WACONIA
PUBLIC SCHOOLS ISD 110

2026-27 Wildcat Preschool Family Handbook

Explore Your Passions. Create Your Success.

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WELCOME!

Dear Wildcat Families,

ISD 110 is excited to welcome you and your family as Waconia Wildcats! Our professional early childhood educators and team will be working hard to instill a love for learning in each child throughout your early childhood experience.

Waconia Wildcats Early Childhood Programs are excited to serve your families in these earliest years of your child's life. With our Early Childhood Family Education (ECFE) classes, Early Childhood Screening services, family events tailored to this specific time, and Wildcat Preschool offerings, we hope to connect with you and your child in a helpful partnership.

This handbook is a resource for you to use throughout your preschool partnership with us. Included are important contact information, descriptions of services, policies and other useful information. If you have further questions, we welcome you to contact the Early Childhood Programs Office at 952-442-0613.

Thank you for choosing Waconia Wildcat Preschool!

Renee Sorgenfrie
Waconia ISD 110
Early Childhood Manager
rsorgenfrie@isd110.org

Mission Statement

ISD 110 maximizes opportunities for all students to explore their passions and create their success by committing to a community that includes academic rigor, social growth, and emotional wellbeing.

Vision Statement

ISD 110 commits to:

- Inspiring students to explore a variety of pathways including academic offerings and extra curricular activities that will allow them to recognize who they are and who they will become.
- Fostering a community with a collective sense of belonging and wellbeing.
- Establishing efficient systems and structures as part of a world-class school district that will create opportunities for staff to engage in innovative teaching and students to experience academic success.

Core Values

Respect
We honor and listen to all voices to ensure everyone feels valued.

Collaboration
We achieve our common goals through trust, teamwork, and partnership.

Inclusiveness
We welcome all and seek multiple perspectives to create one connected community.

Empathy
We listen and act with genuine care.

Resilience
We empower one another and persevere with courage, determination, and optimism.

Strategic Directions

Student Outcomes
Delivering high-quality instruction that advances academic excellence.

Student and Staff Experience
Creating and maintaining an experience where students and staff feel safe and supported, engaged, and belong.

Systems and Structures
Establishing efficient, effective, and sustainable systems and structures to support the fulfillment of the District's vision.

CONTACT INFORMATION

Early Childhood Key Contacts

Director of Community Ed.
Steven Jensen
sjensen@isd110.org

Early Childhood Manager
Renee Sorgenfrie
rsorgenfrie@isd110.org

Administrative Assistant
Sheila Jackson
sjackson@isd110.org

Early Childhood Office: 952-442-0613
520 Industrial Blvd.
Waconia, MN 55387

District Contacts

Superintendent Brian Gersich | 952.856.4515 | bgersich@isd110.org
Director of Finance and Operations Pam Carman | 952.442.0602 | pcarman@isd110.org
Director of Human Resources Jeni Super | 952.442.0645 | jsuper@isd110.org
Director of Special Education Paul Tordoff | 952.442.0628 | ptordoff@isd110.org
Director of Communications Matt Thomas | 952.856.4531 | mthomas@isd110.org
Director of Community Education Steven Jensen | 952.442.0615 | sjensen@isd110.org
Director of Educational Services Erika Nesvig | 952.856.4610 | enesvig@isd110.org
Director of Buildings and Grounds Tim Bisek | 952.442.9657 | tbisek@isd110.org
Director of Nutritional Services Barb Schank | 952.856.4512 | bschank@isd110.org
Directory of Technology Tim Koschinska | 952.442.0606 | tkoschinska@isd110.org
Transportation Provider | Koch Bus Company | 952.442.3370

School Board Contacts

All seven members of the ISD 110 School Board can be contacted at once by sending an email to schoolboardmembers@isd110.org.

