

# EDINA

## Senior High School

6754 Valley View Road • Edina • Minnesota • 55439 • **phone:** 952-848-3817 **fax:** 952-848-3818

Dear Student/Parent/Guardian:

Welcome to Edina High School! This handbook provides academic and general information. It is the responsibility of each student and their parents/guardians to become familiar with the content of this handbook. Please review it carefully and ask a teacher, a counselor or an administrator questions that you have about the contents of this booklet. Students and parents should look for the Rights, Opportunities, and Responsibilities handbook for detailed information about student conduct expectations located online at <http://www.edina.k12.mn.us/parents/rightshandbook.pdf>.

Our school has enjoyed an admirable state and national reputation for excellence. We have an excellent curriculum and our faculty is well trained and deeply committed to student learning. Our co-curricular programs are equally impressive. Edina varsity sports teams have earned 143 state championships, more than any other school in Minnesota. Non-athletic co-curricular activities and fine arts programs have also earned numerous awards.

A safe and positive school environment is essential. It is expected that the adults and students at Edina High School treat each other with respect and dignity. Each person associated with Edina High School should experience a warm and welcoming environment that is conducive to learning. This allows everyone to learn and develop to full potential. We strive to provide a quality educational experience for each of our students. It is important that teachers and parents be supportive partners in order to maximize educational opportunities for our students. We wish you the very best this year and will work hard to help you make the most of your 2011-12 school year.

**Dr. Bruce Locklear**  
Principal

**Ms. Jenny Johnson**  
Assistant Principal

**Mr. Eric Nelson**  
Assistant Principal

**Mr. John Soma**  
Asst. Principal/Athletics

**Mr. Michael Pretasky**  
Dean of Students/  
ALP Coordinator

**Ms. Heidi Howard**  
Dean of Students/  
Academic Success  
Coordinator

## TABLE OF CONTENTS

1.	<b>Edina High School Faculty/Staff</b>	4-6
2.	<b>Edina Public Schools Mission &amp; Beliefs</b>	7
3.	<b>Edina Public Schools Core Values</b>	7
4.	<b>Edina Public Schools Strategic Directions</b>	7
5.	<b>Where do I go to get help?</b>	7-8
6.	<b>Student Services and Other School Personnel</b>	8
7.	<b>Obtaining Additional Assistance</b>	8
8.	<b>Health Services</b>	8
9.	<b>Academic/Grading Information</b>	9-13
	Graduation Requirements	9
	MCA Reading & Mathematics Tests	9
	Sixth Subject Grading Option	9
	Edina High School Course Requirements	9
	Course Additions/Drops	9-10
	Course Level Changes	10
	Repeating a Class	10
	Student Records	10
	Grading	10
	Unweighted/Weighted Grade Letters and Values	10
	Honor Rolls	11
	Final Exams	11
	Homebound Instruction	11
	Edina Scholars	11
	Make-up Work Guidelines	11
	Scholarships and Grant-In-Aids	11
	Non-transfer Students	11
	Mid-Term Progress Updates	11
	Quarterly Reporting Periods	12
	Career Learning Center	12
	Alternative Methods of Earning Credit at EHS	12-13
	Instructional Content Policy	13
10.	<b>Student Conduct</b>	14-15
	Rights/Opportunities/Responsibilities Manual	14
	General Statement about Harassment	14
	General Statement about Hazing	14-15
	Edina Sportsmanship Expectations	15
11.	<b>Attendance Expectations/Procedures</b>	16-18
	Attendance Philosophy	16
	Attendance Guidelines	16
	Classification of Absences	16-17
	Protocol for Excused and Unexcused Absences	17
	Attendance Chart	18
	Attendance Appeals Process	18
	Attendance at Assemblies and Pep Fests	18

<b>13.</b>	<b>General Procedures and Other Information</b>	19-21
	Backpacks	19
	Cafeteria Information	19
	Distribution of Materials	19
	Eighteen Year Old Students	19
	Emergency Drills	19
	Family Status Changes	19
	Hennepin Technical College Buses	19
	ID Cards	19
	Involvement	20
	Lockers	20
	Loitering	20
	Lunchroom Procedures/Expectations	20
	Open Lunch	20
	Pop, Juice, and Food in Classrooms	20
	Phone Messages	20
	Student Dress	21
	Student Organizations	21
	Tip411	21
	MSHSL- Photo Release	21
	Minnesota Student Survey	21
<b>14.</b>	<b>Automobile Parking and Traffic Regulations</b>	22
	General Information	22
	Parking Permit Regulations	22
	Traffic Regulations	22
	Single Day Permits	22
	Parking Permits/Fees	22
<b>15.</b>	<b>Daily Bell Schedules</b>	23-26
	Regular Class Schedule & Lunches	23
	Special Schedules	24-26

# EDINA HIGH SCHOOL FACULTY/STAFF

## ABC (A Better Chance)

Sherry Nunness

## ADMINISTRATION

Dr. Bruce Locklear, Principal  
John Soma, Assistant  
Principal/Athletics

Jenny Johnson, Assistant Principal  
Heidi Howard, Dean / Academic  
Success Coordinator

Eric Nelson, Assistant Principal  
Michael Pretasky, Dean / ALP  
Coordinator

## ART

Christian Blanck

Kimberly Raskin

Dalen Towne

## BUSINESS

Ryan Gallagher

## CLERICAL

Pam Berling  
Cindy Heim  
Lory Mullis  
Bethany Sanders

Terry Cords  
Nancy Knutson  
Robin Nelson  
Judy Schwartz

Chelsea Duke  
Arlou McPherson  
Darla Parrague  
Laura Stein

## ENGLISH

Elizabeth Barniskis  
Kari Burnside  
Joe Deckenbach  
Rachel Hatten  
Nick Kurtz  
Jackie Roehl

Kristin Benson  
Fred Cheng  
Jessica Froehlich  
Sarah Jarrett  
Bethany Mohs

Jon Buckley  
Martha Cosgrove  
Robert Gardner  
Tim Klobuchar  
Joelle Reiling

## ENGINEERING & TECHNOLOGY

Tim Berndt

Tim McManus

Jodi Ramirez

## ESL

Natasha Kissock

Amanda Schutz

## FAM. CONSUMER SCIENCE

Sarah Irons

Emily Johnson

Angela Kieffer

## GIFTED EDUCATION

Janet Schmiel

## HEALTH

Matt Nilsen

## MAINTENANCE

Tedd Bert  
Joseph Edgerton  
Mark Howell  
Tom Opitz  
Chao Yang

Francis Chie  
Dave Harrison  
Matt Mosby  
Zong Thao  
Lee Yang

Shawn Draves  
Greg Howell  
Kou Moua  
Thai Xiong  
Tong Yang

**MATH**

Arne Bolstad  
 Alex Galt  
 Jeff Mace  
 Katie Russell  
 Laura Slominski

David Boone  
 Ellen Johnson  
 Tim McManus  
 Bob Schneider  
 Dori Sternberg

Gail Casey  
 Nancy Johnson  
 Nate Murphy  
 Lori Songstad

**MEDIA**

Sara Swenson

**NURSE/ASSOCIATE**

Ann Little

Cathy Michaelson

**PARAPROFESSIONALS**

Erik Andress  
 Scott Buss  
 Kathy Digatono  
 Jorey Erickson  
 Phillip Gonzalez  
 Martha Lundquist  
 Olusanya Olubamidele  
 Stephen Schesvold

Jackie Awsumb  
 Sean Dennis  
 Kim Eiden  
 Mary Evans  
 Jason Griffin  
 Natalie McMonagle  
 Therese Sanders  
 Debbie Uhlemann

Jenny Bretheim  
 Brandon Deschler  
 Sonja Englund  
 Karla Forster  
 Josh Holland  
 Pat Meyer  
 Karen Sidney

**PERFORMING ARTS**

Sarah Chelgren-Duffy  
 Paul Kile  
 Andrew Richter

Jessica Froehlich  
 Tony Matthes

David Henderson  
 Chris Piela

**POLICE LIAISON**

Officer Kenna Rofidal

**PHYSICAL EDUCATION**

Reed Boltmann

Matt Nilsen

Mellanie Pusateri

**SCIENCE**

Eric Burfeind  
 Mark Harelsted  
 Gavin McLean  
 Colleen Raasch  
 Stephen Sanger

Pat Corcoran  
 Page Kinner  
 Chad Nyberg  
 Mike Roddy  
 Dana Weiland

Allison Engmark  
 Jeff Krause  
 Julianne Ossman  
 Allison Ronglien

**SOCIAL STUDIES**

Dan Baron  
 Christopher Dalki  
 Teresa Kingsbury  
 Joel Nasset  
 Brian Simpson

