

Policy Committee

Monday, August 2, 2021 6:00 PM

Waconia Public Schools - District Office - Conf Rm A, 512 Industrial Blvd.,
Waconia, MN 55387

1. Review Student Handbooks

1.A. Elementary

2021-22 Elementary Handbook Changes

Board of Education Notification

Arrival Time: page 4

Adjusted arrival time due to school start time change.

Assessments: page 5

Updated link for specific 2021-22 testing dates.

Attendance: page 6

Adjusted times due to school start time change.

7:55 -8:10 a.m. Students marked tardy

8:10-11:00 a.m. Students marked ½ day morning absence

Birthdays: page 7

Students are allowed to bring non-food items only due to increased food restrictions/allergies (in accordance with District Wellness Policy).

Dismissal: page 10

Adjusted dismissal time due to school start/end time change.

Food Service: page 12

Reference to 2021-22 free lunches provided by USDA.

Life Threatening Allergies: page 15

Bullet 2 and 3 changes due to increased food restrictions/allergies (in accordance with District Wellness Policy).

Parties and Activities, Student: page 17

Parents asked not to bring in items for the entire class (in accordance with District Wellness Policy).

Recess: page 17

Adjusted morning recess times due to school start time change.

Waconia Elementary Schools Student Handbook



Bayview Elementary
24 South Walnut St
Waconia MN 55387
952-442-0630
Ann Swanson, Principal

Laketown Elementary
960 Airport Rd
Waconia MN 55387
952-442-0690
Keith Baune, Principal

Southview Elementary
225 West 4th St
Waconia MN 55387
952-442-0620
Khuzana DeVaun, Principal

Dear Parents and Students,

Welcome to Waconia Public Elementary Schools. We are pleased that you are a member of our school community. Together, we are able to make ISD 110 a place where you **Explore Your Passions and Create Your Success**, and where good things happen for children every day. Our goal is to provide inspirational opportunities for social, emotional, physical and academic growth. We want our students to be effective learners and responsible citizens. With your support, we can be a beacon of hope for children and light the way for students to create their own success stories.

As a parent, you are an essential link in your child's education. This handbook will assist you in becoming familiar with the practices in the elementary schools. It is our suggestion that parents and students read the handbook together. We are hopeful that it will serve as a part of our communication network with you along with scheduled conferences, curriculum events, newsletters, progress reports, individual notes and phone calls.

We value your contribution of ideas, time, and effort. They benefit not only your own child, but every student at Waconia Public Schools. If you have a question, comment, concern or compliment about school, please do not hesitate to contact the school principal or your child's teacher. We're always happy to hear from you.

School office hours are from 7:15 am-3:45 pm. Another way you can contact the school is through email. The e-mail address is the staff member's first initial followed by the staff member's last name, then @isd110.org. Here is an example: Jane Doe's email is: jdoe@isd110.org Email addresses can also be found on the district website staff directory.

We look forward to each new year as we continue to soar with success. Thank you for entrusting your child to our program.

Warm regards,

Ann Swanson, Bayview Elementary Principal
Keith Baune, Laketown Elementary Principal
Khuzana DeVaan, Southview Elementary Principal

[Click here for District 110 School Policy Information](#)

Waconia Elementary Schools

Schools:

Bayview Elementary

24 South Walnut St
Waconia MN 55387
Office/Attendance Line 952-442-0630
Fax - 952-442-0609
Health Office - 952-442-0630
Principal: Ann Swanson 952-442-0630

aswanson@isd110.org

Laketown Elementary

960 Airport Rd
Waconia MN 55387
Office/Attendance Line 952-442-0690
Fax - 952-856-4530
Health Office - 952-442-0690
Principal: Keith Baune 952-442-0690

kbaune@isd110.org

Southview Elementary

225 West 4th St
Waconia MN 55387
Office/Attendance Line 952-442-0620
Fax - 952-442-0629
Health Office - 952-442-0620
Principal: Khuzana DeVaan 952-442-0620

kdevaan@isd110.org

School Hours:

7:55 a.m. - 2:30 p.m.

Bus Transportation:

Koch Bus Company 952-442-3370

Nutritional Services:

Director: Barb Schank 952-856-4512
Admin. Assistant: Tracy Braun 952-856-4523

bschank@isd110.org

tlbraun@isd110.org

Kids Company:

Supervisor: Jenny Merritt 952-442-0618

jmerritt@isd110.org



Absences



Children are expected to be in school every day unless they are ill or there is an emergency in the family. If children are ill, it is better to keep them home than expose others to illness. When a student will be absent for any reason, the parent is expected to notify the school. Parents are requested to call the school office by 8:30 a.m. on the day of absence to give the reason for the absence. If there is no call, safety calls are made by office staff to verify your child's location.

Excused absences include but are not limited to: illness, doctor appointments, death in the family/funeral, family emergencies, and family vacations. Unexcused absences include but are not limited to: babysitting, shopping, missing the school bus, oversleeping, repeated car problems, and truancy. Principals will communicate with and notify families if attendance becomes problematic.

After 15 consecutive days absent, State Law requires that we withdraw the student from our enrollment. Upon the student's return, the original enrollment form must be re-signed and dated by the parent or guardian.

Activity Fee

Activity funds are used to pay for things such as special projects, grade level celebrations, daily planners, and field trips. Should this fee prove to be a hardship for your family, assistance is available by contacting the school office.

Alternative Instructional Arrangements

The school board recognizes the importance of alternative program options for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school board that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style. Alternative instructional arrangements are provided in accordance with District 110 Policy.

Animals in the School



To prevent exposure to allergens and to maintain the health and safety of students and staff, animal visits must be approved by the principal and the district health coordinator prior to the visit. Please call prior to the visit.

Arrival Time

School begins at 7:55 a.m. If your child does not ride the bus, please plan for your child's arrival **between 7:40 a.m. – 7:50 a.m.**
7:40 -7:50 a.m. Morning Recess
7:55 a.m. School begins ~ Students report to classrooms.

Assembly Programs

Periodic all-school and small group assemblies will be scheduled at school, providing students with a special learning experience. The scheduled assemblies are posted on the school website, communicated through school newsletters and/or added to the school event calendar. Most of these programs are related to curricular units as well as being provided to students in recognition of positive behavior.

Assessments



The 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 three times per year (fall, winter, and spring) and assess the areas of reading, mathematics, and social development.

Kindergarten & First Grade Early Reading: Early Reading is a suite of short assessments that provide information about early reading and language development. Each test is individually administered by a teacher or trained test administrator and provides information about concepts of print, phonemic awareness, phonics, and word decoding.

Kindergarten & First Grade Early Math: Early Math is a suite of short assessments that provide information about early numeracy development. Each test is individually administered by a teacher or trained test administrator and provides information about number recognition, number counting, number order, and number relations.

First-Fifth Grade CBM-Reading: CBM-Reading is a simple and accurate tool to measure reading fluency. Reading fluency is the ability to read text accurately and at a rate that is age-appropriate. Students read three short stories and the teacher counts the number of words read correctly during each one-minute timing. Monitoring fluency is important to a child's overall reading development and comprehension.

Second-Fifth Grade aReading and aMath: aReading and aMath are computer-adaptive assessments of broad reading and math skills that are individualized for each student. Results help teachers know if students are mastering grade level material, as well as monitor growth between testing periods.

Developmental Reading Assessment (DRA): The DRA is an individually administered assessment of a student's reading level, accuracy, fluency, and comprehension. The DRA provides teachers with information that helps them determine a student's independent reading level and to focus on specific goals that the student needs to learn next.

Social, Academic, Emotional, Behavior Risk Screener (SAEBRS): The SAEBRS is a universal screening tool completed by teachers to evaluate a child's social development. Results assist teachers and other support professionals in creating a positive school climate, as well as helping students develop positive relationships with peers and adults.

