Student/Parent Handbook
2026-2027

WELCOME

Congratulations on becoming a part of one of the most exciting learning opportunities available to students. We are excited to have you as part of EOC and are looking forward to observing the development of your full potential. Your success at EOC will be in direct proportion to your effort, application, and participation.

AN OVERVIEW

EOC was designed to meet the needs of students, both for the present and for the future. We are an ever-changing school working in an ever-changing society. The intention of EOC is to give students a strong performance-based education closely related to real life experiences.

POLICY OF ACADEMIC PROGRESSION

Students of the EdVisions Off Campus are required to progress through the school's curriculum in the following manner:

1. Students are expected to complete 10 (ten) project credits per year to advance to the next grade level.
2. All students must make one presentation of a project and one exhibit of a project at an All School Field Trip or other public venue with advisor approval, per 10 credits in order to graduate. See detailed section on Project Presentation.
3. As an online school, we need evidence of work done, both internally and to show future auditors of our school. Students will be required to complete time logs with a definition of work and time, or other approved methods.
4. It is recommended that the student work to develop their time management skills by completing a weekly or daily planner.
5. To get credit for any project/activity/class, it must be proposed and accepted by the advisor, the project proposal team, and parent/guardian or responsible adult, if topic is of concern. Credit will be in jeopardy if the project is not proposed prior to the activity/project/class.
6. Projects must be validated in a timely manner.
7. Summer projects/ prior year projects must be validated by the end of the second month of the following school year or no credit will be issued; unless an extension has been approved by proposal team.
8. Extended projects must be monitored by the advisor once per month with demonstrated achievement or the project will be dropped.
9. PSEO students must meet with proposal team prior to enrolling.
10. Students will regularly show their advisor their progress, at daily meetings and possibly at monthly field trips.

PROJECT PROCESS

EOC uses a process established over 20 years of project-based schools. These are the steps students will take when doing projects:

1. Students write a proposal for the project, using an online form through Headrush. This proposal, for either an individual project or a project with other students, can be written with an advisor or by students, themselves.
2. The advisor looks the proposal over and either accepts it or asks the student to revise it.
3. Once approved by the parent and the advisor, the student will attend a proposal team meeting to make additional suggestions and/or to approve the proposal.
4. When it has been approved, students will follow the steps they have outlined in their proposals. They will document the time and summarize their progress daily so their advisor can keep track of how their projects are going. They should also be prepared to regularly show advisors their notes, products, or other evidence of the work they have documented.
5. When the student feels the project is complete the student should gather timelogs/evidence, product, bibliography and reflection. The student shows all of these items to their parents and advisors, who need to agree on the end of the project. Then the project is reviewed by the proposal team.
6. At the project proposal meeting the student will present the project to the project proposal team, who will ask questions about learning, listen to the presentation, read the materials, and give the student credit for the project.

GRADUATION REQUIREMENTS

Graduation will occur at EOC upon the completion of the State Academic Standards, a minimum of 10 project credits per year (7-12 grade), and the Senior Project. **Students who do not complete all of these tasks will not receive a diploma.**

<u>The state standards include:</u>

4 Credits Language Arts (include all)
- Writing
- Reading across Curriculum
- Listen, View, Speak
- Exchanging Ideas

3 Credits Mathematics (include all)
- Data and Probability
- Spatial Relationship
- Patterns & Relationships

1 Credit Art (Combination of any)
- Music
- Theater
- Visual
- Media
- Dance

3 Credits Science (must include 1 Life Science and 1 Chemistry/Physics)
- Life Science
- Physical Science (Chemistry/Physics)
- Earth and Space System

3.5 Credit Social Studies (Include all)- students in grade 12 this year
- US History
- World History
- Geography
- Economics
- Citizenship (Government)

3.5 Credit Social Studies (Include all)- students in grades 11 and under this year
- History
- Ethnic Studies
- Geography
- Economics
- Citizenship (Government)- in 11/12 grade

0.5 Credits Physical Education and Health (at least .25 each)
- Physical Education
- Health

Personal Finance Credit - students in 11 and Under to be earned in 10.11.12 grade

ASSESSMENTS

EdVisions Off Campus does not feel that the entire measure of a student is based on standardized test scores. We have many areas we measure students including, but not limited to: personal learning plans, life skills, engagement, belongingness, autonomy, goal orientation, satisfaction with EOC, project quality, project completion. However, as a public charter school we are required to give standardized tests for local use and state use.