Tom Connell  
 Diane Daniels  
 Heidi Mathers  
 Betsy Nimmo  
 Jason Szporn

Brad Dahlman  
 Amy Kampf  
 Nickie McKeever  
 Kjersti Olson

**SPECIAL EDUCATION**

Marilyn Benson  
Kim Busse  
Jennifer Cordes  
Sharon Gregoire  
Barb Hodne  
Maureen Lindholm  
Ellen Mundt  
Bruce Swanson

Traci Bergo  
Kari Cahn  
Lori Dockman  
Lisa Hanson  
Kurt Hunter  
Michelle Maloney  
Maureen Slavin  
Annie Weise

Erin Boeve  
Steve Clark  
Sam Fleming  
Jennie Helleen  
Janelle Krchnavy  
Jenny Muehlhausen  
Kaye Standke  
Jane Yanda

**STUDENT SERVICES**

Jeanne Brown  
Mike Holbach  
Janet Schank

Lisa Burnham  
Laura Livesay  
Sandy Schmidt

Bill Hicks  
Michelle Maloney  
Janet Schmiel

**WORLD LANGUAGE**

Dan Baron  
Todd Chowan  
Claris Hanssen  
Emese Pilgram  
Valerie Shirley  
Mary Zielund

Jennifer Carter  
Alejandro Diaz-Andrade  
John Layer  
Naomi Satoh  
Meggie Trenda

Kim Caster  
Erik Gronberg  
Elizabeth Neary  
Kelly Schoenecker  
Kaige Zhang Gantz

**YSY**

Rachel Pream-Grenier

# MISSION

The mission of the Edina Public Schools, working in partnership with the family and the community, is to educate all individuals to be responsible, lifelong learners who possess the skills, knowledge, creativity, self-worth, and ethical values necessary to thrive in a rapidly changing, culturally diverse, global society.

# VISION

## Reaching Nationally, Teaching Personally

- ALL student learning and development is our primary shared focus
- District and school services are organized and provided based on each student's unique needs and personalized learning goals
- Our positive and caring learning environments support learning at ALL levels for students and staff
- Partnerships with community and families expand and enhance learning opportunities and outcomes
- Time, talent, finances and facilities are prudently managed to maximize efficiency and effectiveness
- We share accountability for the development and success of all learners and staff
- Continuous improvement is a way of life at Edina Public Schools with educational decisions informed by data and policy

# CORE VALUES

- **Integrity:**  
Acting consistently on our shared values even when no one is watching or listening
- **Excellence:**  
Providing our highest levels of service and leadership without exception or excuse
- **Innovation:**  
Maximizing opportunities and minimizing risks through cooperation, collaboration and creativity
- **Humanity:**  
Appreciation, respect and integration of our diversity and similarity as gifts and strengths
- **Partnership:**  
All stakeholders working through the tough issues and opportunities by placing learners first and developing shared interests around their needs and achievement

# STRATEGIC DIRECTIONS

Our focused application of resources through continuous improvement in our educational programs, services and activities

1. *Maximize the achievement of all students by developing and implementing personalized learning for each student*
2. *Assure a safe, inspiring and welcoming learning environment for all students, staff and community members*
3. *Develop all students as responsible citizens and leaders in partnership with our families and community*
4. *Provide learning opportunities beyond the classroom through innovation, creativity and partnerships*
5. *Raise leadership expectations and increase leadership capacities for all members of the school district*
6. *Maximize the district's resources of time, talent, finances and facilities*

# WHERE DO I GO FOR HELP AT EHS

Accident Report	Health Office
Athletic Calendar	<a href="http://www.edina.k12.mn.us/athletics">www.edina.k12.mn.us/athletics</a>
Athletic Eligibility	<a href="http://www.mshsl.org">www.mshsl.org</a>
Attendance	Door 7 lobby
Bus Information	952-848-4979
Change of Address	Counselor's Office
Club Information	Main Office
College Information	Career Center
College Recommendations	Counselor
Course Work	Teacher/Counselor
Emergency	Any Staff Member
Financial Aid/Scholarships	Counselor
Grade Questions	Teacher/Counselor
Homework (Extended Illness)	Counselor/Health Office
Honor Roll	Counselor
Identification Card Replacement	Media Center
Injury	Health Office
Locker Problems	Main Office
Lost and Found	Main Office
Lost Textbooks	Main Office
Lunch Assistance	Sodexo Food Service Office
Make-Up Tests	Teacher

Map of the Building  
Off Campus Permits  
Parking Permit Application  
Requirements for Graduation  
Summer School Information  
Textbook Fines  
Theft Reports  
Transcripts  
Transferring Schools

Main Office  
Assistant Principal  
Main Office  
Counselor  
Counselor  
Main Office  
Police Liaison Officer  
Guidance Office  
Guidance Office

## STUDENT SERVICES AND OTHER SCHOOL PERSONNEL

### Guidance Counselors

Counselors are assigned to students by alphabet and will stay with the same students through graduation. Counselors work with the student to plan courses and schedules; give academic, vocational and career guidance; administer tests and interpret the results. They work with students, parents, teachers, and referral agencies to help students solve problems. The counselor serves as an advocate for the student in relationships with the school, peers, parents, and outside agencies. A counselor will not break a confidence unless it involves danger to the student or to others.

All of the persons listed below stand ready to offer you assistance. If at any time you have questions or concerns, you should know that any of these persons should be able to help you.

Teachers, Social Worker, School Psychologist, School Nurse, Police Liaison, Youth Serving Youth Coordinator, Chemical Assessment Coordinator, Dean of Students, Assistant Principals, Secretaries, Custodians, Paraprofessionals, Security Personnel, Bus Drivers and the Principal.

## OBTAINING ADDITIONAL ASSISTANCE WITH SCHOOL WORK

You have several options available to you if you would like to receive additional assistance with your school work.

1. Contact Your Teacher: Ask your teacher to schedule an appointment for extra help during a study hall or before/after school. *This should always be your first stop in seeking additional information.*
2. Seek Private Tutoring: If you need private tutoring in a subject, go to the guidance office and request a list of available tutors. Students/parents are responsible for the expense involved in private tutoring. The school does not make recommendations on which tutors should be selected, nor do we do any type of screening of them. We simply provide names to students/families as a service.
3. Homework Request: You may request homework on the third day of an absence. Students absent for less than three days and desiring homework are encouraged to have someone in their class provide homework information for them.

## HEALTH SERVICES

To be admitted to Edina High School it is necessary for all new students to provide immunization information. The student's immunization status must comply with state law requirements.

The Health Services Office is staffed by a licensed school nurse and an associate. The first aid/CPR trained health associate provides first aid, administers medication, assists with vision screening and processes immunization forms.

The licensed school nurse is a Registered Nurse and is available to consult with parents upon request. The School Nurse will assess individual student health needs, plan for students and disabilities and chronic health conditions, and participate in health education programs.

**First Aid & Illness:** If a student requires more than basic first aid, 911 will be called. If a student has a Do Not Resuscitate Order the parent should be aware of the school's written procedure. If your adolescent is absent due to illness, please call the attendance line at 952-848-3802. Homebound instruction may be requested after three weeks of absence. Communicable illnesses such as strep throat, mononucleosis, H1N1 and pertussis should be reported to the health office. If your child is ill at school and needs to go home, health service staff will attempt to call the parent(s). If parent(s) are unable to be reached, health service staff will attempt to reach emergency contacts listed on your child's health information sheet (completed by parent each fall). A student will not be sent home without permission from a parent or a designated emergency contact unless approved by an EHS administrator.

**Medication:** All medication, except inhalers, must be kept in the Health Office unless special arrangements are made with the licensed school nurse. When a student requires any medication at school, the student must bring:

- Medication in the original container with directions
- Written permission from the parent
- A written order from the physician

**Screening:** Students in grade 10 will participate in vision screening.

Students must have a pass to enter the Health Office unless it is an emergency.

# ACADEMIC/GRADING INFORMATION

## Graduation Requirements

Semester Credits:

A student must earn 42 semester credits in grades 9-12 for graduation. Ninth grade credits are figured into the 42 credits: however, students must earn 30 of these credits in grades 10-12. A credit is earned in a course that meets five hours per week per semester. A student may register for 6 courses, but must register for at least five courses/credits each semester. A student registering for only five courses must also register for a study hall option, student assistant, or other alternative for one period each day. (Note: Some students may select a "zero hour" class which would allow students to earn up to 7 credits during one semester.)

PLEASE REFER TO THE INFORMATION FROM YOUR SCHOOL COUNSELOR ON THE SPECIFIC REQUIREMENTS IN EACH OF THE FOLLOWING AREAS:

## Required Subjects for Graduation – Grades 9-12

English	8 credits
Social Studies	7 credits
Math	6 credits
Health	1 credit
Physical Education	2 credit
Science	6 credits
Arts	2 credits

## Minnesota Comprehensive Assessments (MCA)

\*Class of 2010 and beyond must pass

Grade 9 Writing/Grade 10 Reading/Grade 11 Mathematics: The 1997 legislature enacted into law M.S. 121.113, Statewide Testing and Reporting System, establishing the requirement for annual testing of all students at grades three, five, eight and high school with statewide tests at each of those grade levels. The Minnesota Comprehensive Assessments (MCAs) in writing, reading and mathematics fulfill the requirements for statewide tests at Grade 9 in writing, grade 10 in reading and Grade 11 in mathematics.