Minnesota Comprehensive Assessment Test - (MCA-III): The MCAs evaluate student progress toward achievement of high standards in reading and math at the 3rd, 4th, and 5th grade levels. The 5th grade students have an additional test in science. This information is used to implement improvement strategies. The MCAs are administered in April. [Click this link](#) for specific testing dates.

What if I choose not to have my student participate in statewide assessments?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/

guardians and include a form to complete if they refuse to have their student participate (see link below).

All forms should be completed and returned to the student's school by January 15 to best support school district planning. Your student's district may require additional information.

[Minnesota Department of Education Parent/Guardian Guide to Statewide Testing](#)

Attendance



Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. The primary reasons for absences should be illness or family emergency. Students are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed because of absence must be made up within five days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the principal or teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Please refer to the tardy and absence guidelines below:

Arrival:

7:55 -8:10 a.m. Students marked tardy
8:10-11:00 a.m. Students marked ½ day morning absence
After 11:00 a.m. Students marked ½ day morning absence

Early Dismissal:

11:00am-1:00 p.m. Students marked ½ day afternoon absence

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.

Any student who misses, or it is anticipated will miss more than two consecutive weeks of school due to illness and/or injury, may be eligible for a homebound program of instruction. It is the responsibility of parents to contact the school office if they believe homebound instruction would be appropriate.

Parents have the ability to monitor student attendance on Infinite Campus, the district student reporting program.

School attendance is of utmost importance to the academic and social growth of a child. That being said, it is unavoidable to miss school due to illness or a family emergency. For these reasons elementary schools do not give out PERFECT ATTENDANCE AWARDS at the end of the year.

Band

Fifth graders have the opportunity to participate in the **Fifth Grade Band Program**. Students receive instructional lessons on a weekly basis and are involved in two concerts during the school year.

Bike Safety

Your child is welcome to ride his or her bike to school. Please talk to your child about bike safety. Ask your child to walk the bike across the street to school, in the school parking lot, on the sidewalk, and wherever pedestrian traffic is busy. Remind your child to watch for traffic at all times. We strongly encourage you to have your child wear a bicycle helmet and bring a bicycle lock. A bike rack is provided. The school is not responsible for loss or damage. Skateboards, inline skates and roller shoes may not be used on school property.

Birthdays



❖ *Birthday Invitations*

All children love to be invited to a birthday party. We ask your cooperation in not sending birthday invitations to school to be handed out. We have many disappointed children when invitations are handed out and they are not included.

❖ *Birthday Treats & Celebration*

We love celebrating birthdays at the elementary buildings. We will celebrate our students' special day in a variety of ways, including saying birthday names on Morning Announcements, an office visit to pick up a small token, and grade level traditions.

ISD 110 Wellness Policy has been updated and new wellness guidelines have board approval. 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.

**Please note that we may have food treats on party and celebration days. We believe that moderation/balance is important.*

Bus Conduct



Please remind your children that you expect them to follow bus rules and to be well-behaved and obedient to the driver. In Minnesota, student transportation is a privilege, not a right. Students who choose to behave inappropriately or unsafely may have their transportation privileges revoked.

Elementary students are instructed in safe and appropriate 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 on or near the bus itself, at bus stops or at pick-up/drop-off areas will be disciplined.

Consequences for Misconduct on the Bus

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

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

	<p>Severe Clause Misbehaviors which are major will result in immediate loss of the privilege to ride the bus.</p>
<p>Cell Phones/ Electronic Communication Devices</p>	<p>While responsible use of cell phones is permitted during non-school hours, all cell phones and watches capable of sending or receiving messages must be powered off and secured from 7:40 a.m. to 2:30 p.m. unless otherwise directed by a school staff member. Cell phones or other electronic communication devices with telephone or picture taking options are not allowed to be visible in lavatories or on school buses. If a student is found to be using his/her electronic devices inappropriately, the student may have their electronic devices confiscated until the parent or guardian is able to retrieve the item. Furthermore, students are expected to follow District 110 Policy 524 ~ INTERNET ACCEPTABLE USE AND SAFETY POLICY. Violations of this policy are subject to disciplinary action.</p>
<p>Change in End of Day Plans</p>	<p>Students must provide a parent/guardian signed note to the teacher if there is any change to their end of day plans. <u>If no note is brought to school, the child will be expected to follow their regular end of day plans.</u></p> <p>We ask that you call before 1:30 p.m. regarding any end-of-the-day transportation changes to ensure that the school office has sufficient time to notify the teacher. It is also required that you notify the school office if someone other than a parent/guardian will be picking up your child. Photo identification will be needed before the child will be released to the parent requested adult.</p>
<p>Classroom Assignment</p>	<p>District 110 elementary schools have established an effective and equitable classroom assignment process. Parents have an opportunity to participate by completing a Parent Input Form available in spring. Please <u>do not</u> request a specific teacher when completing this form. In order for input to be considered, the form must be turned in on or before the deadline.</p> <p><u>Placement Process:</u></p> <ul style="list-style-type: none"> • Parents may complete the Parent Input Form (date deadlines apply). • Classroom assignments are based on many educational considerations, parent and teacher input. • The principal has the final authority on all placements.
<p>Code of Conduct</p>	<p>District 110 is committed to providing a quality education for all students. The staff is committed to providing an atmosphere conducive to learning. School wide expectations for behavior have been developed to enable teachers to teach and students to learn.</p> <p>All staff members are working together to provide clear and consistent expectations for students. The teachers are explicitly teaching the expectations for appropriate behavior in the hallway, restroom, lunchroom, playground, classroom and common building areas.</p> <p><u>Expectations and Interventions</u></p> <p>During the first few weeks of school, staff will take the opportunity to explain behavior expectations and school rules to students. Staff continue to re-teach students appropriate behavior throughout the year. Occasionally, a student's behavior may be unsafe and/or may be interfering with the learning of your child or others. Any adult staff member may intervene in these situations. Interventions may include: discussion and/or apology, contact with home, removal from class, loss of privileges, restitution & community service. Discipline may also include detention, suspension, referral to an agency or program, and/or referral to the police, when deemed necessary. Records of the disciplinary measures may be kept by the school.</p>

Incidents Involving Weapons or Threatening Behavior

Protecting the safety and well being of children is important at Waconia Public Schools, ISD 110. To that end, there is a **No Tolerance Policy** with respect to weapons. Families are asked to explain to their child(ren) that anything used to hurt or threaten another person is not welcome in District 110. Students will be suspended and/or expelled from school for possessing or using a weapon (or any object that is used as a weapon.)

Anytime a child behaves in a way that threatens the safety of others, staff will intervene, remove the child from contact with others, and contact the parents. Additional interventions will be determined based on the situation.

Communication



Maintaining a connection between home and school is a top priority. In order to stay current and updated on all school information, please visit our website at www.ISD110.org. Information will be updated and added to the website on a regular basis, so please visit it often.

Teachers use Schoology/Seesaw to communicate information. Students will also bring home a **RED** folder containing information. It's important that parents take a moment to read through and clear out this folder each day.

Phone Calls: If you need to contact your child's teacher, call the school office and 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.

News from the office: Weekly news will be sent out electronically. It will include highlights, upcoming events, save the dates and PTO information.

Any changes in the way your child is to be dismissed from school should **not** be left on a teacher's voicemail. Please direct these messages to the office staff.

Curriculum




All students receive instruction in these core subjects: Language Arts (reading, language, spelling, handwriting), Mathematics, Social Studies, Science and Health.

In addition, specialists in the following areas provide regular instruction: Physical Education, Art, Music, Library/Media Skills and Spanish. For more information, visit the District 110 website.

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. School 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.