ABOUT US

About Us

Waconia Wildcat Preschool provides innovative classrooms where creativity and imagination flourish. Our inclusive programs help all children discover the joy of learning. Your child will be immersed in a stimulating environment that encourages physical, intellectual, and emotional development through play-based investigation, purposeful questioning and exploration for deep learning. Wildcat Preschool aligns with the ISD 110 K-12 initiatives.

We Believe...

- Play opens the world of learning for the preschool child.
- Parents are a child's first and most important teachers.
- By nurturing and providing structure, licensed teachers are able to support learners & their parents.
- Research based curriculum embedded with standardized goals will provide exposure to learning environments for your child.
- Classroom environments are carefully designed to support developmentally appropriate exploration for all.

Pyramid Model

Pyramid Model is a social and emotional framework incorporated into the classroom to ensure high quality classrooms for all students. Children benefit from this program through learning lifelong skills such as: friendship, self-regulation, problem solving and labeling emotions.

Parent Aware

Waconia Wildcat Preschool is a four-star Parent Aware rated program. Parent Aware star ratings help parents find programs that go above and beyond to prepare children for school and life. To earn this top rating, a program must demonstrate the following:

- Conducts ongoing assessment of student's progress
- Continually adapts lesson plans and goals to meet individual needs
- Regularly updates parents on child's progress
- Provides staff with annual professional development relevant to early childhood

General Curriculum Information

Creative Curriculum: This is our base curriculum. Creative Curriculum includes developmentally appropriate goals and objectives for children within four main categories of interest: social/emotional, physical, cognitive and language. Teachers use Creative Curriculum as their guide to set-up their classrooms, observe children and ensure they are teaching to the whole child.

Fundations: This is our language arts curriculum. Fundations assists children with phonemic awareness, phonics and letter formation.

Second Step: This is our social-emotional curriculum. Second Step is research-based, teacher-informed, and classroom-tested to promote the social-emotional development, safety, and well-being of young children. When children enter kindergarten with self-regulation and well-rounded social-emotional skills, they are set up for success.

Parental Curriculum Review

Each school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

TUITION

General Tuition Information

Waconia Wildcat Preschool monthly tuition should be paid on or before the 1st of each month by cash, check or credit card and submitted to the Early Childhood or the Community Education office. The billing policies are as follows:

- Monthly invoices will be sent to your email on file prior to the month of service.
- Electronic payment is available. If you are interested in this option, please download the automatic payment form from our website or ask the Early Childhood office for a copy.
- Tuition credit or refunds will not be given for school holidays, school cancellations due to inclement weather or other emergency closings, vacations or illness

Children currently enrolled will be given priority registration for the next school year.

Scholarships

Individuals or families who meet eligibility guidelines may qualify for a reduction in their preschool tuition. Scholarship forms are available at the Early Childhood office. Tuition assistance through Pathways 1 or 2 may be available for participants who meet income guidelines and complete an application. Voluntary PreKindergarten Scholarships may be available to students who are 4 years old on September 1 of the current school year and attached to various qualifying factors. Please contact the Early Childhood office for guidelines and application forms.

Past Due Tuition Policy

Parent/guardian will be notified of the past due tuition via email, phone call and/or invoice. All accounts maintaining a past due balance after the 15th of the month will be assessed a late payment fee of $10. Continued late payments or failure to pay will result in a hold on future community education registrations and may result in discontinuance from the preschool program. Please contact the program supervisor if you are having a hardship and together we will work to find a solution.

Cancellation Policy

Notice of cancellation needs to be received two weeks prior to withdrawal or participants will be required to pay the difference. The registration and supply fees are non-refundable.

SCHOOL CLOSINGS

General Information

If inclement weather forces District leaders to cancel in-person instruction during the 2026-27 school year, parents/guardians will be notified via email, text message and a recorded phone call. Families are reminded to login to Infinite Campus to make sure their contact information is up to date and accurate in order to ensure that they receive timely weather-related information via phone, text and email.

Cancellations

School will be cancelled if heavy snow and/or icy conditions make it extremely hazardous or impossible for school buses to travel their routes and for employees to get to work safely. The Superintendent makes the decision in consultation with the district's school bus company, the National Weather Service, and superintendents in neighboring school districts.