At the high school, students will take tests in grade 10 & 11. The MCA tests in grade 10 (Reading) and Grade 11 (Mathematics) are designed to measure a wide range of student performance. The test items reflect the depth and breadth of instruction required by the Minnesota High Standards. The MCA tests include both multiple-choice and open-ended items requiring students to write expanded answers. All students are included in the testing, with few exemptions permitted. Accommodated testing materials are provided for students with Individual Educational Plans (IEP) or 504 Plans and for students with limited English proficiency.

The MCA Grade 10 Reading test and the MCA Grade 11 Mathematics test will be given in Edina on April 17 and 18, 2012.

## Sixth Subject Grading Option

Students who register for six credit-bearing classes have the following three options:

1. Receive a letter grade in all six classes with all used to calculate final GPA.
2. Select one of the six to be taken on a Pass/No Credit basis. This course must be an elective course. Final GPA would be calculated by excluding this class from the total used to figure GPA. A grade of C- or higher is necessary to earn the Pass. Students who select option two must inform the counseling office prior to the end of the 4th week of the semester.
3. The Pass/No Grade option is not available to students taking advanced placement courses. The Advanced Placement courses offered at Edina High School are:

AP US History	AP Economics
AP Comparative Government	AP European History
AP Psychology	AP World History
All AP World Languages	AP Calculus
AP Computer Science	AP Chemistry
AP Physics	AP Environmental Science
AP Biology	AP World Literature
AP English Literature	AP Studio Art 2D
AP Studio Art 3D	

## Edina High School Course Requirements

State law requires that all students be in attendance for 6 hours each day. Edina High School requires each student to be enrolled in a minimum of 5 academic classes each semester, with a study hall or student aide choice as the 6th subject. Most students enroll in 6 academic subjects. Students enrolled in Hennepin Technical College courses or post-secondary options (PSEO) are examples of students who would be exempt from this policy.

## Course Additions/Changes

Students registered for 5 courses and a study hall may add a course to their program during the **first week of a semester, but only if there is space in the desired section. Students are expected to complete all work assigned prior to their enrollment.** Exception to this rule is rare and requires the permission of the teacher(s), counselor, and an assistant principal or dean.

### Course Drops

Students carrying 6 subjects may drop a course and enter a study hall or student aide position **until the Friday of the week that 1<sup>st</sup> and 3<sup>rd</sup> quarter mid markers are submitted**. The course dropped will be dropped from their permanent record. Students carrying 6 subjects who drop a class after **the Friday of the week that 1<sup>st</sup> and 3<sup>rd</sup> quarter mid markers are submitted will incur a penalty by receiving a grade of "F"** that will be calculated into the grade point average and the class rank. A counselor or the high school principal, on a case-by-case basis, may submit an appeal where special circumstances should be taken into consideration to waive this policy. However, if the student retakes that course in a later semester and receives a passing grade, the previous F grade will be dropped from the permanent record and be replaced by the most recent grade. Students carrying only 5 subjects are not allowed to drop a course, as the minimum required class load is 5 subjects. The student is responsible for all work missed during a schedule change to another class.

### Course Level Changes

Students may change levels of a course prior to the Friday after the first mid-quarter of each semester. Course level change forms are available in the guidance office.

### Repeating a Class

Typically, a student may not repeat a course for credit if the course has already been successfully completed. Exception to this policy must have prior administrative approval.

### Student Records

A cumulative record is maintained for each student. This cumulative record begins with their entrance into Edina Public Schools through the twelfth grade. Such records pertaining to the individual student may be used only for the benefit, promotion or welfare of the student. Records include personal and family data, test data, including aptitude and interest, medical reports, anecdotal reports, records of conferences, copies of correspondence with parents and others concerning the student, and all achievement records, as determined by tests and teacher evaluations.

### Release of Records to Other Persons

The school district will release information from a student's record only to those persons authorized by federal statute to receive information subject to the limitations to the federal statute. Basically, four types of persons, agencies, and organizations are authorized, subject to certain limitations, to receive such records or information:

1. Other school officials of this school district, including teachers who have legitimate educational interests in said records or information.
2. Officials of other school districts to which a student is transferring to or to post secondary educational institutions to which a student applies for admission.
3. Certain authorized representatives of the Comptroller General of the United States; the Secretary of Health, Education and Welfare; an administrative head of an education agency; and the state educational authorities.
4. Financial institutions in connection with a student's application for receipt of financial aid.

All persons desiring access to a student's record will be required to sign a written form. This written form will be kept permanently in the cumulative record of the student, but only for inspection by the parents or student, indicating specifically the legitimate educational or other interest that the person has in seeking this information. In addition, personal information will only be released on the condition that the person receiving such information will not permit any other party to have access to such information without written consent of the parents of the student or the student if 18 years of age or older.

### Grading

Academic progress is reported with an A to F marking system. Letter grades are used to report scholastic achievement in most classes. In those few courses in which a different reporting pattern is employed, students and parents will be informed in advance of the procedure to be used by the teacher.

A student's grade is determined by his/her participation in the learning activities of the class, his/her preparation of assignments, and his/her performance on examinations. Letter grades are defined as follows:

A	-	Excellent
B	-	Very Good
C	-	Satisfactory
D	-	Lowest Passing Grade
F	-	No Credit
I	-	Incomplete

### Grade Letters and Values (Non-Advanced Placement)

The letter grades listed below are assigned on report cards and transcripts. The accompanying numbers represent the grade point values for non-Advanced Placement classes and are used in the calculation of the unweighted class rank.

A	12	B	9	C	6	D	3
A-	11	B-	8	C-	5	D-	2
B+	10	C+	7	D+	4	F	0

### Weighted Grade Letters and Values (Advanced Placement)

The letter grades listed below are assigned on report cards and transcripts. The accompanying numbers represent the grade point values for Advanced Placement classes and are used in the calculation of the weighted class rank.

A	14.4	B	10.8	C	7.2	D	3.6
A-	13.2	B-	9.6	C-	6.0	D-	2.4
B+	12.0	C+	8.4	D+	4.8	F	0

### Honor Rolls

A and B honor rolls are developed at the end of each marking period. Quarter honor rolls use marks only from the one quarter being reported. The A honor roll lists those students who have earned a grade point average of 10.50 for the period defined above. The B honor roll encompasses those students with an unweighted GPA of 8.50. Grades earned that are not reported in the A to F range are not used in calculating GPA. These include such grades as P, S, NC, and NG. Any grade of D or F disqualifies the student from the A and B Honor Rolls.

### Final Exams

Examinations are given periodically in most classes at the discretion of the individual teacher. Final exams are given at the end of each semester. Final exams are typically about 20% of the final semester grade.

### Homebound Instruction

In any case of an excused absence because of illness which the attending physician feels may be 15 consecutive days in duration, parents should notify the appropriate counselor in order to initiate homebound instruction.

### Edina Scholars

All students who earn an unweighted cumulative grade point average at or above 10.5 for marks earned at Edina High School in grades ten, eleven, and the first three quarters of grade twelve are designated Edina Scholars. A student who enters Edina High School by the beginning of their senior year and earns (1) an unweighted cumulative grade point average of 10.5 for their work here at Edina High School and (2) has an unweighted cumulative grade point average of 10.5 for their work at their previous school will also be designated as an Edina Scholar. (For the purpose of determining Edina Scholars, PSEO grades shall be considered equivalent to those earned at Edina High School. In addition, a PSEO student's final GPA shall be measured from the end of the first semester of their senior year.) The designation—*Edina Scholar* is placed on the graduation ceremony program and the student's record. These students will also be recognized at an Honors Ceremony in the spring of the senior year.

### Make-Up Work Guidelines

Any absence, except unexcused, will require the student to make up work missed. Students will be allowed two school days for each day of absence to complete missed assignments.

- A. The student is responsible for seeing the teachers to initiate make-up work. Previously announced projects or tests are due immediately upon return to school.
- B. In the event of a long-term absence, the student will be given 10 days after returning to school to make up work.
- C. If the long-term illness occurs at the end of a semester a mark of "Incomplete" (I) will be given.

### Make-up Credit

Credit may be made up via summer school, night school, or college/university correspondence classes. Required courses must be attempted during the regular school day and year before make-up options will be accepted.

### Making Up Incompletes

Students who have missed school with an excused absence are normally allowed two school days of make up time for each day of absence. A maximum of three weeks after the end of a quarterly reporting period is the customary deadline to make up all work due to the preceding quarter unless special arrangements have been made with the teacher. Work which is not completed within the allotted period of time is marked zero. The incomplete is changed to the appropriate grade when the work is completed or when the allotted period for make up has expired. Departmental areas reserve the right to enforce special deadlines for some projects; which would be clearly communicated to student and/or parent in advance.