These are the standardized tests that EdVisions Off Campus Students participate in:

Northwest Education Association Measures of Academic Progress (NWEA-MAP) These are three tests (Math, Reading, Language Usage) that are used at a local level to support students' needs in these areas. They allow for prompt feedback for advisors and students to use to celebrate strengths and set goals to strengthen the areas which will help students be successful in their future.

These tests are also used for measuring the school wide Basic Skill Goal. These are computerized tests. New students for the school year are given the NWEA test September 21-23 to help set a benchmark for growth and all students are tested with NWEA-MAP May 5-7.

Minnesota Comprehensive Assessments (MCA)

These tests are known as "state tests." The data from these tests are used as a whole school assessment at the state level. On a student level, we are provided data for students which indicate their proficiency in reference to the Minnesota academic standards. The results are typically available late summer. PSEO and Minnesota State schools can use these results to determine admissions and required remediation coursework. These tests are April 8 and 9. Testing locations will be coordinated and shared in early March. These are computerized tests and specific tests are given in specific grade levels.7th- Math and Reading,8th- Math, Reading and Science, 10th Reading and 11th Math and Science

Capti ReadBasix Students who have not demonstrated grade level reading on NWEA-MAP or have no reading test scores will be screened using the Capti ReadBasix screener for dyslexia.

Opting Out

If you wish to opt out your student from state testing (MCA, ReadBasix, Access) please ask your advisor or the district assessment coordinator (Gigi Dobosenski) for a copy of the form. More testing info from MDE.

GENERAL CREDIT GUIDELINES

Students can earn yearly credit as follows (for completed, quality projects):

Driver's Education- 0.25 permit credit, 0.50 license credit

PSEO (post secondary)- Credit will be awarded on a prorated basis based on the institution's credit practices

Math Class (objectives completed)- 1.4 EOC credit for full course completion, or equivalent of well-documented hours

Physical Education- maximum 1.0 EOC credits

Reading for enjoyment- maximum 1.0.- EOC credit

Organized sports participation- 0.5 EOC credit/sport/season

Work Experience- Maximum 1.0 credit per year. 1:3 (EOC hours:work hours) for job skills

Lifelong Learning Experiences- 1.2 credit per year or 10 LLL

Portfolios- 0.25 credits per year of attendance.

Orientation- 0.5 credits maximum on first year of enrollment

Peer to Peer- 0.5 maximum (0.1 for every 3 instances of peer support which is staff recognized)

PROJECT EXHIBITS AND PRESENTATIONS

EOC is trying to help our students to learn presentation skills throughout their time here. All students are required to present and exhibit once during each year. There will be online presentations and in-person chances to present. Smaller groups can be arranged by the advisor due to student concerns. The length of presentations will be determined per individual student by advisor and proposal team. Students who enter mid year could negotiate their requirements.

Student Exhibitions

This will involve setting up an exhibit for an audience and answering questions about that project during a designated exhibition time during the designated presentation.

Student Presentations

This will involve standing in front of a small audience and giving a presentation about a completed project.

Suggested guidelines for 11th and 12th graders:
In 11th grade students are encouraged to make an approximately 10 minute presentation on a *1.5+-credit project*. Criteria in addition to the above: project benefits people in the community in some way. This could include student mentoring.

In 12th grade students need to do a senior project, 3 credits, approximately 20-minute presentations. Criteria are spelled out in Senior Guidelines.

2026-2027 Senior Project Information

(Condensed from senior project handout)

General Information: To get started on the senior project journey you must have a project proposal form, rubric, statement and schedule for your senior project approved by the senior project planning team; in addition to at least 50 credits.

Project Requirements: A senior project needs to:

- Show at least 300 hours of academic investment, and most will need to go beyond this. This time needs to be documented. You may count 25 hours of presentation time toward the 300 hours.
- Show thinking/creating/"brain strain" of some type; to a great extent CREATE, INVENT, BE ORIGINAL, DESIGN, DISCOVER, IMAGINE**.** Do more than use a manual, replicate printed materials, follow a blueprint.
- Include a rubric that you create that will be used to evaluate your project.
- Have a 15-20 minute presentation to the public.

Deadlines: Seniors who have 50 credits begin the proposal process. All seniors must be at 50 credits by January to present in May. Seniors need to meet senior team deadlines and build deadlines into their project which are real and worked out between student and the senior project proposal team.