Every effort will be made to make a decision by 6:00 a.m. on the morning of a cancellation. Notification will be sent directly to families through Infinite Campus by phone, email, and text message. Information will also be posted on the district website and the district's social media channels. Notification will also be sent to local television media outlets (KARE-11, KSTP-5, FOX-9, WCCO-4).

Late Starts/Early Dismissals

It's possible that District leaders will decide to start school late or dismiss students early and cancel after-school activities due to weather conditions that are expected to worsen throughout the school day. Parents and guardians will be notified in the same manner as described above in the cancellations section. If a two-hour late start is called, morning Preschool classes will be cancelled, while afternoon classes will resume. If an early dismissal is called, the timing of the school district's dismissal will follow Preschool classes.

SCHOOL PROCEDURES

Absences/Attendance

Attendance is important. Please make every effort to get your child to school every scheduled day and arrive on time. If your child is unable to attend class please call or email your child's teacher or the Early Childhood office.

If you are receiving a Pathways or Voluntary PreKindergarten Scholarship you may not miss more than 12 school days, or your grant may be revoked. After 15 consecutive days absent we withdraw the student from our enrollment. Upon the student's return, the original enrollment form must be re-signed by the parent or guardian. We will advise the family of openings in our Preschool classes from which to enroll at that time. If children are ill, it is better to keep them home than expose others to illness.

Any student leaving the building before dismissal time must be signed out at the office. In no case will a child be released to a person without proper identification.

Addressing Concerns

For concerns that you would like to be addressed.

1. Contact the person directly in charge of the area of concern. Ex: the classroom teacher.
2. If the concern is not addressed to your satisfaction, contact the supervisor of the person directly in charge. Ex: the principal of the building
3. If the concern is still not addressed to your satisfaction, contact the next person in the chain of command. Ex: the Community Education Director of the school district then the Superintendent of the school district.
4. Finally if the concern is still not addressed to your satisfaction, contact the school board chair or a school board member of your choice.

Early Childhood Advisory Council

All parents are invited to become active members of the Early Childhood Advisory Council, both Early Childhood Family Education (ECFE) and Wildcat Preschool alike. This council supports the early childhood programs in many ways including; fundraisers, staff recognition, volunteering opportunities and programs that enhance the education of our students and families. The Early Childhood Advisory Council meets monthly and hosts events that build community within our programs.

Allergies

Students and staff in our schools may have allergies to foods, insect stings, or other substances. While we take reasonable precautions to help provide a safe learning environment, it is not possible to eliminate all potential allergens from our schools. Families can help by reminding their child not to share food, beverages, or snacks with others.

If your child has a food allergy or other significant allergy, please notify your child's teacher and/or the school nurse as soon as possible. Sharing this information allows us to work with your family to develop an appropriate plan to support your child's health and safety while at school.

When to Keep Your Child Home

Your child is too sick to be at school if they:

- Have a fever over 100 degrees
- Vomited or had diarrhea in the last 24 hours
- Have an undiagnosed rash (not including known, recurrent, non-communicable skin conditions)
- Have red, crusty, weepy eyes until antibiotics have been started
- Have an undiagnosed or communicable cough until doctor clears you for return to school (not including allergies, asthma non-communicable ongoing conditions)
- Are not feeling well enough to engage and learn at school

Immunizations

State law mandates that an immunization record be kept on file for each child in our program. The immunization form is due before the start of the school year. If you are a conscientious objector, a notarized immunization form must be on file with the school district. We have two certified notaries employed in the district who can help with this requirement. Free or reduced cost immunizations for children are available through Carver Co. Public Health at 952-361-1329.