### Scholarships and Grant-In-Aids

National, state, and local scholarships and other financial aid programs are available to students who can qualify. With increased costs for post high school education, more and more students find themselves in need of financial aid. Students interested in scholarships or other forms of financial assistance should contact their counselor early in the senior year.

### Nontransfer Students

After school has been in session for fifteen days in a semester, nontransfer students sixteen years of age and older will not be permitted to enroll until the beginning of the next semester.

### Mid-term progress

Student progress is reported to parents approximately midway through a marking period. Mid-term progress reports will no longer be mailed home unless parents/guardians notify the school in writing that the family does not have internet access at home. Parents and students can access SchoolView throughout the year.

#### Calendar for Mid-term Progress Updates

First Quarter	October 12, 2011
Second Quarter	December 14, 2011
Third Quarter	February 29, 2012
Fourth Quarter	May 16, 2012

### Quarterly Reporting Periods

There are two quarterly reporting periods each semester, making a total of four for the entire year. In all classes in which letter grades are used, a grade is assigned at the end of each quarter. Report cards are delivered to students approximately ten days following the end of the quarter. Quarterly reporting periods for the 2011-12 school year are:

	<u>Start Date</u>	<u>End Date</u>
<u>First Quarter:</u>	September 6	November 4
<u>Second Quarter:</u>	November 7	January 27
<u>Third Quarter:</u>	January 31	March 30
<u>Fourth Quarter:</u>	April 9	June 7

### Career Learning Center

The Career Center is open daily for student use throughout the school year. It contains information and materials helpful in career and post high school planning. Students are encouraged to familiarize themselves with the materials and the services offered by the Career Center. Community volunteers will assist in locating the information and materials requested.

### Alternative Methods of Earning Credit at EHS

#### Independent Study Outside of EHS (External)

Sometimes students wish to enroll in programs outside of EHS for which they want to receive credit toward graduation. These are usually organized programs offered by recognized educational institutions that help students expand their education and experience. An example of a program already recognized is the Concordia Language Villages (world languages summer camps offered by Concordia College).

Any student wishing to earn independent study credit toward graduation other than from the above mentioned program or from a program not currently recognized by EHS must complete the following process prior to enrolling:

1. Student obtains the External Independent Study application form from his/her counselor.
2. Student completes the form and obtains signatures of parent, area leader, counselor and supervising principal.
3. Student secures two adult recommendations to participate in Independent Study Project and gives them to the area leader involved in the project (at least one must be a teacher).
4. The student discusses the specifics of his/her plan with the area leader
5. The department coordinator brings the plan to a department meeting for approval, revision and determination of credit value.
6. Upon successful completion of the Independent Study project, the area leader notifies the counselor who enters the credits onto the student's permanent record.

#### Independent Study Within EHS Departments (Internal)

Students wishing to earn independent study credit by conducting an independent project, study or activity under the supervision of an EHS staff member should complete the following process:

1. Student obtains an Internal Independent Study application form from his/her counselor or the department coordinator. The form is to be returned to the counselor prior to schedule changes of the semester for which the Independent Study is requested.
2. Student completes the form and obtains parent signature prior to arranging a conference with the appropriate area leader.
3. The student meets with the area leader and prospective teacher who would oversee the project. Expectations and the requisites for earning credit would be determined and specified at this meeting.
4. The area leader and cooperating teacher present the project to the department for approval.
5. Upon departmental approval, the application, with all specific conditions and expectations attached, is presented to the principal for final approval.
6. Student conducts the Independent Study project/activity under the supervision of the supervising teacher.
7. Upon successful completion of the Independent Study project, the supervising teacher completes the grade sheet.
8. The grade for the Independent Study activity is entered onto the student's permanent record.

### Credit for Learning

A student at any level is able to test out of a high school (grades 10-12) course if they can demonstrate competence in the skills and concepts of the course. The assessment of this competence may include such tools as written examinations, oral (interview) examinations, product or performance exhibitions, and teacher input. Subject area competency procedures related to course level outcomes may be utilized as they become available through the curriculum cycle. (Credit for high school courses completed before grade ten will be entered on the student's transcript and will be counted toward graduation requirements.) When the student applies to receive credit for a course through a credit for learning process, the specific requirement for awarding the credit will be established. The same requirements will apply to other students who later request credit for that course. Requirements may be revised whenever the need arises to do so.

### Process for Applying

- A. The student will discuss the request for testing out of a course with his/her counselor and then complete the application. Applications must be received by the counseling office one full semester before the beginning of the course for which the testing-out application is being made. The intervening semester will be used to develop the assessment tool, administer the assessment, award credit for the assessment, and place the student in an alternate course if desired.
- B. At the time the application is submitted, it is assumed that the student is ready to begin the assessment process. All portions of the assessment must be completed within a two semester period and six weeks prior to the regular class. Students will be notified by the teacher or Assistant Principal where and when the first portion of the assessment process will be given.

- C. The counselor will contact the district testing coordinator once the application has been received. The assistant principal, content area coordinator and a representative teacher of the course will determine the assessments and standards for awarding credit.

#### Process for Assessing

- A. In some instances, the end-of-course assessment, if one has been developed, will be used as the first part of the process. Only students who pass the district assessment at an 80% level (or exhibit high quality work on a performance-based assessment) will be eligible to continue to the second part of the process.
- B. During the second portion of the assessment process, the student may be asked to demonstrate skills, answer questions in an interview, exhibit a portfolio of tasks, or be involved in some other performance-based assessment.
- C. Once the entire assessment process has been developed for a course, all subsequent applicants will be assessed using that process. The district testing office will administer all paper/pencil tests developed for the first part of the testing process. If that assessment contains a performance component or requires the use of special equipment such as a computer, the school will make the arrangements. The second portion of the assessment process will be conducted by the department.
- D. A student may attempt to test out only once for each course and may not test out of a course in which he/she has been previously enrolled. Courses which are sequential must be tested out in the same sequence. If a course requires a prerequisite, the prerequisite must have been completed or satisfactorily tested out ahead of time. If a student fails to complete the entire assessment process during the designated time period, the application will be denied.
- E. Students who do not satisfactorily complete the assessment process may ask to have their case reviewed.
- F. If the student completes an assessment process in a satisfactory manner, the student's transcript will show the credit earned and a course grade of S+. The Edina High School Profile which accompanies all transcripts includes an explanation of the S+ for college admissions. Depending on the course, students may earn a semester credit, a full year credit, or in the case of a full year course a student could successfully complete just one of the semesters. Following the review process timeline, counselors will update the student's transcript.
- A. Students must continue to maintain full time status in accordance with district policy. The original copy of the student's application and results will be placed in the student's file.

#### Instructional Content Policy

Parents, guardians, or adult students, 18 years or older, may review the content of instructional materials provided to their child or the adult students. Standardized tests and all teacher-made tests that have not yet been administered, must remain confidential, and therefore may not be reviewed.

If the parent, guardian, or adult student objects to the content, reasonable arrangements will be made for alternative instruction. Parents, guardians, or adult students may provide alternative instruction at their own cost, if any suggestion made by the school does not meet the objector's concerns. No penalties will be imposed by the school district, academic or otherwise, for arranging the alternative instruction. School personnel shall evaluate or assess the quality of the student's work using alternative instruction. The method for evaluating and assessing the quality of the student's work will be mutually agreed upon by school personnel and parent, guardian, or adult student at the time the alternative instruction is discussed.

The procedures for implementation of this policy are based on the following guidelines:

1. Spontaneous classroom discussion is exempted from the requirement of prior review and is not considered part of the planned content of instruction.
2. Current events or other materials that are used incidentally are exempted from this policy.
3. To the extent possible, removal of students from specific instruction is done in a way that will cause the least isolation and embarrassment possible.
4. This policy relates to the content of instructional materials only and does not include who, when, or where it is provided.
5. A parent's, guardian's or adult student's right to decline certain instruction for themselves or their child does not interfere with the rights of others to receive that instruction.

# STUDENT CONDUCT

## Rights, Opportunities and Responsibilities Manual

Expectations for student conduct are specifically outlined in the [Rights, Opportunities, and Responsibilities for Student Management Handbook](#). That handbook is available for review on the Edina Website. Copies of the handbook are also available in the main office. Students and their parents are expected and encouraged to review this document carefully. Some areas of student conduct worthy of additional highlighting are included below.

## General Statement about Harassment

Every student and employee of District 273 is entitled to learn and work in a safe school environment. To ensure this, the district and each school have established clear student discipline policies, consequences appropriate with the behavior and a practice to do so consistently. Students are expected to behave in accordance with federal, state and local laws and rules: district, athletic and activity policies and school regulations, and in a way that respects the rights and safety of others. Corrective action will be taken by staff when a student's behavior does not fall within the guidelines. The guidelines outlined in the [Rights, Opportunities, and Responsibilities for Student Management Handbook](#) apply at any time a student is present on a district school location or participating in a school-sponsored activity.