Senior Project Planning Committee: A committee includes at least: advisor, EOC Students, Community Member, Senior Project Team (Cathy, Noah, Melissa, Michaela, Larry, Chris)

Finalization: Senior Projects must be completed, presented and finalized to be eligible for graduation ceremony.

Presentation Night: Senior Project Presentation is mandatory and will be during the May All School Field Trip. Pre-approval based on a practice presentation to the senior team is required.

PSEO (Post Secondary Enrollment Options)

Students may wish to participate in the PSEO program in which a student would attend a post-secondary institution and take college credit. We recommend that students consider this option if they are highly motivated, are self-paced, and demonstrate appropriate social skills. In order for a student to receive credit toward graduation, the student will be required to obtain prior course approval from the advising team, supply a transcript of courses and conference with the advising team upon completion of their classes. Credit will be prorated based on the institution's credit practices. Books and materials provided to the student will become the property of the postsecondary institution following course completion. It is the student's responsibility to turn their books into the proper site. PSEO institutions have various class availability including online coursework and career and technical options for 10th graders. Institutions also have

specific requirements for acceptance, and transportation support for low-income students. Prior to attending PSEO classes, EOC students must notify their advisor before May 30th of the previous school year. More information can be found in the PSEO section of the school website.

SITE BASED MANAGEMENT TEAMS

EOC has established Site Based Management Teams that will address the various functions at the school. They include:

Personnel Team Larry S, Chris L, Gigi D, Noah A., Jess B
Special Services- Trish T, Gigi D, Jody D, Jess B, Jessica M, Dena B
Technology- Larry S, Eric V
Senior Team- Cathy D, Melissa J, Noah A, Michaela E, Larry S, Chris L
Finance Team- Cathy D, Jody D, Gigi D, Chris L, Jess B
Events- Jessica M, Jody D, Brooke A, Trish T, Jess B
Experiential Ed – Noah A, Brooke A, Jess B, Jessic M, Cathy D, Eric V
Marketing/Communications- Jody D, Brooke A, Eric V, Noah A, Melissa J, Trish T
Belongingness- Noah A, Brooke A, Jody D, Michaela E, Dena B
Assessments and Basic Skills- Gigi D, Eric V, Chris L

SCHOOL BOARD MEMBERS

Jacob Adair - Human Rights Officer
Eric VanOtterLoo– Board Member
Ella Schwakopf–Vice Chair
Jenn Moses– Board Member
Jess Balog-Treasurer
Noah Anderson- Clerk
Brooke Anderson- Chair

EQUIPMENT CHECKOUT

Students wishing to borrow technology related equipment for use in completion of projects are required to use the technology form provided by their advisors. Students will be required to have a signed technology form in order to check materials out. Students and parents will be liable for damage to or loss of any equipment in their possession. Some equipment will need advisor approval prior to checkout.

CODE OF STUDENT CONDUCT

The staff at EOC believes that all students have the right to discuss infractions related to their conduct. Students will have the option to participate in restorative/peacekeeping circles to seek solutions through dialogue and discussion or resort to the following traditional methods. Discipline will be different in an online school than in a more traditional school. Nevertheless, students will be meeting with others online, they will make agreements about meeting and work that may be cause for disciplinary action. Also, behavior on the internet (e.g. no inappropriate sites), behavior while involved in community projects, and behavior while on field trips or presentation nights will be monitored and have potential consequences.

A student causing a rule infraction **may** be disciplined or dismissed on any of the following grounds:

1. willful violation of any reasonable school board regulation;
2. willful conduct that significantly disrupts the rights of others to an education;
3. willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

Student discipline problems will be dealt with on a case by case basis. Student discipline procedures may include but are not limited to: restorative circles, conferencing, removal from class/setting, police contact, suspension, exclusion, or expulsion. Notification of any violation of this policy and resulting disciplinary action shall be as provided by the Fair Pupil Dismissal Act or other applicable law.

Students may be disciplined for off campus conduct which disrupts, interferes, or otherwise affects the environment, activities, or operation of the school.

Eligibility for participation in extra-curricular activities may be limited by academic standing, disciplinary matters, or enrollment status. If you have questions about eligibility for participation contact an advisor. The bottom line is if you are not performing as a responsible young adult, you may lose privileges.

Teachers/staff may use reasonable force to restrain or correct a student.