Medical Emergencies

To provide assistance to each student in case of an emergency, the required emergency information is essential. Every child attending Waconia Wildcat Preschool needs to have a completed district registration through Infinite Campus. This will ensure that we have contact information in the event of an emergency. It is the parent's/guardian's responsibility to notify the school of any change of address, telephone number, or emergency numbers. In the event of an accident or medical emergency during school hours, parents will be notified by phone if medical assistance is needed or told of the incident at the end of class, if medical assistance is not needed. An accident report will be shared with parents as needed. In a medical emergency, the local emergency system will be used and the student will be transported to Ridgeview Medical Center by ambulance at the parent's expense.Parents will be notified immediately.

Express Drop-Off & Pick-Up

For the safety of our students, adults must drop off/pick up students in school designated areas only. If you are going to escort your child(ren) into the building, you must park your vehicle in designated parking areas. Any vehicles left unattended in the fire lane are subject to being ticketed.

All children in parking lot, and drop off/pick up areas are encouraged to hold hands with an adult for safety (Please do not have children run ahead or behind as they can be hard to spot for moving vehicles). Moving vehicles are highly encouraged to mind their speed and keep observant.

Parents will drop their child off with a staff person at an assigned door and proceed through the parking lot to the street. Parents will queue up and wait for a staff member to come to your car to help your child out of the car and into the building. As soon as your child exits your car, please move through the parking lot onto the street as safely as possible. Please prepare your child for this and make drop-off brief, so traffic can continue to move forward.

At pick up, parents will queue up in a line and wait for a staff person to bring your child to the car. You will need to get out of the car to buckle your child into their car seat. Then quickly return to your seat and proceed to the exit. Heavy congestion is likely, so your patience and help to keep traffic flowing is imperative.

Please note that this section specifically refers to procedures at the Early Childhood Center located at 516 Industrial Blvd. Wildcat Preschoolers who attend class at one of the three elementary schools will follow that school's procedures.

Transportation

Bussing is available for qualified families and/or for a fee. Koch Bus Company provides vans to transport preschool children. If your child is riding the bus, please be ready and waiting at least 5 minutes prior to the pick-up and drop-off times. The drivers must see an adult at drop-off to ensure the safety of the child. If an adult is not present the child will be brought back to school and parents will be notified. A fee for extended care may be assessed in this situation.

Please remind your children that you expect them to follow bus rules. In Minnesota, student transportation is a privilege, not a right. Students who choose to behave inappropriately or unsafely may have their transportation privileges revoked. Students are instructed in safe bus behavior. Students who interfere with the safe operation of a school bus which is stopped or moving or who behave in a manner adversely affecting an individual or any property will have consequences where a parent is called to help teach the child in safe bus riding.

Possible Consequences for Misconduct on the Bus

This process will be followed if a student is referred for misbehavior on the bus:

- First Bus Report: may include discussion of safety rules, seat assignment, conflict resolution exercise, call home to parents.
- Second Bus Report: may include discussion of safety rules, seat assignment, conflict resolution exercise, call home to parents, 3-5 day bus suspension.
- Third Bus Report: may include discussion of safety rules, seat assignment, conflict resolution exercise, call home to parents, 3-5 day bus suspension.
- Fourth Bus Report: may include discussion of safety rules, seat assignment, conflict resolution exercise, call home to parents, 5-10 day bus suspension.
- Fifth Bus Report: loss of ridership remainder of school year.

Severe Clause

Misbehaviors which are major will result in immediate loss of the privilege to ride the bus.

Assessments

District 110 elementary schools use a variety of assessments to measure student performance and growth. Results of these measures provide teachers with the information needed to develop appropriate lessons and improve instruction for all students. These assessments are generally administered twice per year (fall, and spring) and assess the areas of literacy, mathematics, cognitive, and social development.

Birthdays

Birthday Invitations

We ask your cooperation in not sending birthday invitations to school to be handed out.

Birthday Treats & Celebration

We love celebrating birthdays. We will celebrate our students' special day in a variety of ways, including a classroom birthday recognition (if your child wishes). We will also follow the ISD 110 Wellness Policy. Since many children have a variety of food restrictions and due to safety and wellness we are now only accepting non-food items for the class birthday treats only. Some suggestions would be pencils, erasers, small notebooks, yo-yos, bouncy balls, etc. A board game or book donation to the classroom are also fun ways to honor a child.