Students have the right to be free from any form of harassment, arising out of the physical or verbal conduct of other students, school staff or others. Students are responsible for maintaining an environment free from harassment, intimidation and abuse. Students are also responsible to report incidents of physical, sexual and verbal harassment, intimidation and/or abuse that they have experienced or of which they are aware. Such reports should be made to one of the building principals. Specific information related to the issue of harassment is included in the [Rights, Opportunities, and Responsibilities for Student Management Handbook](#). Students are expected to read and be responsible for all of the content of the [Rights, Opportunities, and Responsibilities for Student Management Handbook](#).

## General Statement about Hazing/District Policy 526.1

The District has a tradition of maintaining a learning environment for students and staff that nourishes respect for the dignity of each individual. The purpose of this policy is to maintain a safe environment free from hazing. Hazing activities of any type are inconsistent with the educational beliefs and policies of the District and are prohibited at all times.

No student or staff shall plan, direct, encourage, assist or engage in hazing. No staff member shall permit, condone, or tolerate hazing. All staff who has knowledge of a hazing incident or event must report the information to the school principal. This policy applies to behavior that occurs on or off school property and during or after regular school hours. The District will act to investigate all complaints of hazing and will discipline or take appropriate action against any student or staff that is found to have violated this policy. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

## Definitions of Hazing

A. "Hazing" means committing 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. The term hazing includes, but is not limited to: 526-2

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

## Reporting Procedures

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments. 526-3

## School District Action

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

**Reprisal**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment

**EHS Sportsmanship Expectations for All Events**

Basic fundamentals of human respect, sportsmanship and acts of good conduct are expected. It is expected that this respect is extended to all in attendance; including participants, spectators and officials/judges.

**Edina Student Spectator Behavior Procedure**

**Offensive Behavior**

Offensive behavior, such as teasing, name-calling, put downs, inappropriate language, coercive behavior, or other mean-spirited behavior is prohibited.

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Verbal Warning-- Discretionary depending on level of behavior	Removal from event. One week (7 calendar days) suspension from attending Edina activities	Removal from event. Full year suspension from attending Edina activities

**Insubordination**

A deliberate refusal to follow an appropriate direction or to identify self when requested is prohibited.

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Verbal Warning-- Discretionary depending on level of behavior	Removal from event. Suspension from attending Edina activities for 7 calendar days.	Removal from event. Full year suspension from attending Edina activities

**Abuse, Verbal**

The use of language that is obscene, threatening, intimidating, or that degrades other people is prohibited. Verbal abuse that is also sexual, religious, or racial harassment shall be addressed under the guidelines for harassment.

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Removal from event and possible school suspension. One week (7 calendar days) suspension from attending Edina activities	1-day suspension from school. Removal from event. Suspension from attending Edina activities for 21 calendar days.	2-day suspension from school. Removal from event. Full year suspension from attending Edina activities

**Endangering Self or Others**

Any action that could harm ones self or others, whether it is intended or not, is prohibited.

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
1-day suspension from school. Suspension from attending Edina activities for 14 calendar days.	2-day suspension from school. Suspension from attending Edina activities for 21 calendar days.	3-day suspension from school. Full year suspension from attending Edina activities.

**Physical Contact**

Policies from the Rights and Responsibilities for Student Management Handbook will be followed.

**Please also note that MSHL rules prohibit the following:**

- 1) Use of air-horns, whistles, cowbells, firecrackers, etc.
- 2) Use of banners, signs or flags
- 3) Throwing objects
- 4) Being on the premise of the scheduled contest while under the influence of chemicals, including alcohol
- 5) Unauthorized entry into any scheduled contest
- 6) Inappropriate dress and/or behavior
- 7) Spectator demonstrations on the playing field, courts, etc.

*NOTE: Students may be asked to submit to a PBT test at any time. Offenses could carry over from game to game. Administrative discretion applies in all cases.*

# ATTENDANCE EXPECTATIONS/PROCEDURES

Attendance telephone number 952-848-3802

## Attendance Philosophy

Edina High School believes that there is a clear and positive correlation between student learning and consistent and prompt attendance in class. The Board of Education also supports and recognizes the compulsory attendance mandate of State law which emphasizes the intrinsic value of attendance each school day by each pupil.

Students and parents should familiarize themselves with the provisions and procedures of the attendance policy. It is expected that parents will support the intent of the policy and encourage their children to have good attendance. Any questions about the attendance policy should be directed to the administrators responsible for attendance.

## Attendance Guidelines

### Responsibilities of Parents

1. Parents should make every effort to have their son/daughter present in school each day. This is essential to ensure accurate attendance accounting.
2. Parents are expected to call to inform the attendance office of student absences by **no later than 12:00 noon** on the day of the absence.
3. Parents should remind students about checking with their teacher about make-up work and exams.

### Responsibilities of Students

1. Students must attend all classes, including homeroom, and study hall.
2. Students should attend every class that is considered to be their "official" and "current" schedule. Students should not discontinue attendance to a class if they anticipate changing or dropping that class. Until the class is officially dropped and the counselor has provided a new "official" schedule, students are expected to attend each of the classes on their schedule. Failure to do so will constitute an unexcused absence.
3. Students may not dismiss themselves from school for any reason. When ill, students should report to the health office and sign out at the health office.
4. Students exiting school for a pre-excused appointment must sign out at the attendance office before leaving the building. Students should stop at the attendance office prior to the pre-excused absence to pick up an admit slip.
5. On the day a student returns to school, students should arrange make-up work with their teachers.
6. If a student is late to class, students are responsible to ensure that teachers change the absence notation to a tardy.
7. Absence from school may jeopardize participation in any after school activity.
8. Students that are absent on a regular basis or for a prolonged period may be required to submit a doctor's note.
9. Students who have been assigned to detention for an unexcused absence must complete the detention within two weeks.
10. It is the students' responsibility to ensure that all missed homework is determined and completed according to the directions of the teacher.

### Responsibilities of Teachers

1. Teachers are required to take on-line attendance by the end of first hour, and when possible, during each class period during the day. By no later than 4:00 p.m. each day, all teachers should have completed their on-line attendance for all class periods.
2. Teachers are expected to make contact with parents about attendance when warranted.
3. Review the attendance policy on the first day of school and periodically as requested or needed.
4. Carefully monitor the attendance documents, i.e., attendance lists, admit slips, pre-excused school related memos, etc. Ask appropriate questions of Assistant Principal, Dean of Students or Counselor relating to any of the attendance lists in question.
5. Address attendance concerns with an Assistant Principal, Dean of Students or Counselor in a prompt manner.

### Responsibilities of Administrators

1. Address excused and unexcused absences as quickly as possible with consistent consequences.
2. Disseminate the attendance policy to staff, parents, and students.
3. Provide each student with an admit pass or other appropriate paperwork after the receipt of an absence note.
4. Provide a forum for periodic review of the attendance policy's effectiveness.
5. Enforce the attendance policy in a consistent manner.

## Classification of Absences

### 1. Excused Absences:

These absences need to be verified at the time of the absence, but do not contribute to students 10 limited excused absences per semester. Make-up work is available upon request of a student; students should plan with the teacher regarding these absences as soon as they become aware of them. Examples of excused absences include religious holidays, death of a family member, participant in a school-sponsored activity, and suspension. Excused absences **are expected to be reported to the attendance clerk by 12 noon** of the day a person is absent; those absences not reported within 48 hours will be considered unexcused

- ❖ Examples of school-caused absences include: field trips, music competition/tours, interscholastic meets/events, a ceremony in which the student is being honored or presented with an award, student government activities, school support groups (not to exceed one meeting per week and limited to non-test days), participation in regional/state competitions, AP exams, and other school approved activities such as YSY meetings or counselor appointments.

- ❖ Chronic Illness: Absences resulting from chronic health conditions, chronic illness, major illness, surgery, treatment programs for chemical/alcohol abuse or treatment for eating disorders may impact student attendance. Absences in this category must be supported by documentation from the student's physician or treatment program including reason for absence, dates of absences, and any restriction on student activity. There may be circumstances that the licensed school nurse or other support service staff members may request to speak to a student's physician or health care provider. The licensed school nurse will help to facilitate communication between teachers and the student when appropriate. Student absences in this category may receive special consideration for excessive absences with proper documentation; however, there may be circumstances in which the student is not able to master enough of the course work to obtain credit for a particular class. The parents should contact the Health Office at 848-3175 if such a situation exists for their child. The licensed school nurse is available to assist students and families as transitions are made in and out of school in these situations, including communication with teachers and staff.