Students who violate school rules and guidelines may be referred to the school judicial system where a committee of students and staff will rule on consequences depending on the severity of the offense. While meeting with others involved in school activities, students may be temporarily removed from the situation until the problem is dealt with.

CLOTHING STANDARDS

EOC encourages students to dress appropriately for school activities (online meetings, field trips, community projects) and in keeping with community standards. Students and parents will abide by staff requests to alter clothing when it has a negative impact on the educational environment as determined by the staff.

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane.

Students will be asked to turn shirts inside out or to cover up that which is inappropriate. If they should choose to wear such clothing a second time, they may face suspension.

DRUG OR ALCOHOL USE

If a staff member should have reasonable suspicion of use or possession of alcohol or other drugs, the student will be communicated with and the parents/ guardians will be notified requesting that the student be removed from a school function immediately. Also a ten-day suspension may be administered with the recommendation that a drug test (urine analysis) be administered (up to $55 at the school's expense). A negative test would allow the student to return to school immediately. A positive test would result in a recommendation that the student undergo a county assessment, and to follow the recommendations of that assessment.

LANGUAGE ACCESS PLAN

Parents and students who require effective language assistance who communicate in a language other than English, or require additional assistance due to a disability should contact a staff member to discuss options. Link to the Language Access Plan.

POLICIES

The following are condensed policies, full text of individual policies are available from any staff member on request and on the school website.

STUDENT ACHIEVEMENT (509)

In an effort to make sure that all students make adequate progress, advisors will calculate **before conferences throughout year.** If the student is not on track to earn at least 7.5 credits for the year**, parents will be notified. To encourage earning of full credit**, the following procedures will be set in motion until adequate progress is being made:

1. Parents will be **notified that their student is behind in credits**. In addition, there will be a daily meeting between student and advisor to show evidence of progress and to set goals and criteria for success.
2. If adequate progress is not made in two more weeks, a meeting will be held twice a week with the student's proposal team.
3. If adequate progress is not made in two more weeks, a meeting will be set up for the student and that student's parents with the staff academic planning team in order to discuss progress and set up a plan. A second meeting will be scheduled to see that the plan has been followed.
4. If adequate progress is still not made, the staff academic planning team will recommend to the student that they find another educational setting. The student and parent/guardian may appeal to the school board.

ATTENDANCE POLICY (516)

Attendance is determined as the following: presence at daily advisory meeting, attendance at a field trip, student initiated advisor contact followed by documented time logs on the day of contact, or documented timelogs as arranged by the advisor. Students accumulating more than 3 cumulative unexcused absences (as established by the Board) and/or lack of credible educational work will receive school notification through phone, e-mail or mail and parents/guardians will need to contact the school in regard to absences and school work. The school will continue to notify parents through 7 cumulative unexcused absences, at which time the student's county of residence will be notified regarding truancy. In accordance with state law, students will be dropped from enrollment following 15 consecutive days of absences (excused or unexcused).

Absences will be excused if they are caused by the following reasons: illness, serious illness in immediate family, death in the immediate family, medical or dental appointments, counseling appointments, court appearances, family vacations, planned educational experiences, religious instruction (< 3 hours per week), religious holidays, physical emergencies (flood, storm, etc.), official school sponsored outings, or suspension. Any student can be excused for the purposes of observing religious holidays, additionally if previous notice and evidence of school work completed on an alternate day, the day will not be considered an absence. Absences considered unexcused are: truancy, absences resulting from cumulated unexcused tardies (three tardies equal one unexcused absence), or any other absence not included in the excused section of this policy. Staff will make an effort to notify parents of all unexcused absences as soon as possible. Students may excuse tardies by making up time as arranged with their advisor.

COMPLAINT POLICY (100)

Students, parents, staff or other persons, may report concerns or complaints to the school. While written reports are encouraged, a complaint may be made orally. Any staff member receiving a complaint shall advise the Staff Team of the receipt of the complaint. The Staff Team shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the Board Chairperson. A person may file a complaint at any level of the school ; i.e., staff, staff team, or the School Board.

CRISIS PLAN (806)

The EOC Board adopted a crisis plan that features education of students regarding various potential issues. If a crisis should occur while gathered together, the advisors as soon as feasibly possible will contact parents. All students will be expected to stay with the group for safety and security purposes.