Discipline / Behavior Expectations	<p>The home and school have a joint responsibility to instill acceptable self-discipline within each student. The school guidelines are kept to a minimum and special sessions will be held with the students for clarification and emphasis. The school's behavior expectations plan can be found on the website and is in accordance with District Policy.</p>
Dismissal / Early Pick-Up	<p>Regular dismissal is at 2:30 p.m.</p> <p><u>Early Dismissal:</u> 11:00am-1:00 p.m. Students marked ½ day afternoon absence If you are picking up your child during school hours, you <u>must</u> notify the office so we can note that your child is leaving. The office will call the classroom to release your child when you arrive to pick up. Students will not be released until the teacher receives notification from the school office. For your child's safety, please do not ask us to send your child home from school unattended. Please try to schedule appointments after regular school dismissal time.</p>
Donations, School	<p>Any donations to the school must receive the pre-approval of the school principal. A receipt of the donation will be provided when requested. All commercial donations, which may also include commercial advertising, must be approved by the building leadership team. When necessary, school board approval may be required. The acceptance of donations will be the weight of the educational impact versus the other related variables. Donations must be made in accordance with District Policy.</p>
Dress Code 	<p>We are fortunate to have a wonderful student body and a supportive community. Appropriate student dress is essential to a positive educational environment, and we ask for your support in enforcing our school dress code.</p> <p>Students should be dressed in clothes that will help a child develop a positive self image toward learning. Proper attention to appearance can also improve personal expectations for behavior and performance. Students are not allowed to wear hats or tennis shoes with wheels in the school building. (<i>Hats may be worn at recess.</i>) Any clothing that causes an interference with the learning process is not allowed. Such dress may include, but is not limited to, clothing with drug, alcohol, or sexually explicit or suggestive messages, representations that are inappropriate or demeaning to any groups, and clothing that is suggestive or provides inadequate covering.</p> <p>If your student comes to school in a manner not conducive to learning (spare T-shirts will be kept in the health office), you will be called to arrange for other clothing to be brought to the school. If a change of clothing is needed, a child will wait in the office until their parent/guardian provides a change of clothing.</p> <p>Gym shoes are required for Physical Education classes (shoes may be kept at school if necessary).</p> <p>Students must wear appropriate outerwear according to weather seasons. <i>Please label your child's clothing in order that we are able to return lost items.</i></p>
Drop off / Pick Up Location	<p>For the safety of our students, parents/guardians must drop off/pick up students in school designated areas only.</p> <p>If you are going to escort your child(ren) into the building, you must park your vehicle in designated parking areas and sign your child in. <i>Any vehicles left unattended in the fire lane (yellow curb along sidewalk) are subject to being ticketed.</i></p>

Email Communication	<p>Only general school information will be communicated via email, i.e. homework assignments, activity time/date, general classroom news. Specific information related to a student's grades, an incident, and/or personal information will be communicated via phone or meeting.</p>
Emergency Parent/Guardian Contact Information	<p>To provide assistance to each student in case of an emergency, the required emergency information is essential. The annual Student Health Census Form provides up-to-date emergency phone numbers and medical information. <i>It is the parent's/guardian's responsibility to notify the school of any change of address, telephone number, or emergency numbers.</i> 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.</p>
Emergency Preparedness	<p>We place the safety of students as a top priority. State law mandates that each school building conduct five fire drills, five lockdown drills, and one severe weather drill. We view these drills as proactive measures to teach students the proper methods of evacuating the school premises and procedures for safe sheltering inside the school building.</p>
Emergency School Closing	<p>Weather related school closings, late starts or early dismissals are communicated to parents via Infinite Campus Messenger and posted on the school website. You can also obtain school closing information by calling our Weather Line at 952-442-0640. Parents are responsible for updating their contact information in the Infinite Campus Parent Portal. Parents are also required to complete the Emergency Dismissal Form each year. This form provides valuable information for the homeroom teacher and school office in the case of an emergency dismissal due to weather, power, or other building emergency.</p> <p>A parent/guardian is responsible for informing the teacher of any changes in your emergency plan that may occur during the school year.</p>
English Language Learners (ELL) Program	<p>The mission of the ELL program is to ensure equity and access to a high-quality education for English language learners (ELLs) to reach their greatest potential. ELL Teachers will develop, implement, and evaluate research-based language instruction education programs for English learners to attain English proficiency based on the WIDA English Language Development (ELD) standards and achieve state academic content standards.</p>
Family Life Education	<p>Family Life is included as part of the district health curriculum in grades five through ten. The fifth grade curriculum goals are directed toward greater understanding of family life, more effective interpersonal skills, and greater understanding of human growth and reproduction. A curriculum outline and list of materials is available from the school office. Any parent or guardian who does not wish their child to participate in this program is asked to make a written request to his/her classroom teacher.</p>
Field Trips	<p>A field trip is considered to be a learning experience. Field trips are directly related to curriculum units. Parents/guardians shall be informed of all field trip experiences scheduled for the students prior to the activity. A student fee is assessed for each student to help offset the cost of the field trip. No child will be denied a field trip experience due to family financial constraints. If parents/guardians have any questions about the experience, they should contact the classroom teacher.</p> <p>Parent chaperones are determined by the homeroom teacher. K-3 chaperone</p>



	<p>guidelines are one adult to five students and one adult to seven students for Gr 4-5. Parents are <u>not</u> to attend field trip activities unless they are an assigned chaperone for the activity. Non-classroom students are not to attend school-sponsored activities.</p> <p>Parent chaperones will be asked to supply information for a background check to be completed prior to the field trip.</p>
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Food Service/ Cafe #110 Nutritional Services



Breakfast and Lunch protocols are subject to change during the 2021-22 school year based on free lunches provided by the USDA.

Eat Smart. Be Smart. Waconia Public Schools participates in the National School Breakfast and Lunch Program. Cafe #110 is all about emphasizing the importance of balancing healthy eating and physical activity for our kids! We offer our students a wide variety of fruits, vegetables, whole grains, and we're using more and more locally-grown ingredients. Our menus and recipes are inspired by our students, staff and current trends and can be found at cafe110.org.

All ISD #110 families must set up a lunch account by going to [online-payments](#). You can use the Family Site to check your family balance, make payments and more. All breakfast and lunch charges come directly out of your family lunch account.

Parents/guardians are invited to join us for lunch, but must call ahead for reservations by 9:00 am on the day they wish to eat with their child. Guest lunches will be deducted from the student lunch account. Lunch guests must sign in at the office and will be directed where to wait. Guests are not to go to the classroom unless prior approval has been arranged.

*We serve breakfast at Bayview and Laketown Elementary schools before school and at Southview Elementary, mid-morning. All Kindergartners have the option for free breakfast daily. During our mid morning snack break, **we strongly recommend nutritious snacks, as opposed to cookies, pastries, etc.** Students are not allowed to share home prepared snack/food items with other students.*

Lunch: Students in grades K-5 are encouraged to participate in our Cafe #110 lunch program. Lunch includes 5 meal components: meat, whole grains, assorted fruits, vegetables, and milk. The lunchroom is open to all students, whether they bring their own lunch or buy a school lunch.

Free breakfasts and lunches are provided for students whose family qualifies. Application forms for these meals are available [online](#) or in the school office.

Meal costs: Go to <https://cafe110.org/cafe-110-meal-prices/>

Fundraisers

Fundraising encompasses activities which are designed to raise funds to provide services for the students or boost specific programs needing financial help. Groups or organizations raising funds must meet one of the following criteria: 1) involves a student group or organization, 2) involves a community group and is characterized by one of the following: (a) takes place during school time; (b) utilizes school facilities or equipment; or (c) involves school personnel. All fundraising groups or organizations must receive school administration approval prior to conducting any activity.

Health Screening



Vision screening is conducted in the fall for all students in grades 1, 3 and 5. If you request your child not be screened or if your child has a special health concern that may make it difficult for a routine vision screening, please contact your building health services office.

Vision and Hearing screenings can be conducted at any time by a special request or referral from teachers or parents. When suspected health problems are detected, a referral for a medical evaluation is made. If financial assistance is needed or resource information is requested, please contact the District School Nurse at 952-442-0625.