## 2. Limited Excused Absences

These absences need to be verified at the time of the absence. Students that incur nine limited excused/unexcused absences in a semester will be placed on an attendance contract. Students absent 10 class periods from a course during one semester, who have been placed on an attendance contract prior to the 10<sup>th</sup> absence, may receive no credit for the course and may be placed in a study hall. Make-up work for this type of absence is available upon request of a student. Limited excused absences **are expected to be reported to the attendance clerk by 12 noon** of the day a person is absent; those absences not resolved within 48 hours will be considered unexcused. Forms for pre-arranging personal/family vacations can be found on the EHS website or in the main office.

- ❖ Examples of limited excused absences include illness, medical/dental appointments that cannot be made outside of school time, college visits, drivers' license examination/permit test, pre-arranged personal/family vacations and attendance at EHS athletic or arts competitions.
- ❖ Non-participants in a regional/state event who wish to attend need to have prior written confirmation of parent approval.

## 3. Unexcused Absences

Students that incur three unexcused absences will be placed on an attendance contract. Students unexcused absent four class periods from a credit course during one semester, that have been placed on an attendance contract prior to the 4<sup>th</sup> absence, may receive no credit for the course and be placed in a study hall. Examples of unexcused absences include personal/family vacation that is not pre-arranged, transportation miscue, oversleeping, working, skipping, etc.

## Protocol for Excessive Limited Excused

It is recognized that students must occasionally miss class. It is essential that parents inform the office of all absences. Listed below is the protocol used by EHS to help students/families be aware of any attendance issues and create opportunity to enter into discussions regarding its impact on student academic performance.

- At 7 absences (within a semester) families will automatically receive a letter indicating that a student has reached 7 absences.
- At 9 absences (within a semester) families will automatically receive a letter indicating that a student has reached 9 absences AND an administrator will meet with the student to discuss attendance issues. After the discussion regarding attendance, students with 9 absences will be put on an attendance contract.
- A student absent 10 class periods from a credit course during one semester, who has had at least one conference which forewarned of consequences and whose parents/guardians have been given prior notice of attendance concern, will receive **no credit** for the course and be placed in a study hall. A conference with the student and parent /guardian, counselor and/or teacher will be scheduled to explore alternative ways to receive credit for that course.
- Absences exempted from the 10 class periods include:
  - Chronic illness (doctor referral)
  - Death or serious illness in the family
  - Participation in school-sponsored activities
  - Religious instruction and/or religious holiday attendance
  - Suspension
  - Active military duty

## Protocol for Unexcused Absences

Students with an unexcused absence will not be accepted into his/her classroom on the following day until they have reported to the main office to receive an admit pass and be informed of consequences (listed below). (Note: detentions are either before or after school and last for approximately 45 minutes.)

- First unexcused: One detention, parent contact, information forwarded to Assistant Principal, Dean of Students and Counselor.
- Second unexcused absence: One detention, parent contact, referral to administrator.
- Third unexcused absence: One detention, referral to administrator and a counselor and a conference with a parent or guardian resulting in a signed contract expressing full understanding that student will be dropped upon the next unexcused absence in that class.
- Fourth unexcused absence: Student is dropped from class, opportunity to obtain credit in that class is lost; student is assigned to study hall.

## ATTENDANCE CHART

UNEXCUSED ABSENCES	LIMITED EXCUSED ABSENCES	EXCUSED ABSENCES
count towards 4	count towards 10	do not count towards 10
<p><i>Students that incur three unexcused absences will be placed on an attendance contract. Students unexcused absent four class periods from a credit course during one semester that have been placed on an attendance contract prior to the 4<sup>th</sup> absence may receive no credit for the course and be placed in a study hall.</i></p> <p style="text-align: center;"><u>Examples</u></p> <ul style="list-style-type: none"> <li>• Any absence that is neither excused nor limited excused</li> <li>• Working / studying from home</li> <li>• Employment, except under a school-sponsored work release program.</li> <li>• Personal or family vacation that is not pre-arranged</li> <li>• Transportation miscue: including missed bus, traffic congestion, and vehicle malfunction</li> <li>• Oversleeping</li> </ul> <p style="text-align: center;"><i>Make up work is not available for unexcused absences</i></p>	<p><i>Students that incur any combination of nine limited excused and/or unexcused absences will be placed on an attendance contract. Students absent 10 class periods from a credit course during one semester that have been placed on an attendance contract prior to the 10<sup>th</sup> absence may receive no credit for the course and be placed in a study hall.</i></p> <p style="text-align: center;"><u>Examples</u></p> <ul style="list-style-type: none"> <li>• Serious illness in the student's immediate family</li> <li>• Medical/Dental appointments that can't be made outside of class time (requires doctor verification)</li> <li>• Family emergencies Pre-arranged personal or family vacations Driver test (requires documentation)</li> <li>• College Visit (requires college official's verification)</li> <li>• Spectator at athletic or arts competition</li> </ul> <p style="text-align: center;"><i>Make up work is available to students who make prior arrangements with teachers</i></p>	<ul style="list-style-type: none"> <li>• Death in immediate family</li> <li>• Chronic illness (requires doctor verification)</li> <li>• Court appearance</li> <li>• Regularly scheduled religious instruction, not to exceed three hours in any week.</li> <li>• Religious holiday or observance</li> <li>• Physical emergency conditions, such as fire or flood</li> <li>• Participant in school-sponsored activity</li> <li>• Suspension</li> <li>• Active military duty</li> </ul> <p style="text-align: center;"><i>Make up work is available to students who make arrangements with teachers</i></p>

### Attendance Appeals Process

A committee consisting of three faculty members will review appeals concerning student attendance. Administrators will select participants on this committee. Students may make an appeal for being dropped from a class due to a lack of attendance if it is felt that a valid reason for these absences exists. Each case will be individually evaluated by the committee.

### Attendance at Assemblies and Pep Fests

Students are expected to attend assemblies during the day. Students who do not wish to attend assemblies during the day must report to the cafeteria during the assembly.

### Tardiness

Students are expected to arrive to class on time. Tardiness negatively impacts a student's academic performance and disrupts learning and teaching. Students who miss 10 or more minutes of class will receive an absent in that class for the day. Students experiencing tardiness problems can anticipate that they will have a discussion with an Administrator upon request of the classroom teacher.

# GENERAL PROCEDURES/OTHER INFORMATION

## Backpacks

Students are allowed to bring backpacks to school. It is strongly suggested that students make use of an assigned locker to avoid carrying backpacks and books around school all day. Students are not to leave backpacks unattended in the cafeteria, commons or in other areas of the building. Unattended backpacks and clothing bags will be confiscated and taken to the office.

## Cafeteria Information

Some basic regulations are necessary due to the large number of students using the cafeteria. Your cooperation and your thoughtful consideration for other students are expected and appreciated.

1. All lunches must be eaten in the cafeteria.
2. Students are to conduct themselves in an orderly manner at all times, in the lunch lines and while eating.
3. Each student is responsible for the cleanliness of the table or the place at which he/she eats and for the surrounding area.
4. Trays, silverware, refuse and other eating items should be returned to the garbage and dishwashing area after use.
5. Lunch is served during fourth hour. Exactly when students eat will be explained during the first day of school. Lunch times are also listed in student planners and on pg. 23 of this handbook.

## Distribution of Materials

Students are entitled to express opinions in writing and to distribute written materials on school grounds provided the distribution guidelines presented below are followed.

1. All written materials must be signed by the author & an administrator.
2. The material may be distributed only in the cafeteria and commons between 8:00 – 8:30 a.m. and 3:10 – 3:30 p.m.
3. Students must see the Principal to verify that all of the following guidelines have been met prior to distribution of the material.
4. The distribution may not include:
  - a) "hate" literature which attacks groups such as ethnic, religious and/or racial,
  - b) material that is pornographic or obscene,
  - c) material that is libelous,
  - d) material designated for commercial purposes, for example to advertise a product or service,
  - e) material designated to solicit funds,
  - f) material that is likely to disrupt class work, involve substantial disorder or infringe on the rights of others.
5. Distributed materials that are littered in the immediate area (hallways, sidewalks, etc.) should be removed by the persons distributing the material.
6. A bulletin board is provided for the use of approved student groups and individual students. It is located in the cafeteria. Other bulletin boards may be designated for official school announcements only.
  - a) Materials placed by students on bulletin boards designated for official school announcements or in other non-designated areas may be removed by school personnel.
  - b) Bulletin boards designated for students may be used for school activities, out-of-school activities or matters of general interest to students.
  - c) Any posted material deemed to violate the general guidelines herein provided may be removed immediately by the school administration. At the request of interested students or of the sponsoring student organization, the school official responsible for removing the materials will explain the nature of the violation.
  - d) All student-posted notices or communications shall be subject to reasonable size limitations and shall be dated and may be removed by the school after seven days to assure full access to bulletin boards. Signs and posters should not be adhered to windows, trophy or display cases, emergency or directional signs or any other surface that will be damaged by adhesives.