Classroom Visits

Parents are welcome to volunteer in our classrooms. We encourage family engagement. There are several opportunities for volunteering. If this is something you are interested in, please speak with your child's teacher. If your child is experiencing separation anxiety, it might be best that you wait until your child has adjusted to school before volunteering in the classroom.

SCHOOL PROCEDURES

Communication

Communication is important for a successful school year and maintaining a connection between home and school is a top priority. We want to partner with you and understand you have valuable information about your child. We will communicate our classroom activities and want to hear from you anytime you feel it is necessary.

Phone Calls: If you need to contact your child's teacher, call the designated contact. If the call is made during class time you will be directed to your teacher's voicemail. The teacher will get back to you within 48 hours. To maintain an effective learning environment, teachers and students are not called away from their teaching/learning for phone calls except in the case of an emergency.

Email: Another way you can contact the school is through email. The email address for the staff can be found on the website.

School Newsletters: Newsletters will be sent out electronically on a regular basis. Newsletters will include highlights, upcoming events, student recognition, save the dates and Early Childhood Advisory Council information.

Conferences

Conferences are held two times per year and the dates are noted on the school calendar. This is a wonderful time to connect with your child's teacher and share about social, emotional and academic achievements for your preschooler. During these conferences teachers will share observation notes and samples of your child's work.

Wildcat Preschool uses Teaching Strategies Gold as our formal assessment, as well as success criteria selected through the MN Early Childhood Indicators of Progress. Teachers will continuously monitor and support every child's development.

Custody Determination

In cases where parents are separated or divorced, and one parent has primary, physical and/or legal custody, the school requests verification of the custody determination. Schools must have on file a copy of the section of the divorce decree indicating custody and visitation rights. The school needs to have this legal documentation on file in order to assure compliance with any limiting court order. The school also requests that a note from the custodial parent be on file if there is an agreement that the non-custodial parent will be picking the child up from school.

Behavior Guidance

Most children do very well in the preschool environment. Our licensed teachers understand the developmental level and needs of children and have appropriate expectations for young children. They are attentive to the children and give verbal and often visual cues to teach behavior expectations. Teachers positively reinforce helpful behavior, acknowledge feelings, use tools and strategies to teach self-regulation and provide a framework for problem solving. If behavior escalates, parents will be informed and asked to help our school team develop a behavior plan.

Special Education Services

Wildcat Preschools works in full partnership with the district's Early Childhood Special Education program. Qualifying children will receive extra support and services to help them succeed at school. If your child's teacher or yourself have any concerns about your child, the ECSE team can be consulted and a plan to support qualifying children will be created. Highly qualified Special Education professionals will help determine appropriate supports for your child's school success.

Early Childhood Screening

Early Childhood Screening is a free, developmental check required by the State of Minnesota for kindergarten entrance and required for preschoolers to attend Wildcat Preschool.

Screening appointments:

- Last approximately 60 minutes with parent observation during the entire appointment
- Are best when complete at the age of 3-4 years
- Check your child's height, weight, hearing, vision, immunization record, coordination, large muscle and small motor skills, speech, learning development, and social/emotional skills
- Involves playful activities that make it an enjoyable experience for your child, while providing valuable information to ensure development is on track
- Are not tests. Screening simply helps identify any needs that may require additional support before your child enters kindergarten. Studies show that early intervention can make the biggest impact on development.
- Your screener will discuss the results of the screening with you immediately and answer any questions you may have

To schedule an appointment, go to:
Early Childhood Screening or call (952) 442-0613.

SCHOOL PROCEDURES

Snack Time

All Wildcat Preschool sessions include snack time as an important learning time of our day. Guidelines will be shared with parents by classroom teachers. All food brought into school for children is required to be commercially prepared. All classrooms are peanut aware. Individual classrooms may have additional guidelines due to allergies and you will be notified in that case.