Homework



Students may be required to complete school work at home. The appropriateness of homework will be left to the discretion of the classroom teacher. The homework will relate to the instructional objectives.

Homework may be assigned to:

- *promote and practice self-discipline, independence and responsibility.
- *provide reinforcement of a particular skill.
- *preserve classroom time for activities that necessitate the direct involvement of the teacher.
- *continue work which was to be done in school, but was not completed within the prescribed time frame.
- *expand the curriculum by permitting students to learn in “real” situations, at home and in the community.

Homework during an absence: When your child has an extended illness and you want to pick up homework or have it sent home with another student, please notify the teacher. This allows time for the teacher to prepare the assignments. The homework can be picked up in the office after school.

Generally, homework for a family vacation is made up following the child's return to school. We **STRONGLY** encourage family vacations to occur during regular scheduled school vacation days.

Immunizations



The Minnesota school immunization law requires that children entering elementary school be completely immunized before entering school and submit a statement indicating that the following was administered:

*Date and year of five doses of vaccine for diphtheria, tetanus, and pertussis (DTP)

*Date and year of four doses of vaccine for poliomyelitis

*Date and year of three doses of vaccine for Hepatitis B (Kindergarten and 1st requirement only)

*Date and year of two doses of mumps, measles, and rubella (MMR) given after fifteen months of age

*Date and year of varicella vaccine or year of varicella chicken pox

Immunization procedures are in accordance with District Policy #530.

Students who have not met immunization requirements will be excluded from attending school.

Students can be exempt for medical reasons with a physician's signature or as a conscientious objector with a letter that has been notarized.

The Minnesota Immunization Information Connection (MIIC) is a confidential, computerized network of shared immunization records. It provides clinics, schools, and parents with accurate, complete, and up-to-date immunization records. The MIIC replaces the Immulink registry where student records were located in the past. The only persons who view your family's immunization records either administer the immunizations or are required by law to record immunizations for doctors, local health departments, schools, daycares and health insurance companies. The Minnesota Immunization Data Sharing Law, S11.3351, protects this. You can choose to be a part of MIIC by completing and signing a form at the time of your child's immunizations.

Information and/or Concerns

When you need information or have a concern about your child, the first person to contact is your child's teacher. Teachers welcome calls from parents. If after talking to the teacher, you still have questions, contact the principal.



Injury or Illness, Student



Health Office staff is available during the school hours for emergency first aid and assistance to students who are injured or ill. In case of an injury/illness, the school will contact the parent/guardian first if deemed necessary. The parent, if requested, will pick up the child or make arrangements for someone else to do so as soon as possible. If unable to reach the parent/guardian, the person identified as an emergency contact in Infinite Campus Parent Portal will be notified. We ask parents to make sure the emergency contact person has agreed to assume this responsibility, is available and has transportation. Students will be excluded from school when they exhibit any of the following symptoms:

- ❖ Oral temperature over 100 degrees
- ❖ Undiagnosed rash
- ❖ Vomiting
- ❖ Breathing difficulties
- ❖ Diarrhea

All students are required to participate in Physical Education. Following an injury or illness, a physician's order is required for any student to be excused from Physical Education class for more than three days.

<p>Insurance, Student</p>	<p>The school district insurance policies do not provide coverage for injuries incurred by students at school. Parents/guardians are encouraged to review their present health and accident insurance program to determine its adequacy.</p> <p>The school district is making available accident insurance through Student Assurance Services, Inc. This plan will provide benefits for medical expenses incurred because of an accident. An explanation of the costs and benefits of this plan is available in the school's office.</p>
<p>Kid's Company (School Age Childcare)</p>	<p>The District's Community Education Program is sponsoring an all-day childcare program, known as Kid's Company, for student's grades K-5. The program offers daycare for students at school. For more information, call the Community Education Office (952-442-0610). The program is open 6:00 am- 6:00 pm.</p>
<p>Life Threatening Allergies</p> 	<p>In any given school year we may have students and staff with life threatening allergies to bee stings, peanuts and/or tree nuts. Although emergency medications and treatments are available in the health office in the event of a severe allergic reaction, the best treatment is prevention since measures may not be adequate to counteract the swift severe reactions that may occur.</p> <p>Ideally our environment would be free of all allergens, including those related to foods, but this is not always possible. With peanuts it can be especially difficult since they can be a hidden ingredient in foods.</p> <p>In an effort to keep children and adults safe we ask that you:</p> <ul style="list-style-type: none"> ❖ Frequently remind your child never to share any part of their lunch or snack. ❖ Check with the school nurse regarding food allergies or dietary restriction guidance. ❖ Bring personal snacks that are nut and peanut free. Please see the birthday section above for guidance on birthday celebrations. <p>Please contact the District Health Coordinator for more information.</p>
<p>Lost & Damaged Materials</p>	<p>The school will charge an appropriate replacement fee for electronic devices, textbooks, workbooks and/or library books that are lost and/or damaged beyond repair.</p>
<p>Lost & Found</p> 	<p>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:</p> <ul style="list-style-type: none"> *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. <p>Unclaimed lost and found items are donated to a local agency on a regular basis as communicated by the school.</p>

Medication Policy, Student



In accordance with the Minnesota Department of Health's recommendations, the Waconia Public Schools WILL NOT provide any medication (including Aspirin or Tylenol). Medications will be administered by the School Nurse, Health Associate or school trained designated employee under the following conditions:

1. 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
 - * Possible side effects
2. 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.
3. Parents are encouraged to bring medication (especially controlled substances such as ADHD medication) to the Health 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 Health Office and alert the staff to the type and amount of medication being sent to school that morning.
4. 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.

Messages

Each classroom and special education teacher has voice mail access. Those messages are picked up before and after school. Emergency messages need to be communicated to the school office staff.

Each day we receive many requests to get a message to students. We know that occasionally important family things come up and it is necessary to contact your child. However, because teaching/learning is a priority, we need to keep messages and classroom interruptions to a minimum.


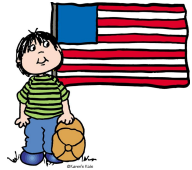

Parent Teacher Conferences



Parent-Teacher Conferences are one of the most important channels of communication between school and home. Conferences are held twice a year. You will sign up for a 20-minute visit with your child's teacher through an online scheduler called PICK-A-TIME. Watch for more information about how to sign up in the school newsletter.

TIPS FOR A SUCCESSFUL CONFERENCE:

- 1) Arrive to the meeting on time;
- 2) Make a list before you come of items you want to discuss, or questions you'd like answered;
- 3) Ask for clarification of any information the teacher gives that you don't understand;
- 4) Follow-up with the teacher in the weeks to come.

<p>Parent Teacher Organization (PTO)</p>	<p>A Parent Teacher Organization is designed to enhance the home-school relationship. The purpose of the organization is three-fold:</p> <ol style="list-style-type: none"> 1. To provide a forum for parent input regarding instruction and organizational practices/policies in the elementary program. 2. To provide parent educational opportunities on academic, social, and emotional topics related to children. 3. To provide opportunities for families to participate together in education and social activities. <p>All parents are invited to become active in the PTO. PTO supports the school in many ways including fundraisers, staff recognition, volunteering opportunities and programs that enhance the education of our students and families.</p>
<p>Parties and Activities, Student</p> 	<p>Special parties or classroom activities not directly related to the curriculum may occasionally be scheduled by the classroom teacher during the school year (i.e. fall, winter, Valentine, etc). A parent/guardian may opt for a student not to participate in the event, at which time the teacher will plan an alternative activity for the student. Due to allergies and District Wellness Policy classroom teachers and staff will be responsible for the organization/ordering of special party treats. We will not ask parents to bring in items for the entire class.</p>
<p>Personal Belongings of Students</p>	<p>Unless a teacher requests them specifically, students are discouraged from bringing toys, sports equipment or other expensive items to school. School staff are not responsible for non-requested items.</p>
<p>Pledge of Allegiance</p> 	<p>Students recite the pledge of allegiance to the flag of the United States of America on a daily basis via the morning announcements or as part of the individual classroom morning meetings.</p>
<p>Recess</p> 	<p>Students will go outside for recess before school (7:40-7:50 a.m.) and before or after their lunch times unless any of the following weather-related conditions exist:</p> <ol style="list-style-type: none"> 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 principal or their designee will make decisions related to the application of this policy. We make every attempt to get students outside every day.