## Eighteen Year Old Students

Students 18 years and older are legal adults and have all the legal rights and responsibilities that adults possess. When enrolled in school, it is their responsibility to obey school regulations and the school authorities who enforce them. In relation to issues requiring parental permission for minor, 18 year olds must abide by the same guidelines unless they have obtained legal emancipation from their parents/guardians through court order and have presented that court order to the school authorities.

## Emergency Drills

In a building of this size, it is necessary for all students to be knowledgeable about emergency procedures. Classroom teachers will explain procedures for practice drills.

## Family Status Changes

Please notify your counselor immediately if you have a new address or changes in your family such as separation, divorce, guardian or custody arrangements.

## Hennepin Technical College Buses

Students who elect to take courses at the vocational technology school may ride the bus provided them. That bus leaves from Door 11 at 11:35 a.m. If a student wants to drive, they must obtain permission from an assistant principal.

## ID Cards

Each student will be issued an ID card that includes a picture, bar code and other identification data. It is necessary to carry this card at all times when you are at school or school activities. Teachers or supervisors may ask you to show this card for identification purposes; it is required for entrance to all dances and to check out books/materials from the media center/library. Lost cards will be replaced for a fee.

### Involvement

Students may express opinions and ideas, take stands and support policies publicly, privately, orally and in writing. Students may be given this opportunity for expression through authorized school communications. Such expression should not interfere with the educational program or present a safety or health hazard. The students may not use obscene, slanderous or libelous statements, disruptive tactics, or advocate violation of the law or school regulations. They may, however, advocate change of law or school regulations and pursue their advocacy by due process.

### Lockers

Students who wish to sign up for a locker should report to the main office to have one assigned to them. It is a good idea for students to have a preferred location in mind so that they may get a locker in the best place for their schedule. Lockers are provided for the purpose of providing students with convenient storage for clothing, books, and other articles necessary or convenient for their use during the school day. Students should keep their locker locked at all times. The ownership of the locker is maintained by the school district, and the student is granted a limited use of the locker solely in accordance with the following policy:

1. The only items that may be placed in the lockers are articles of clothing, school books or supplies relating to school use, lunches and personal items which the student is legally entitled to have in his or her possession.
2. The assignment of a locker to a student and the use thereof by the student is made subject to the right of the school administration to have access to the locker at any time for any of the following reasons:
  - a) for periodic cleaning of lockers;
  - b) when in the opinion of the school administration a clear danger to health or safety exists;
  - c) when the school administration has good reason to believe that a locker contains material that a student would not be legally entitled to have in his or her possession.

### Loitering

Students have a responsibility to be good neighbors. Students should not congregate in the parking lots or any area adjacent to or abutting school grounds. Students are not allowed to loiter in the restrooms or other unsupervised areas of the school.

### Lunchroom Procedures/Expectations

The lunchroom is in continuous use during fourth hour. It is essential that students clean up after themselves in order to maintain a pleasant, clean, relaxed atmosphere for all students. Students are to be in the lunchroom only during their assigned lunch period. Students are responsible to pick-up litter and return trays and utensils when finished eating. In an effort to keep our school clean, students are not allowed to take food out of the cafeteria. Students are not allowed to loiter in the lunchroom.

### Open Lunch

Sophomores and juniors are not eligible for the open lunch privilege nor are they permitted to leave the school building/grounds for any reason unless they have properly signed out at the office. Seniors are not permitted to leave the school building/grounds from 8:30 a.m. to 11:30 a.m. or from 1:10 p.m. to 3:10 p.m. unless they have properly signed out in the office. Seniors may leave for lunch during their 30 minute assigned lunch period only if they have a lunch pass. Once a student arrives on school grounds, this constitutes being on campus and the student should immediately enter the school building. Students wishing to leave the building must go through the normal sign out procedure.

### Open Lunch Procedures

1. Open lunch is for SENIORS ONLY who have applied and been notified of their open lunch status.
2. Students must carry their I.D. cards at all times and display them to any teacher or staff member upon entering or exiting the building. Students must not leave or return to campus without their I.D. card validated for open lunch.
3. Students may leave campus only during their assigned 30 minute lunch period, are expected to return through Door #7 and be on time for their class or study hall. (Students returning late from open lunch will not be given an excused admit from the Attendance Office.)
4. Students intending to use the privilege must leave the school grounds immediately when going to lunch and immediately reenter the building upon their return.
5. Loitering in the building or on the grounds or eating on campus in areas other than those designated is not permitted. This includes the parking lots and other unsupervised areas of the building and grounds. Remember, the purpose of open lunch is to allow seniors to leave the campus to eat and conduct legitimate business elsewhere, not to loiter.
6. Students may not visit other schools during open lunch.
7. Students must abide by all other applicable rules and guidelines set forth in the Student Rights and Responsibilities handbook.
8. No student leaving for open lunch shall accompany and/or transport any student who has not properly signed out at the Attendance Office.
9. Students who schedule medical appointments during open lunch periods should sign out at the Attendance Office.
10. Students who fail to adhere to these guidelines can expect to lose their open lunch privilege and/or their parking permit.

### Pop, Juice and Food in Classrooms

Pop, juice and food are not allowed in classrooms. Students may have water in classrooms unless a teacher disallows it. Pop, juice and food spills contribute to carpet stains and an unsanitary environment including rodent infestation. Pop, juice and food should be consumed only in the cafeteria or other designated areas.

### Phone Messages

It is difficult to deliver messages to students due to student's schedule, size of the building, number of students and available staff to assist with this task. In extreme hardship or emergencies, students will be sought out and located, if possible. The public address system will not be used for this purpose. Emergency calls should be made to the main office.

### Student Dress

Dress, grooming, and personal adornment are forms of self-expression. Every student will be assured of the protected right to dress and groom himself/herself according to personal preference as long as the student's dress and grooming meets the following guidelines:

1. It is not disruptive of the educational process;
2. It is not a violation of any statute;
3. It does not constitute a threat to the safety or health of others; including "gang-related" clothing worn to designate affiliation with a particular group. It is not "gang-related" by either how it is worn and/or by the colors of the clothing or adornment;
4. It is not offensive by the wording or design to any race, religion, ethnicity, or gender;
5. It does not depict illegal items or activity to include but not to be limited to alcohol, drugs, drug paraphernalia or sexual conduct.
6. It does not disallow identity of the student. Students are not allowed to wear masks or wigs or any other article of clothing that conceals identify. Face painting may be considered a mask and removal is at the discretion of a principal or dean.

### Student Organizations

District Policy 628.6 outlines expectations associated with student organizations. The policy is included below. Students with questions about student organizations should see the activities director or a principal.

Student organizations have an important place in the educational program of our schools because, when properly organized and operated, they:

- Extend and reinforce the instructional program.
- Give students practice in democratic self-government.
- Build student morale and spirit of positive support for the school.
- Honor outstanding student achievement.
- Provide wholesome social and recreational activities.

To guide the professional staff and students in organizations, the Board sets forth the following policy guide for nonsponsored student activities:

A. Nonsponsored student activities are organizations, clubs, societies and/or fraternities that are not recognized by the school district, and do not meet the established criteria of a sponsored school activity (see Section V.A).

B. The nonsponsored student activities have membership composed primarily of students from a district school, are sponsored by other than school personnel, meet outside school hours at places other than the school, and establish aims that are other than educational. These activities are beyond the jurisdiction of school authorities. The members may access the district facilities according to Policy 801 – Equal Access to School Facilities.

C. Membership in secret fraternities, sororities and/or clubs is prohibited in the school district. Further, activities contrary to the best interest of a school or negatively reflect on the reputation of a school shall be prohibited. Students violating this policy will be disciplined in accordance with Policy 506 – Student Discipline.

### Tip411

Edina parents and students now have had another way to communicate with the Police Department: tip411. Someone with knowledge about a crime can simply text the **keyword EPDTip and the message to tip411 (847411)**, and the information is sent directly to the Edina Police Department. Confidential and anonymous information is sometimes critical in solving or preventing crime, especially in our schools. Tip411 uses state-of-the-art technology to reach out to those who may have vital knowledge but want to remain anonymous. You can also report anonymous tips online at <http://www.ci.edina.mn.us> and click on the police department link.

### Minnesota State High School League Photo Release

Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events.

### Minnesota Student Survey

The state of Minnesota surveys students on health, safety, chemical use and sexuality on a cycle of every two years. The next survey year is 2012. After the survey, the state compiles information in order that good policy decisions are made at the state and local levels. Edina High School students with their parent permission completed the survey in March of 2010.

If parents do not want their child completing the Minnesota Student Survey they would need to contact the school administration.

# AUTOMOBILE PARKING AND TRAFFIC REGULATIONS

For safety reasons and because of limited parking space, students are urged to ride the school buses. Students may not drive to school without a parking permit clearly displayed on car windshield. Application for a parking sticker is made through an assistant principal. Daily permits are available in the office and must be purchased at least one day in advance. Applications are to be completed in full, listing all vehicles to be used by the students in the car pool. Students who drive must obtain written parent permission through signature.