Backpacks

Children are requested to bring a school-sized backpack each day. Please make sure to check your child's backpack daily.

Dressing for School

We ask that you dress your child comfortably for play. It is our desire that children participate fully in large muscle opportunities, art, sensory play, science experiences and nature play, which can be messy. Please supply jackets, snow pants, boots, mittens, and hats as needed. Please provide a full change of clothes for your child in case of potty accidents or spills. A gallon ziplock bag works well to store the extra clothes in your child's backpack.

Field Trips

Field Trips are planned throughout the year based on curriculum. School bus transportation will be used when needed. All field trips will require a completed permission slip and may have opportunities for parent chaperones. Field trips will happen during regular school hours.

Toilet Training

Children must be toilet trained before attending preschool unless a previously granted medical/developmental exemption applies. A child having accidents daily that require changing clothing would not be considered toilet trained.

Why do children have to be toilet trained before they begin preschool?

- There are strict standards for changing and disposing of wet or soiled diapers/pull-ups; our classrooms are not equipped for this.
- When an adult is busy changing a child's soiled clothing, it takes away from learning time for all students and removes one adult from direct supervision and interaction with the rest of the class.

We do understand that even toilet-trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible. A toilet-trained child is a child who can do the following:

- Communicate to the teachers that they need to go to the restroom before they need to go
- Possess the self-control to stop what they are doing to go and use the bathroom.
- Pull down their clothes and get them back up without assistance
- Wipe themselves after using the toilet.
- Get on/off the toilet by themself
- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom, or if we are away from the classroom,

We certainly will ask your child many times throughout the day if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue that protects all concerned. To decrease accidents, please have your child dressed in clothing that they can easily manage independently. In the event of an 'accident', please send a complete change of clothes in the child's backpack in a large ziplock-type bag appropriate for the season that the child can independently change into. Parents will be notified by a teacher if a child has a toileting accident.

We understand that each child arrives at this milestone differently. Therefore, we will allow 4 weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable in the classroom, we will discuss next steps with the guardians. **A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents after the first 4 weeks of school.**

KidSpace

KidSpace is a program of Waconia Public Schools' Community Education that offers before and after school childcare as well as childcare on most non-school/early release days and during the summer for students in grades PreK-5. For more information, call the Community Education Office at 952-442-0610.

Lost & Found

There's a good bet we know where the missing gym shoe, mitten or hat is! Each year many items find their way to our lost and found, and you can help this problem by:

- Clearly labeling your child's coats, jackets, sweaters, caps and boots with their full name.
- Trying to locate the item immediately upon discovering it is lost. Don't let too much time elapse.
- Using caution in allowing articles of sentimental or monetary value to be brought to school.

Unclaimed lost and found items are donated to a local agency on a regular basis

Outdoor Play

Students will go outside throughout all the seasons. Inclimate weather exceptions will be made on the following basis:

1. The temperature is at or below -10° degrees inclusive of the wind chill index.
2. Precipitation (rain or snow) and/or weather conditions (thunderstorms, lightning) are of a degree that it is deemed the conditions are not conducive to students' well-being.
3. The playground/playfields are in such condition, i.e. wet, icy, muddy, that it is deemed unsafe and/or not conducive to students well-being.
4. The Early Childhood Manager and/or Principal will make decisions related to the application of this policy. We make every attempt to get students outside every day.

Medication Policy

In accordance with the Minnesota Department of Health's recommendations, Waconia Public Schools does not stock any medications for student routine use (including Aspirin, Tylenol, and cough drops) and will not administer any investigational, complementary and/or alternative medicines not approved by the FDA. Medications will be administered by the School Nurse, Health Associate or school trained designated employee under the following conditions:

- Prescription and non-prescription medication prescribed for longer than two school days require a completed and signed authorization from the student's parent/guardian and physician.
- Written notification must include: Student name, dosage and route of administration, name of medication, termination date of administration, time and frequency of administration, reason for medication, and possible side effects.
- Prescription and non-prescription medication must be in the prescription or over the counter container. The pharmacy, if requested, will divide the medication for home and school into two bottles with proper labels.
- Parents are encouraged to bring medication (especially controlled substances such as ADHD medication) to the Main Office for the health and safety of your child and other students.
- If parents are unable to bring the medication to school, they should contact the Main Office and alert the staff to the type and amount of medication being sent to school that morning.
- Students will not be allowed to self-medicate or carry medications with them unless an exception and individual health plan is developed by the School Nurse, physician, and parent.