Records, Parent Access to Student	<p>Parents/guardians are permitted to review their student's educational records. Upon request, the district will provide a list of the types and locations of educational records used by the district. Upon requesting access to records, parents/guardians will be supplied a more detailed copy of rights and procedures involved. Non-custodial parents do have the right to education information including, but not limited to, records and report cards. Please contact the building administrator for additional information. Parents have the ability to access student information on Infinite Campus parent portal. Parents will be supplied with online instructions in the yearly Open House electronic mailing.</p>
Registration, Student	<p>New students enrolling in school are to complete the Online Registration on the District Website. Contact the School Administrative Assistant for additional enrollment forms. All immunizations must be current. An official county birth certificate is required. Proof of residence is required: a copy of a utility bill, driver's license, Rental/Purchase Agreement with current district address listed are all acceptable forms of proof of residence.</p> <p>To enter Kindergarten, a child must be 5 years old before September 1st of the school year. If you have any questions regarding enrollment, please contact the school.</p>
Report Cards	<p>Report Cards are issued three times a year. They will be available for review and printing via Infinite Campus parent portal. If you wish to receive a hard copy, you must notify the school office. The report card reflects the student's performance in terms of maturity and ability. The students are graded in academic areas as well as in the areas of study habits and social growth. A non-custodial parent may receive a progress report.</p>
Safety Patrol	<p>The school's Safety Patrol is on duty before and after school each day. The patrol's main duty is to help students cross the streets safely, board buses, monitor hallways and protect students from accidents. Adult supervision is provided at each crossing site.</p>
Special Education Services	<p>Special education support programs are provided in math, reading, oral and written language, speech, science, social studies, and vocational subjects. Support with emotional, behavioral, and handicapped programs are also provided. Students with special needs remain with their classmates and classroom teachers as much as possible. Specialists may provide services by team-teaching classes with regular education teachers, meeting with individual or small groups in a resource room, or a combination of both.</p> <p>Concerns about the need for special help may be alleviated by a pre-referral meeting with the Child Study Team. The Child Study Team consists of the teacher, special education teachers, school psychologist, school nurse, special education director, social worker, autism specialist, occupational therapist, and principal.</p> <p>The Child Study Team will attempt to provide help to the student within the classroom setting and without the aid of the special service department. If this process does not resolve the concerns, the student may be referred to the special education department for evaluation.</p> <p>Parents/guardians, teachers, counselors, etc. on behalf of a student may make requests for special education services.</p>
Student	The Protection of Pupil Rights Amendment (PPRA)

Surveys	<p>The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Waconia Public School District (ISD110) to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation. Please see attached link for more details.</p> <p>The Protection of Pupil Rights Amendment (PPRA), 20 U</p>
Title IX	<p>As required by Title IX of the Education Amendments Act of 1972 and other state and federal nondiscrimination laws, Waconia Public Schools does not discriminate on the basis of sex in its education programs, activities, or employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. Waconia Public Schools does not tolerate sexual harassment and will take prompt and reasonable action in response to instances of sexual harassment. Any employee, student, parent, or guardian having questions regarding the application of Title IX or the District's Title IX Sexual Harassment Grievance Process should discuss them with the Title IX Coordinator.</p> <p>ISD 110 Title IX LINK</p>
Transportation	<p><u>Bicycles:</u> Students may ride bicycles to and from school. Upon arrival at school, the students must park their bikes in the appropriate bike rack on the outside of the school. The school is not responsible for bikes brought to school. We strongly recommend that students wear helmets and lock their bikes.</p> <p><u>Busing:</u> The school district contracts with independent owners for transporting students to and from school. If a student has a need to be transported to a location other than their home on a regular basis, the parent/guardian must contact the bus contractor and fill out the appropriate form.</p> <p><u>Parent/Guardian Transportation:</u> Parents/guardians may drop-off and pick-up students. Students will be dismissed from their school's determined location and parents must enter the building and sign-out their children. Students will not be released until a parent/guardian or an adult with written parental permission meets the child in their school's determined pick-up location.</p> <p><u>Walking:</u> Students who walk to school are reminded to follow the pedestrian safety rules. The rules include:</p> <ol style="list-style-type: none"> 1. Cross the streets only at crosswalks 2. Walk on street sidewalks when available 3. Walk along the edge of the street facing traffic when sidewalks are not available <p>A student buddy system which has students living in the same neighborhood walking together to school, especially pairing younger students with older students, should be used when possible.</p>
Tutoring Services	<p>School District 110 recognizes that additional tutorial support through direct instruction can be beneficial to students. Teaching staff working in partnership with the building administrator and student's parents can provide tutorial services to students that are intended to improve his/her academic skills within the regulations established by school district policy (#427). Parents requesting tutorial services are asked to contact the building administrator for assistance.</p>

Videotaping and Filming	<p>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 (i.e. class plays, musical performances, athletic events, etc.) 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.</p>
Volunteering	<p>Parents have the opportunity to volunteer their service to the school. The purpose of parent volunteering is to provide “extra classroom hands” and to increase parent involvement in their child’s education. Each grade level establishes parent volunteer opportunities consistent with age/student grade. Prior arrangements should be made with the classroom teacher. We ask parents not to bring younger siblings into your school-age child’s classroom while volunteering. A younger child may become a distraction when students are concentrating on an assignment or activity. Always check in at the school office to obtain a visitor’s badge before going to your child’s classroom.</p> <p>Confidentiality is a must when volunteering in our classrooms and schools.</p>
Weapons	<p>It is the policy of District 110 Public Schools to maintain a positive, safe learning and working environment and school zone.</p> <p>The prohibition specifically includes all school-sponsored activities such as field trips, or co-curricular activities wherever they occur.</p> <p>All weapons or instruments, which have the appearance of a weapon, are prohibited within all school environments and school zones except for educational purposes as authorized by the building principal or designee. This prohibition applies to all school buildings and grounds, leased or owned, within all school owned, leased or contracted vehicles, and at other buildings or premises where District 110 students are present.</p> <p>Regulations:</p> <ol style="list-style-type: none"> 1. The school environment includes any District 110 school building or any location at which a school activity including District 110 students occurs. The school zone means: <ol style="list-style-type: none"> 1. At or on the grounds of a District 110 school 2. Within a distance of 1000 feet from the grounds of a district school. 2. Weapons are defined as a firearm or device designed as a weapon capable of causing death or bodily harm or one that results in the fear of death or bodily harm. 3. Consequences for a violation of this policy may include a suspension of up to fifteen days and/or expulsion/exclusion from school. In addition, violations of this policy will be reported to the appropriate law enforcement agency and any weapons will be confiscated. 4. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon. 5. District learners, with and without disabilities, are subject to the consequences of this policy. All applicable statutes and rules that relate to students with disabilities will be adhered to in the enforcement of this policy.

Website	As a means of facilitating communication between home and school, elementary buildings will be using the school website. The website will be updated frequently. Please access our website for current school information. www.isd110.org
Yearbooks	Each spring students are given an opportunity to purchase yearbooks. These special memory books bring smiles to children, parents, and staff members.
XYZ	There's much more to know about our school. If you have questions concerning any portion of our school program, we encourage you to call. When schools and parents work together, children benefit. Nothing is more important to us than your children and the partnership between home and school.

