to, or the day of the absence. The parent needs to state when the child will be absent and explain the reason for the absence. Students who accumulate excessive absences, even when excused, will have the school staff, parents and the student work on a plan to assure attendance at school daily. Students who have unexcused absences will be closely followed by school staff and will also be referred to the Hennepin County be@school program. Students who have unexcused absences will begin a system of monitoring and interventions to assure regular attendance at school.

UNEXCUSED ABSENCES

1. *Truancy, which is an absence that is not approved by the parent and/or the school district.*
2. *Any absence where the student/family failed to comply with any reporting requirements of the school district's attendance procedures*
3. *Work at home*
4. *Vacations with family without prior notice and/or exceeding 5 days.*
5. *Absences resulting from cumulated unexcused tardies (3 tardies equal one unexcused absence)*

Health

The Health Services staff work in partnership with educational staff to provide students with high quality and consistent health care and health management. Find Health Services forms online at www.edenpr.org.

ALLERGIES (ANIMALS, FRAGRANCES, LATEX)

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

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

COMMUNICABLE DISEASE

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

HEALTH CONDITIONS

The school nurse will work closely with students who have an acute or chronic health need such as asthma, cancer, diabetes, allergies, or other illness. Parents will want to notify Health Services about their student's specific health needs. The student and parents will work with the school nurse to determine how best to manage the health conditions and plan for any potential life threatening emergencies.

HOMEBOUND OR HOSPITAL INSTRUCTION

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

ILLNESS / INJURY

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

- *Fever of 100 degrees Fahrenheit or more – child should stay home until 24 hours after the temperature returns to normal*
- *Vomiting or diarrhea – child should stay home until 24 hours after the last episode*
- *Rash that may be disease-related or the cause is unknown – check with your health care provider before sending the child to school*

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

IMMUNIZATIONS UP-TO-DATE

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

INSURANCE

The Eden Prairie School District does not carry accident, disability, or medical insurance for students. Coverage is through the student’s family medical coverage, including the cost of ambulance services. The district does carry public/general liability coverage for district premises and/or employee negligence.

MinnesotaCare health insurance is available for those families who qualify based on monthly income and family size. Questions about this plan can be directed to the school nurse or social worker.

MEDICATIONS

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

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

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

RESTRICTED ACTIVITIES

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

SCREENING (VISION AND HEARING)

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

Notices

ASBESTOS/PESTICIDE/AIR QUALITY NOTICES

The Environmental Protection Agency requires the school district annually to notify in writing parents, guardians, and staff about the availability of district asbestos management plans. All management plans are on file in the office of the Facilities and Safety director. Anyone is welcome to review these plans during normal working hours (Monday-Friday 8 a.m.-4:30 p.m.) by contacting the Facilities and Safety office at 952-975-7121. A schedule of planned pesticide application for the school year is available in any of the school offices. If you

have any questions regarding this notification, please contact Health and Safety at 952-975-7124. The Indoor Air Quality coordinator is Jim Anderson, Facilities and Safety director. He may be reached at 952-975-7126.

BACKGROUND CHECKS, EMPLOYMENT

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

CURRICULUM CONTENT REVIEW

As part of its policy, the district has specified a procedure for a parent, guardian, or adult student 18 years or older to review the content of instructional materials, address concerns, and propose alternative instruction for an individual student. The procedure spells out three action steps beginning with an informal meeting of the adult and responsible staff members. If the concern is not resolved, it will be taken to the building principal. If resolution cannot be reached, the parent/guardian/adult student will be asked to complete a form and a meeting involving representatives of the district and site Teaching and Learning staff will be convened.

FEES

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

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

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

PARENT RIGHT TO KNOW

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

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

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

PLEDGE OF ALLEGIANCE

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

RELEASE OF DIRECTORY INFORMATION

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

STUDENT RECORDS

Eden Prairie Schools has adopted a policy about the rights of parents and students with respect to school records. This policy complies with federal and state laws guaranteeing the right to examine and challenge the contents of student records. The Minnesota Legislature has said that all school records are deemed

private. This means that the district cannot release any information without permission except directory information. A summary of census information along with grades and attendance data is stored electronically when students leave the school system.

STUDENT SURVEYS

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

Policies and Guidelines

BULLYING PROHIBITION

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

DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES

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

EQUAL EDUCATION OPPORTUNITY

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

EQUAL EMPLOYMENT OPPORTUNITY

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

HARASSMENT AND VIOLENCE PROHIBITION

It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

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.

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.

NONDISCRIMINATION

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

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

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

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

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

SEARCH AND SEIZURE OF STUDENT POSSESSIONS

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

TOBACCO-FREE SCHOOLS

School district students and staff have the right to learn and work in an environment that is tobacco-free. School policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. 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, 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, staff are encouraged to create opportunities for physical activity for students.

Safety and Security

DRILLS

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

EMERGENCIES

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

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

POLICE LIAISON

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

VISITOR CHECK-IN

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

1. All visitors are to report to the welcome desk and are required to sign in and wear a nametag.
2. Parents wishing to pick up their child(ren) from school prior to regular dismissal time must come to the welcome desk or office. The security assistant or the receptionist will call your child to the foyer/office and ask you to sign him/her out.

Transportation

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

BUS ASSIGNMENT

The bus assignment process is as follows:

- **May** – Transportation Commitment Letters are mailed to families.
- **June 1** – Transportation Commitment Forms and payment are due. Families inform the district of how their student(s) will be getting to school the following year so the district can plan appropriately for bus routes and pedestrian and vehicle traffic at each school. Pay-to-Ride payment is due by date on form.
- **End of August** – Student Bus Route Information cards (bus number, stop locations, pick-up and drop-off times) will be mailed to all students (including those who have requested and paid in full for transportation).

RIDING A DIFFERENT BUS HOME

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

RULES AND CONSEQUENCES

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

RULES

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

K-6 CONSEQUENCES (LISTED IN SEVERITY ORDER)

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

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

RULES AT THE BUS STOP

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

SAFETY

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

WHAT'S ALLOWED ON THE BUS?

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