See District 110 website for a Medication Permission Form. Click on the Health Services link.

Language Access Plan

Waconia Public Schools is committed to equitable access to information for all families. In alignment with Minnesota Statute § 123B.32 and Title VI of the Civil Rights Act of 1964, our Language Access Plan outlines the tools, resources, and procedures in place to support students, families, and staff who prefer to communicate in a language other than English—removing barriers and promoting meaningful engagement in education, school communications, and decision making processes. View the Waconia Public Schools Language Access Plan.

Holidays

We approach holidays with cultural sensitivity. Please be open with concerns you have about what might be included in these days and potential conflict to your personal beliefs. With open communication we have found culturally appropriate ways to celebrate a variety of holidays within our classroom. If you have information about celebrations that you would like to share with the class, please let your child's teacher know to see how we might share those ideas.

Photos & Video

We take many photos in class. A portion of these photos are used as part of our curriculum and classroom management. Other photos are used in promotional literature or on our program's Facebook page. If for any reason you are not comfortable having your child's photo taken in class for these purposes, families can opt-out during the registration process. In addition, professional photos will be taken of every child in the fall. Purchase of these photos is optional.

The staff recognizes the occasional request from parents to videotape and/or film an activity or programs in which their child is participating. The videotaping and/or filming of special programs is permissible. The videotaping and/or filming of routine daily instructional programming and/or practices requires teacher notification and permission and is not to include videotaping and/or filming of other students, adults, and/or staff without permission being granted by the parent/guardian and/or respective adult/staff member.

Safety Guidelines/Drills

As part of our ongoing commitment to student safety, we practice fire drills, severe weather drills, and lock down drills throughout the year. When we conduct safety drills, visitors, parents/guardians and anyone else in the building are expected to participate. If you are in a building during a drill, follow the instructions of the early childhood or building staff.

Mandated Reporting

Staff are mandated by state law to report any instance of observed or suspected neglect and physical or sexual abuse of children in the home, school, or community setting.

DISTRICT POLICIES

The following policies are part of the 500 series of district policies that pertain to students. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 501 – School Weapons

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. View full policy.

Policy 502 – Search of Student Lockers, Desks, Personal Possessions & Student's Person

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

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

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

A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions. View full policy.

Policy 503 – Student Attendance

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class. View full policy.

DISTRICT POLICIES

Policy 504 – Student Dress and Appearance

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. View full policy.

Policy 505 – Distribution of Non-School Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities. View full policy.

Policy 506 – Discipline Policy

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. Each school has handbook to explain disciplinary procedures. View full policy.

Policy 507 – Corporal Punishment

No employee or agent of the school district or charter school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm. View full policy.

Policy 508 – Extended School Year for Students with IEP

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE). View full policy.

Policy 509 – Enrollment of Non-resident Students

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination. View full policy.

DISTRICT POLICIES

Policy 510 – Student Activities

District 110 recognizes that the Student Activities program is an integral part of the school district's total educational program. Student activities are intended to provide educational experiences not otherwise provided in the instructional curriculum. They complement the curriculum by providing students with additional opportunities for growth and development. View full policy.

Policy 511 – Student Fundraising

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public. View full policy.

Policy 512 – School Sponsored Student Publications and Activities

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools. View full policy.

Policy 513 – Student Promotion Retention and Program Design

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design. The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school. View full policy.

Policy 514 – Bullying Prohibition

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior. View full policy.