1.B. Waconia Middle School

Changes to WMS Student Handbook for 2021-22

Page 2 - Under **Access to the School Building** - the times have changed due to the change in the times for the school day.

Page 4 - Under **Student Behavior Management** - the wording has changed in the last sentence.

Pages 8/9/10 - A new section **Grading for Learning** was added to the handbook.

Page 13 - Under **Adult and Student Visitors** - words were added to the last sentence.

The section **Grade Level Promotion** was moved from page 12 to page 10.

The section **Requests for Practice Work** was moved from page 11 to page 4.



WACONIA MIDDLE SCHOOL HANDBOOK 2021-22

Mission: *“Learning by ALL is our core purpose”*

Principal: Shane Clausen sclausen@isd110.org

Asst. Principal: Irv Andrews iandrews@isd110.org

MAIN OFFICE: 952-442-0650

FAX: 952-442-0659

The following items of information are shared in the hope that they will serve to make your experience at Waconia Middle School pleasant and successful.

WACONIA MIDDLE SCHOOL CORE VALUES

RESPECT

- We create safe environments by treating all persons with dignity, equity, and compassion.
- We know all property, private and public, is an extension of its owner and is likewise to be treated with thoughtfulness and care.
- We treat others the way we would want to be treated.

RESPONSIBILITY

- We value motivation, hard work, self-direction, and success.
- We know time is our most perishable resource and should not be wasted but rather invested.
- We recognize school should be fun, and having fun while learning is our collective goal.

INTEGRITY

- We value honesty and employ it in all endeavors.
- We recognize fair does not always mean equal. Treating unequal people equally is not fair.
- We make ethical choices and actions that are representative of our families and our community.

KINDNESS

- We value teamwork, cooperation, courtesy, positivity and inclusion.
- We are each capable of more than we expect, and we are even more capable when we work together.
- We intentionally make choices and take actions to make someone's day better and brighter.

Operating according to our core values is always defensible. Operating contrary to our core values will hurt individuals and our school community. If you are behaving in ways that are contrary to our core values, you can expect to be corrected. If you continue, after a reminder, you can expect to receive consequences.

SCHOOL BOARD POLICIES

Waconia Middle School and Independent District 110 would like to call the reader's particular attention to the existence of the following School Board Policies. Please click policies to review as needed.

- [102 Equal Education Opportunity](#)
- [401 Nondiscrimination Notice](#)
- [419 Tobacco-Free School Policy](#)
- [501 Weapons Policy](#)
- [502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person](#)
- [503 Student Attendance](#)
- [529 Staff Notification of Violent Behavior by Students](#)
- [531 Pledge of Allegiance](#)

The following five policies are required to be provided and available to students at the start of each school year.

- [413 Harassment and Violence, Religious, Racial, and Sexual](#)
- [505 Distribution of Non School Sponsored Materials on School Premises by Students and Employees](#)
- [506 Student Discipline](#)
- [514 Bullying Prohibition Policy](#)
- [526 Hazing Prohibition](#)

Complete copies of School Board Policies are also available through the Waconia Middle School Office, the District Office and the Waconia Public Schools website <http://www.isd110.org>.

ACCESS TO THE SCHOOL BUILDING

The school does not provide student supervision before **7:45 AM or after 3:20 PM** unless students are present as part of an organized school activity or has a prearranged plan to work with a teacher. Childcare services before and after those hours are provided by Community Education's Kids Company Program. Contact CE at 952-442-0610 to make arrangements.

ATTENDANCE POLICY

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. § 120.101, the students of the school district are required to attend all assigned classes every day school is in session.

Waconia Public Schools believes 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. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators.

Students that accrue seven days of excused or unexcused absences will be contacted by school administration to discuss and develop an attendance plan for their student. The plan may require parents to provide medical documentation for repeated instances of illness.

SCHOOL ABSENCES

When a student is absent or tardy for school, a written note or phone call is required from the parent/guardian. **A phone message can be left on our attendance voice mail at: (952) 442-0660.** If we have not received notice of a child's absence by midmorning, a phone call will be made to a parent/guardian.

If a student needs to leave during the school day for an appointment, the student should come to the office before school starts to get a pass for the time he/she needs to leave. A parent must come into the school in order to sign out their child for early release.

Excused Absences

Family-Authorized Absences:

- Illness
- Family death or emergency
- Medical - dental appointments
- Pre-arranged family business or vacation

School-Authorized/Approved Absences:

- Field trips
- Musical sectionals
- Interscholastic events and competitive events
- Ceremonies in which student is being recognized, honored, or presented with an award
- Major religious holidays
- Support groups
- Suspensions from school

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students are responsible to check Schoology or conference with teachers to learn about missed assignments. Work missed because of absence must be made up in accordance with the expectations of the individual classroom teacher. A minimum of 2 days will be given. School administration or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Unexcused Absences

- Truancy - An absence by a student that was not approved by the parent and/or the school district.
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- Vacations with family for which no prior arrangements have been made.
- Absences resulting from accumulated unexcused tardies to school (3 tardies equal one unexcused absence).

Unexcused absences may receive disciplinary actions in the form of lunch or after school detentions and/or exclusion from school activities and events.

3 Unexcused Absences:

School will send home the 1st notification letter to the parent/legal guardian.

5 Unexcused Absences: Truancy Pre-Diversion

School will send a 2nd notification to parent/guardian **AND** the school will contact Carver County Truancy to schedule a pre-diversion meeting.

7 Unexcused Absences: Truancy Diversion

The school files the truancy paperwork with intake at Carver County Social Services and a Truancy contract meeting will be scheduled.

REQUESTS FOR PRACTICE WORK

It is best to allow teachers to reteach and adjust assignments for the student when they have returned to health and have returned to school. Parents should find assignments on the Schoology Website associated with your child's classrooms or at the on-line "Parent Portal" section of our Infinite Campus Student Information Management Computer System.

STUDENT BEHAVIOR MANAGEMENT

Our purpose in student management is twofold: first, to maintain a safe and productive learning environment for all students, faculty, and staff that adheres to our WMS Core Values; second, to encourage student self-management as a life skill. Therefore, our discipline code is intended to be instructive and protective rather than punitive.

Additional corrective measures will be applied on the basis of the **level of severity** of the student behavior infraction and will take into consideration the **number of times** the student has been reported violating a behavior expectation.

If a child is sent to the administration, families will be contacted to be informed of the incident(s) and partner on solutions.

Level 1 Behaviors

Any of the following actions may result in a behavior ticket, removal of privileges, lunch or after school detention, and/or in-school suspension.

- Disrespect language and/or actions toward peer, adult, or property
- Running in the building
- Profanity an/or vulgar language
- Lunchroom/recess misbehavior
- Unauthorized snacks or gum
- Selling non-school sponsored items
- Disrupting the learning of others
- Unexcused tardy to class
- Before/After-school misbehavior
- Insubordination
- Other like or similar infractions

Level 2 Behaviors

Any of the following actions may result in lunch or after school detention, behavior intervention program, in-school suspension, and/or out-of-school suspension.

- Threatening or intimidating language and/or actions
- Verbal assault

- Insubordination (repetitive behaviors)
- Harassment
- Physical aggression
- Forgery or cheating
- Possession of obscene or threatening material
- Absence without leave (pass)
- Other like or similar infractions

Level 3 Behaviors

Any of the following actions may result in lunch or after school detention, behavior intervention program, in-school suspension and/or out-of-school suspension, and/or expulsion.