DISCRIMINATION POLICIES (521, 522)

EOC complies with applicable federal and state laws prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, national origin, creed, religion, gender identity , sexual orientation, marital status, status with regard to public assistance, age or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program; or in employment or recruitment, consideration, or selection, thereof, whether full time or part-time, under any education program or activity operated by the district for which it received federal financial assistance. Any student of EOC who feels he/she has been discriminated against in violation of the District's non-discrimination policy may avail himself/herself of filing the grievance with a Staff member. (Forms may be received from staff members.)

ENROLLMENT POLICY (513)

EOC desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. This policy is to set forth the application and exclusion procedures used by the school district in making said determination. As a charter school, EOC shall enroll any eligible student. As a charter school EOC will not enroll students on the waiting list or enrollment forms submitted after the deadline each year. As a charter school, EOC shall create a "waiting list" when no openings exists.

EOC may refuse to allow a pupil who is expelled under Section 121A.45 to enroll during the term of the expulsion under specific circumstances. EOC may not use the following standards in determining whether to accept or reject an application for open enrollment; previous academic achievement of a student; athletic or extracurricular ability of a student; disabling conditions of a student; a student's proficiency in the English language; the student's district of residence; or previous disciplinary proceedings involving the student.

FIELD TRIP POLICY (514)

School trips through EOC which will occur during one day require enough chaperones to maintain the ratio of one (1) adult to twenty (20) students. Chaperones are staff members or other adults approved by the staff as chaperones. EOC school trips occurring overnight will need to be approved by staff ahead of time. Enough chaperones will be provided to maintain a ratio of one (1) adult to ten (10) students. If there is more than one (1) gender, the school will provide appropriate chaperones. Chaperones are staff members or other adults approved by the staff as chaperones. With all overnight field trips, parents and guardians of participating students will be notified a minimum of one week ahead of time.

HARASSMENT AND VIOLENCE POLICY (400 and 400.1)

It is the policy of EOC to maintain a learning and working environment that is free from harassment or violence including but not limited to: religious, racial, sexual, or chronic/continual. It shall be a violation for any student or staff member to harass or inflict violence upon a student or staff member through conduct or communication as defined by this policy. Harassment constitutes any action that makes another person uncomfortable, including interactions that happen online. A student will be warned to discontinue behaviors that cause another discomfort; if they should choose to continue they may face suspension. Flagrant harassment may result in immediate suspension.

The School will act to investigate all complaints, formal or informal, verbal or written, of harassment and to discipline any student or staff member who harasses a student or staff member of EOC. Complaints should be addressed in written form to the School District's Human Rights Officer, Jacob Adair (JacobAdairEOCboard@gmail.com). Reports of Sexual Harassment should be reported to the Title IX coordinator, Gigi Dobosenski (gigi@edvisionsoffcampus.org) or Melissa Judd (melissa@edvisionsoffcampus.org) or via this form.

HAZING PROHIBITION POLICY (505)

"Hazing" means committing an act against a student, or coercing a student to commit 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. Any person who believes he or she has been a victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an advisor. This policy applies to behavior that occurs on or off school property, during and outside school hours.

BULLYING AND INTIMIDATION PROHIBITION (507)

"Bullying" means intimidating, threatening, abusive or harming conduct that is objectively offensive and an actual or perceived imbalance exists; or material and substantially interferes with educational opportunities. This includes malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status regarding public assistance, disability, religion, sexual harassment, sexual orientation and gender identity as defined in Minnesota Statutes chapter 363A. "Cyberbullying" means bullying using technology or other electronic communication including transfer of sign, signal, writing, image, or data. The prohibited conduct is on campus, at school functions or activities, on school computers or off school premises to the extent that it substantially and materially disrupts students' learning or the school environment.

Any person who believes he or she has been a victim of bullying or any person with knowledge or belief of conduct which may constitute bullying shall report the alleged acts immediately to an advisor, who will provide an incident report form. The complaint will then be filed with a Co-Director.

INCLUSIVE EDUCATION (508)

A student will be encouraged to objectively study the areas they choose, with encouragement in researching multiple viewpoints, especially encouraging those from minority or oppressed groups of individuals. Advisors will be trained as necessary, to assist students in their development of their appreciation of people of diverse backgrounds. Advisors will assist students in finding experts from a variety of backgrounds to assist in the development of awareness of all groups' contributions to society.

TECHNOLOGY USE POLICY (524)

Computers and other electronic media (e.g., EOC server, project foundry, Blackboard, Skype and school email) are to be used solely for educational purposes. The use of electronic media for private purposes may subject the student to disciplinary action. All electronic communications are not private but subject to review and monitoring by the staff. All personal passwords can be overridden and communication reviewed. Internet use is monitored at home by the guardians of students.