There are no reserved parking spots for parking permit holders. Driving to and parking at school is a privilege, not a right. Permits are assigned on a temporary basis with the expectation that all parking and traffic laws will be followed. Failure to comply with the parking permit regulations may result in the loss of the parking permit and parking-driving privilege.

Permits will be sold on a semester basis. This allows students to rearrange their car pools due to changes in co-curricular activities. Semester permits will run in five-month increments (September through January, and February through June). Students may, of course, remain in the same car pool throughout the school year but will need to reapply for a permit each semester. Students must have a minimum of three students in the car pool. Applications for parking permits will be filled on a first-come, first-served basis.

Applications for parking permits are available on the EHS website and must be submitted to the school office by the designated date. The application must be completed in full and must follow the guidelines in order for it to receive consideration. Permits will be issued to students on the designated dates. Students are to park only in the North or South lot. Students will be made aware of the lot they are to park in. Edina High School and Edina Public Schools are not responsible for theft, vandalism, or injury in the parking lots. Drivers are advised to lock motor vehicles parked in the school parking lots.

## Parking Permit Regulations

- A. A parking permit must be displayed at all times when the vehicle is parked on campus. It must be applied and displayed hanging from the rear view mirror.
- B. Permits are non-transferable. Students may not give away or sell a permit to another student or carpool. Parking permits are considered the property of the school.

## Traffic regulations

Compliance with traffic regulations is essential and expected. Violations will result in possible loss of parking privileges and/or suspension from classes.

1. Cars that are illegally parked, parked outside of designated areas, or parked without a permit displayed may be booted (\$30.00-1<sup>st</sup> offense, \$60.00-2<sup>nd</sup> offense, \$90.00-3<sup>rd</sup> offense) or towed without warning;
2. Speeding, careless driving or dangerous driving (as deemed by the administration) may result in the revocation of a parking permit for an entire carpool for an entire year or semester without refund;
3. Lost or stolen permits are subject to a replacement fee (\$30.00);
4. Theft or possession of a permit will result in loss of parking privileges for the perpetrator for the entire school year and may result in suspension.

## Single Day Parking Permits

One-day parking permits are available in the main office for a fee of \$3.00. Due to a limited number of parking spaces, single day permits must be purchased one day in advance.

## Parking Permits/Fees

Permits will be issued on a priority basis to carpools of three and only according to the following criteria:

- Pool #1: Post Secondary registered student  
(Individual permit: \$150 per semester)
- Pool #2: Carpool of three or more in a zero hour class  
(\$150 per semester)
- Pool #3: Carpool of three or more students  
(\$150 per semester)
- Pool #4: Other  
(\$150 per semester)

# DAILY BELL SCHEDULES

## EHS REGULAR DAILY CLASS SCHEDULE

Zero Hour	7:30 to 8:25	(55)
Period 1	8:30 to 9:25	(55)
Period 2	9:32 to 10:28	(55)
Period 3	10:35 to 11:30	(55)
-----		
<i>First Lunch</i>	11:30 to 12:01	(31)
Period 4	12:09 to 1:04	(57)
-----		
Period 4	11:36 to 12:01	(25)
<i>Second Lunch</i>	12:01 to 12:35	(34)
Period 4	12:35 to 1:04	(29)
-----		
Period 4	11:36 to 12:33	(57)
<i>Third Lunch</i>	12:33 to 1:04	(31)
-----		
Period 5	1:10 to 2:08	(58)
Period 6	2:15 to 3:10	(55)

## THREE LUNCHES SCHEDULE

### First Lunch

HTC  
FACS  
Social Studies  
Music  
Art  
Options

### Second Lunch

Math  
World Language  
Business  
HS101/SET  
Special Services  
Study Hall\*

### Third Lunch

Physical Education  
Work Experience  
English  
Science  
Engineering & Technology  
ESL

# SPECIAL SCHEDULES

## EHS HOMEROOM CLASS SCHEDULE

Zero Hour	7:30 to 8:25	(55)
Period 1	8:30 to 9:24	(54)
Period 2	9:31 to 10:25	(54)
Homeroom	10:25 to 10:32	(7)
Period 3	10:39 to 11:33	(54)
-----		
<i>First Lunch</i>	11:33 to 12:04	(31)
Period 4	12:10 to 1:07	(57)
-----		
Period 4	11:39 to 12:04	(25)
<i>Second Lunch</i>	12:04 to 12:38	(34)
Period 4	12:38 to 1:07	(29)
-----		
Period 4	11:39 to 12:36	(57)
<i>Third Lunch</i>	12:36 to 1:07	(31)
-----		
Period 5	1:13 to 2:09	(56)
Period 6	2:16 to 3:10	(54)

## EHS SPEAKER CLASS SCHEDULE

Zero Hour	7:28 to 8:23	(55)
Period 1	8:30 to 9:12	(42)
Period 2	9:17 to 10:07	(50)
Period 2	10:14 to 11:04	(50)
Period 3	11:11 to 11:53	(50)
-----		
<i>First Lunch</i>	11:53 to 12:23	(30)
Period 4	12:31 to 1:23	(52)
-----		
Period 4	12:01 to 12:23	(22)
<i>Second Lunch</i>	12:23 to 12:53	(30)
Period 4	12:53 to 1:23	(30)
-----		
Period 4	12:01 to 12:53	(52)
<i>Third Lunch</i>	12:53 to 1:23	(30)
-----		
Period 5	1:30 to 2:16	(46)
Period 6	2:23 to 3:10	(47)

50 min in 2<sup>nd</sup> hour & 50 min with speaker.

### EHS MORNING EVENT CLASS SCHEDULE

Zero Hour	7:30 to 8:25	(55)
Period 1	8:30 to 9:20	(50)
Period 2	9:27 to 10:17	(50)
EVENT	10:20 to 10:50	(30)
Period 3	10:53 to 11:43	(50)
-----		
<i>First Lunch</i>	11:43 to 12:14	(31)
Period 4	12:20 to 1:17	(57)
-----		
Period 4	11:49 to 12:14	(25)
<i>Second Lunch</i>	12:14 to 12:48	(34)
Period 4	12:48 to 1:17	(29)
-----		
Period 4	11:49 to 12:46	(57)
<i>Third Lunch</i>	12:46 to 1:17	(31)
-----		
Period 5	1:23 to 2:13	(50)
Period 6	2:20 to 3:10	(50)

### EHS AFTERNOON EVENT CLASS SCHEDULE

Zero Hour	7:28 to 8:23	(55)
Period 1	8:30 to 9:18	(48)
Period 2	9:25 to 10:13	(48)
Period 3	10:20 to 11:08	(48)
-----		
<i>First Lunch</i>	11:08 to 11:38	(30)
Period 4	11:45 to 12:38	(53)
-----		
<i>Period 4</i>	<i>11:14 to 11:38</i>	<i>(24)</i>
<i>Second Lunch</i>	11:38 to 12:08	(30)
Period 4	12:08 to 12:38	(30)
-----		
Period 4	11:14 to 12:08	(54)
<i>Third Lunch</i>	12:08 to 12:38	(30)
-----		
Period 5	12:44 to 1:33	(49)
Period 6	1:40 to 2:28	(48)
Event	2:30 to 3:10	(40)

# LATE START SCHEDULES

## EHS 10:15 LATE START CLASS SCHEDULE

\*For student centered late starts, busses will run on the normal schedule and a second run will occur ½ hours later than normal pick up time. An early bus will not run on staff development late start days.

Zero Hour	9:30 to 10:10	(40)
Period 1	10:15 to 10:54	(39)
Period 2	11:01 to 11:40	(39)
-----		
<i>First Lunch</i>	11:40 to 12:10	(30)
Period 3	12:15 to 12:54	(39)
-----		
Period 3	11:47 to 12:26	(39)
<i>Second Lunch</i>	12:26 to 12:56	(30)
-----		
Period 4	1:01 to 1:39	(38)
Period 5	1:46 to 2:25	(39)
Period 6	2:32 to 3:10	(38)

## TWO LUNCHESS SCHEDULE

### First Lunch

PE  
 HTC  
 FACS  
 English  
 Social Studies  
 Music  
 Art  
 Options  
 Study Hall

### Second Lunch

Work Experience  
 Math  
 World Language  
 Business  
 Science  
 PLTW  
 HS101  
 Special Services  
 ESL

## EHS NOON START CLASS SCHEDULE

\*For testing days, busses will run on normal schedule and a second run will occur 3 ½ hours later than normal pick up time. Lunch will not be served.

Zero Hour	11:30 to 11:55	(25)
Period 1	12:00 to 12:27	(27)
Period 2	12:32 to 12:59	(27)
Period 3	1:04 to 1:31	(27)
Period 4	1:36 to 2:04	(28)
Period 5	2:09 to 2:37	(28)
Period 6	2:42 to 3:10	(28)