- Possession or use of alcohol, tobacco, nicotine or other illegal drugs and/or paraphernalia
- Physical attack or fighting
- Extortion
- False alarms or reports
- Fireworks, smoke bombs, snaps
- Aggravated vandalism
- Electronic impersonation of students and/or school staff (social media sites and/or unauthorized site login)
- Use of an image capturing device in a restroom and/or locker rooms
- “Pantsing” or the intentional removal of another students clothing
- Other like or similar infractions

BEHAVIOR TICKETS

Our first step in correcting the behavior of students is the use of a “Behavior Ticket.” The procedure for the use of the Behavior Ticket System is as follows:

- 1) An adult observes improper behavior.
- 2) That adult will make the student aware of the behavior observed and inform him/her that a Behavior Ticket will be written.
- 3) The student is expected to sign the behavior ticket and tell his/her parents about the misbehavior and the warning ticket that was issued. (These tickets do not go home with students).
- 4) The behavior ticket is given to a grade-level teacher for recording.
- 5) If or when a second behavior ticket is recorded for a particular student, that student will receive a written reminder that they have two recorded behavior tickets. The written reminder will be carried home by the student to his/her parents. A teacher will use the occasion of this warning to conference with the student to remind him/her of the needed improvement in behaviors.
- 6) If a student receives a third behavior ticket, he/she will be assigned a Lunch or After-School-Detention(s). A copy of the behavior tickets issued will be attached to the detention assignment form for the parents to see, sign and return to verify the detention.
- 7) If a student receives multiple detentions during a quarter length-grading period as a result of repetitive behavior tickets, they may be assigned to a period of time in school time detention or In-School-Suspension.

Note: Student behavior that is not just a violation of school rules but is also a violation of law, will be reported to the police.

WEAPONS POLICY

All weapons are prohibited anywhere on school property. Items considered weapons may include the following: guns, look alike guns/weapons, pellet guns, stun guns, splat guns, explosives, ammunition, mace, knives, clubs, metal knuckles, nunchucks, throwing stars, etc. Any item, even a pencil, when used as a weapon in the school will also constitute a violation of the Weapon Policy.

WACONIA MIDDLE SCHOOL BULLYING POLICY

An act of bullying, by either an individual student or a group of students, is expressly prohibited at all Waconia Public Schools. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

A. Bullying Definition

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student's educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:

1. Harming a student or a group of students
2. Damaging a student's or a group of students' property
3. Placing a student or a group of students in reasonable fear of harm to person or property
4. Creating a hostile educational environment for a student or a group of students
5. Intimidating a student or a group of students.

B. Cyber Bullying

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, or other employee of the school district by sending or posting email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited, as are false accusations or reports of bullying against another student.

C. Reporting Bullying

A student who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to a staff member. A person may report bullying anonymously; however, the ability to take action against an alleged perpetrator based solely on an anonymous report may be limited. WMS students and families are encouraged to complete the Bullying/Harassment reporting form available from a principal, counselor or located on the Waconia Middle School website.

D. Investigation

The WMS administration will act to investigate all complaints of bullying. Upon completion of the investigation, school administration will take appropriate disciplinary action(s) and supportive actions for all students involved.

E. Disciplinary Actions

WMS administration will discipline any student who engages in an act of bullying, retaliation, or false reporting of bullying. Consequences for students who commit acts of bullying may include, but is not limited to, warning, remediation, suspension, exclusion, or expulsion. Disciplinary consequences will be sufficiently severe to try to deter future violations and to appropriately discipline prohibited behavior.

F. Board Policy

The above information provides a summary of Waconia Public School's Bullying Policy. A complete Bullying Prohibition Policy (Board Policy #514) is located in Waconia Middle School's Electronic Student Handbook or on the school district's main website.

ISD 110 Title IX Information (added 12/2/20)

As required by Title IX of the Education Amendments Act of 1972 and other state and federal nondiscrimination laws, Waconia Public Schools does not discriminate on the basis of sex in its education programs, activities, or employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

Waconia Public Schools does not tolerate sexual harassment and will take prompt and reasonable action in response to instances of sexual harassment. Any employee, student, parent, or guardian having questions regarding the application of Title IX or the District's Title IX Sexual Harassment Grievance Process should discuss them with the Title IX Coordinator.

[ISD 110 Title IX Informational LINK](#)

ISD 110 Title IX Coordinator

Sonya Sailer, Director of Human Resources

Waconia Public Schools

512 Industrial Boulevard

Waconia, MN 55387

Telephone: (952) 442-0645

Email: TitleIXCoordinator@isd110.org

Questions relating solely to Title IX and its regulations may also be referred to the [Assistant Secretary for Civil Rights of the United States Department of Education](#)

TESTING AND STANDARDIZED ASSESSMENT

District 110 uses a variety of standardized assessment tests to help evaluate student performance.

Results of these tests provide data to schools, teachers, students and parents that show areas of strength and areas requiring improvement.

How important are these tests? For students in grades K-8, these tests assess students' achievement with regard to the Minnesota Academic Standards. They also measure academic growth from year to year.

With testing stakes high, students must come prepared to do their best. Three kinds of parental involvement at home are consistently associated with higher student achievement:

1. Actively organizing and monitoring a child's time
2. Helping with homework
3. Discussing school matters

[Click this link](#) for specific testing dates.

What if I choose not to have my student participate in statewide assessments?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate (see link below). All forms should be completed and returned to the student's site by January 15 to best support district planning. Your student's district may require additional information.

[Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Waconia Public School District (ISD110) to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings. The Waconia Public School District (ISD110) will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

GRADING FOR LEARNING

Rationale/Philosophy

Our goal is to provide students and parents with an accurate measurement of student achievement. Waconia Middle School recognizes that grading, practice work, make-up opportunities,

report cards, and reporting practices, in general, should be consistent, accurate, fair, meaningful, research-based, and connected to state and national standards. Through this, we hope to provide students with opportunities for self-evaluation and growth as a means to create lifelong learners.

Students will receive an **Academic Grade** and a **Process Grade** at the end of each quarter. We believe that grading and reporting should reflect student content mastery, as well as how they arrived at this level of performance. Academic Grades will measure the level of content mastery. Process Grades will measure student personal management in three areas: student preparedness, engagement, and work completion and quality.

Academic Grades

In order to balance formative and summative evidence, grades will be calculated based on two categories: Summative Assessments ($\geq 60\%$) and Formative Assessments ($\leq 40\%$). These will be the **categories** in Infinite Campus. This balance reflects our school's emphasis on assigning quarter grades on a majority of summative evidence so that grades are more indicative of content knowledge, rather than the learning process. All classes at Waconia Middle School will weigh the scores collected in the grade book according to the Waconia Middle School Guidelines for Weighting Academic Grades (see chart below). Grade level content teams will communicate the agreed upon grading parameters for their classes.

Waconia Middle School Guidelines for Weighting Academic Grades	
Summative ($\geq 60\%$)	Formative ($\leq 40\%$)
<p>The focus on these items will be an assessment of content knowledge aligned to standards. A minimum of 4 summative items will be recorded in the grade book each quarter. Students will be able to complete retakes for priority standards. Retakes for non-priority standards will be offered at the teacher's discretion.</p> <ul style="list-style-type: none"> • Unit Assessments, including Mid-Unit Assessments (quizzes/tests) for long units • Major Performance Tasks, including products, performances, and projects (i.e. essays, artwork, visual representations, models, multimedia, oral presentations, lab reports, live or recorded performances) 	<p>The focus of these items will provide practice for learning. Note that not all practice will be scored or reported. Retakes or the ability to redo these items may be offered at the teacher's discretion.</p> <ul style="list-style-type: none"> • Independent practice on daily work (daily assignments and practice), including online programs that are student-driven and managed • Collaborative group tasks that receive a shared grade • Brief progress checks used to inform instruction (i.e. short quizzes, reviews, warm-ups, cool downs)

Process Grades

Process Grades will be published on student report cards for every course, along with the Academic Grades. These grades will allow students, parents, and teachers to understand a student's work performance in the area of preparedness, engagement, and work completion and quality. These grades will be posted on Infinite Campus at the end of each quarter. Students should be offered opportunities for mid-quarter reflections on the process grades.