Personal computers can be searched and programs deleted if they are not supporting educational learning. Students will allow remote desktop access to staff when requested to do so. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy. EOC will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

All students will sign a parent student advisor contract which includes a provision for using the internet responsibly. This will be signed annually and filed in the students' permanent record.

PROTECTION AND PRIVACY OF RECORDS (527)

EOC has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following: classifies records as public, private or confidential; establishes procedures and regulations to permit parents or students to inspect and review a student's education records; establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.; establishes procedures and regulations for access to and disclosure of education records; establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

"Directory information" will be included in a student directory and will include the following information relating to a student: the student's name; address; telephone number; email address; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent, except to school officials as provided under federal law. In order to make any or all of the directory information listed above "private," the parent or eligible student must make a written request to the student's advisor within thirty (30) days of receiving this information.

SEARCHES OF PERSONAL POSSESSIONS (502)

Pursuant to Minnesota statutes, school computers and equipment are the property of the school. At no time does the school relinquish its exclusive control school computers and equipment provided for the convenience of students. Staff members for any reason may conduct inspection of the interior of these items at any time, without notice, without student consent, and without a search warrant. When meeting as a group, the personal possessions of students including, but not limited to: locked filing cabinets, purses, backpacks, book bags, packages, personal and school computers, or clothing may be searched only when staff members have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Vehicles may be searched if staff has reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose items were searched unless disclosure would impede an ongoing investigation by police or staff members. A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities.

TRANSPORTATION POLICY (512)

If students drive to field trips they need prior parent permission in writing.

WEAPONS POLICY (501)

The purpose of this policy is to assure a safe school environment for students, staff and the public. No student or non-student, including adults and visitors shall possess, use, or distribute a weapon when in a school location (including field trips). A weapon means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to a school function will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

SUBSTANCE FREE POLICY (503)

Prohibits students (of all ages) and staff from the use of tobacco (including e-tobacco), alcohol, cannabis, toxic substances and controlled substances without a physician's prescription. This prohibition includes all district property and all events sponsored by the school district.

SECTION 504 OF REHABILITATION ACT OF 1973

Students may be disabled under Section 504 even though the students do not require special education services. It is the intention of EOC to ensure that all students who are disabled within the definition of Section 504 are identified, evaluated, and provided appropriate educational services.

Referral, identification, planning, and review: The designated Section 504 building coordinator (Jessica Mockros) will utilize the following Section 504 process: (1) Referral (2) Identification (3) Planning (4) Periodic Review through a team including student, parent, advisor, 504 coordinator, and one additional staff member.

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HEALTH SERVICES

Emergency Information Parents/ guardians of each student will be required to complete an emergency information form and return it to the school during the first week of school. Please return this form as promptly as possible, since the information may be needed as early as the first week of school.

Medications The administration of medication to students is carried out under written orders from a student's physician and written permission of the parents. If possible, medications should be scheduled around field trip/meeting hours, thus avoiding the need for bringing medications on the activity. The policies of the Minnesota Department of Health and the State Department of Education are followed.

Health Conditions Any student having health conditions, such as diabetes, asthma, seizures, frequent ear infections, or allergies (especially wasp/bee stings), will need to contact the advisor during the first week of school. Students having a history of hearing or vision difficulties should notify the advisor of special needs.

Illness/Accidents If your child becomes ill during a school activity, every attempt will be made to send your child home. Should your child have a minor injury, an advisor or other adult chaperone will give first aid. If the accident is of a serious nature, parents will be called immediately. If the school is unable to contact the parents, a doctor will be called or the student will be transported to the nearest clinic for examination.

Communicable Diseases and Infectious Conditions

To prevent the spread of contagious diseases, the advisor needs to be informed of all students with a communicable disease prior to attending a face to face. If a student has chicken pox, pinkeye, lice, scabies, impetigo, or strep throat, the student needs to report to the advisor for clearance to participate in face to face activities.

Immunizations The Minnesota School Immunization Law requires that all students be properly vaccinated in order to remain enrolled in school, or that parents sign a conscientious objector form. The school will contact you if additional information regarding immunizations is needed**.**

Suicide Prevention Information Crisis Contact Information

- Call 988 to reach a suicide and crisis Life Line
- Text HOME to 741741