Policy 515 – Protection and Privacy of Pupil Records

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. View full policy.

DISTRICT POLICIES

Policy 516 – Student Medication

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health associate, principal, trained school staff, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures. All medications administered by school staff must be FDA approved and listed in the Physician's Desk Reference (PDR). The school district will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration (FDA) Prescription medications as used in this policy does not include any form of medical cannabis as defined in Minn. Stat § 152.22, Subd. 6. View full policy.

Policy 517 – Student Recruiting

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school. View full policy.

Policy 518 – DNR and DNI Orders

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR–DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations. View full policy.

Policy 519 – Interviews of Students by Outside Agencies

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day. View full policy.

Policy 520 – Student Surveys

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys. View full policy.

Policy 521 – Student Disability Nondiscrimination

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education. View full policy.

DISTRICT POLICIES

Policy 522 – Student Sex Nondiscrimination

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. View full policy.

Policy 524 – Internet Acceptable Use

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications. In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. View full policy.

Policy 525 – Violence Prevention Applicable to Students and Staff

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior. The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision. View full policy.

Policy 526 – Hazing Prohibition

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. View full policy.

Policy 527 – Student Use and Parking of Motor Vehicles, Patrols, Inspections and Searches

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel. View full policy.

Policy 528 – Student Parental Family and Marital Status Nondiscrimination

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status. View full policy.

DISTRICT POLICIES

Policy 529 – Staff Notification of Violent Behavior by Students

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student. The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior. View full policy.

Policy 530 – Immunization Requirements

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students. All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. View full policy.

Policy 531 – Pledge of Allegiance

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end. Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. View full policy.

Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds. If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy. View full policy.

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DISTRICT POLICIES

Policy 533 – Wellness

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards. View full policy.

Policy 534 – School Meals

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program. View full policy.

Policy 535 – Accommodation of Students with Life Threatening Allergies

The purpose of this policy is to establish a safe environment for students with severe, potentially life-threatening allergies. The District will provide the opportunity for students with severe allergies to participate in all school programs and activities though the use of communication, prevention strategies, and emergency preparedness identified in an individual plan. View full policy.

DISTRICT POLICIES

The following policies are additional policies that Waconia Public Schools will like to call the reader's particular attention to. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 102 – Equal Educational Opportunity

The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities. View full policy.

Policy 103 – Complaints – Students, Employees, Parents, Other Persons

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used. View full policy.

Policy 401 – Equal Employment Opportunity

The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees. View full policy.

Policy 404 – Employment Background Checks

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district. View full policy.

Policy 413 – Harassment and Violence

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. View full policy.

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Policy 419 – Tobacco-Free Environment

The purpose of this policy is to maintain a learning and working environment that is tobacco free. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. View full policy.

Policy 421 – Gifts to Employees and School Board Members

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members. View full policy.

Policy 609 – Religion

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views. View full policy.

Policy 613 – Graduation Requirements

The policy of the school district is that all students entering grade 9 in the 2012-2013 school year and earlier must satisfactorily complete, as determined by the school district, all credit requirements, all state academic standards, or local standards where state standards do not apply, and successfully pass graduation examinations, as required, in order to graduate. For students entering grade 9 in the 2013-2014 school year and later, the school district's policy is that students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards on a nationally normed college entrance exam. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule. View full policy.

Policy 698 – Teaching of Controversial Topics

The District has a responsibility to include, in various curriculum areas and at all grade levels, content dealing with critical topics and using materials, some of which will be controversial or raise objections within the community. The school board has the final authority to give or withhold consent for any school activity or program. View full policy.

Policy 709 – Student Transportation Safety Policy

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership. View full policy.

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Policy 801 – Equal Access to Facilities

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time. View full policy.

Policy 806 – Crisis Management Policy

The purpose of this Crisis Management Policy is to act as a guide for school district administration, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. View full policy.

Policy 903 – Visitors to School District Buildings Sites

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district. View full policy.