Process Grading Scale

GRADE	DESCRIPTION
M	Meets or Exceeds Grade Level Expectations
P	Partially Meets Grade Level Expectations
I	Improvement Needed

Process Grade Look-Fors

- **Preparedness** look-fors (not limited to): student arrives to class on time, student has necessary supplies, student is ready to learn, etc.
- **Engagement** look-fors (not limited to): student self-advocates, student is focused on classroom activities, student follows directions, student works on task(s) in a timely fashion, student collaborates with peers when required, etc.
- **Work Completion and Quality** look-fors (not limited to): assignments are completed on-time, assignments are completed to the appropriate level, etc.

GRADE LEVEL PROMOTION

Student promotion to the next grade level is based upon the combination of school staff and family recommendations at the end of each school year. Students failing one or more classes during the school year may be recommended to repeat the school year or complete specific courses during summer school.

In order to assure promotion to the next successive grade level, a student is expected to pass all assigned classes. Passing grades of D- and above earn completion credit whereas failing grades of F or Incomplete do not. Students are advised to assure promotion to the next grade level by passing all assigned classes.

STUDENT RECOGNITION

A. Honor Rolls

At the end of each grading period, students are recognized for their efforts in the classroom. Quarter honor rolls for all Waconia Middle School students, grades 6-8, will be based upon a 4.00 GPA (grade point average). All student marks will be included in the grade point average. "Incomplete" marks seriously reduce the GPA and may prevent quarter honor roll recognition.

Honor rolls will be published each quarter, with the names of those students earning a 3.000 or higher GPA for that grading period (Honor II) and the names of those students earning a 3.665 or higher GPA for that grading period (Honor I).

In addition, a male and female 8th grade graduate with the highest combination of GPA and standardized test achievement in their class over all their years at WMS will be recognized with the Principal's Academic Achievement Award at the 8th grade farewell celebration.

B. Character Counts

Waconia Middle School's student character recognition program for all WMS students includes monthly recognition for students displaying remarkable character.

Character actions recognized for nomination by WMS staff members include incidents of going above and beyond the daily expectation or consistently demonstrating actions aligned to Waconia Middle School's Core Values of RESPECT, RESPONSIBILITY, INTEGRITY, and KINDNESS.

In addition, a male and female 8th grade graduate will be recognized for the Waconia Middle School Character Award for continual, positive contributions to the culture at WMS at the 8th grade farewell celebration.

STUDENT DRESS CODE

Waconia Middle School is a professional institution, and it is important to have a proper dress code. The following items **are inconsistent** with a proper educational atmosphere:

- Headwear including but not limited to hats, caps, bandanas or hoods worn up are not allowed during school hours (unless approved school-wide dress up day)
- Clothing displaying vulgar and/or offensive language/images, alcohol, tobacco, sexual or violent pictures/language, and gang related insignia.
- Tops with midriff showing, revealing necklines or open back shirts
- Undergarments showing
- Pajamas (unless a school-wide PJ day)
- Spaghetti strap or strapless halter tops
- Skirts or shorts that do not reach beyond the palm of a hand with hands at their sides
- Shoes must be worn

The school administration reserves the right to allow or prohibit student attire.

PERSONAL PROPERTY, CELL PHONES, ELECTRONICS

The School District will not be responsible for, nor can it insure against damages or losses to personal property brought onto school property and/or at school-sponsored activities and trips. Therefore, students are advised that they bring personal property to school at their own risk.

Backpacks cannot be utilized between classes without specific staff permission. Protection/carrying cases for personal devices should be utilized and appropriately sized for the personal device.

Each year student property is taken from locker rooms and other common areas within the school building. This often happens because a student fails to place his/her property in the locker provided and/or lock the locker. If you do not lock your property in the locker provided, do not expect it to be present when you return.

Laser lights, external speakers, gaming systems, skateboards, roller wheels, cell phones, smart-watches, etc. are subject to damage and theft, as well as being personally distracting and potentially bothersome to others. These items should not be brought to school.

If a cell phone, smartwatch, music device, or video game must be brought to school for before or after-school use, it must be kept off and in the student's locker from 8:25 AM-3:10 PM. Students must

receive staff permission if any of these devices are to be utilized during the school day. Students that are using electronics without staff permission will experience the following consequences:

- First offense: Device turned into the main office and picked up by the student at the end of the day.
- Second offense: Device is turned into the office and a parent or guardian is contacted to pick up the device. A detention may also be assigned.
- Third offense: Device is turned into the main office and a parent is contacted to pick up the device and meet with school administration. A detention or suspension will be assigned for repeated insubordination.

EXPECTATIONS FOR STUDENT OWNED LAPTOPS AND CHROMEBOOKS

1. All students are expected to arrive at school with a fully charged, labeled mobile device and a set of headphones.
2. Students should be on the school WIFI, signed into their school Google account in Chrome.
3. During classes, devices are to remain closed and stored until a teacher provides instructions.
4. Use of any electronic devices is not permitted in bathrooms, locker rooms, gyms, the cafeteria or while walking in the hallways.
5. Devices should be secured in a classroom, locker or backpack when not in use.
6. Any violations to the above will follow the existing school behavior policy on device use. This includes but is not limited to: verbal warnings, behavior tickets, parent notification, and /or referrals to school administration.

PHONE/TEXT/SOCIAL MEDIA COMMUNICATION AT SCHOOL

A phone for student use is available in the main office. Telephone use should be limited to emergencies only. Students should not leave a message for a return call except from the office with adult permission.

Students will not be called out of class for non-emergency messages. If it is essential for a student to get a message from home, it will be delivered during lunch, between classes, or after school. Students are not allowed to use their cell phones or smart watches to communicate during the school day without staff permission. Parents should not expect their child to receive or respond to text messages or personal calls during the school day. Parents should also help conserve secretarial time by communicating messages with their child outside of school time whenever possible.

SCHOOL LUNCH/SNACKS/CELEBRATION TREATS

The school lunch program is specifically designed to provide healthy and nutritious meals at value. Most often there are a minimum of three lunch choices each day. A peanut/tree nut free table is available for daily student use in the lunchroom.

To keep a clean school environment, snacks, pop or other treats should not be consumed in the halls or locker area commons. Food should be consumed in the lunchroom and classrooms [with permission on special occasions]. Gum is at the discretion of classroom teachers. Improper disposal of gum will result in a loss of gum privileges.

Do not send cupcakes, birthday cakes or other celebration type food to school with your child. Students will not be allowed to distribute these food items during the school day.

ADULT AND STUDENT VISITORS

Student visitors to our school are not allowed unless prearranged with the office. Unless a student is visiting as a prospective enrollee, we will not assume responsibility by having visitors in our school. For the protection of all students, adult visitors must report to the office upon entering the building **and wear a visible visitor's badge.**

LOST AND FOUND

Each year, hundreds of articles of clothing and miscellaneous items are left unclaimed at school. **Please label coats, jackets, mittens, caps, boots, etc.** Lost and Found Items are kept in the physical education locker rooms and the cafeteria. Students may identify and reclaim items from those locations. During Parent/Teacher Conferences the lost and found collection will be displayed for students and parents to survey. If items remain in the lost and found without being claimed, they will be donated to charity.

SCHOOL COMMUNICATIONS

I. Report Cards

Report cards are generated electronically a week after the end of each quarter length grading period. Report cards include grades, comments, attendance information, and teacher names. Report Cards will be found on-line through the parent portal. We will be happy to mail a paper copy of the report card to parents/guardians upon request.

II. Parent Conferences

Each year, five evenings are designated for parent/teacher conferences. Please see the student calendar for specific dates. In addition, faculty and administration of Waconia Middle School are ready to conference with parents at any time a concern is identified.

III. School Mailings

We are in the process of eliminating as many school mailings as possible and relying on the Parent Portal, Schoology, WMS Website and email messages. Families can expect to receive an electronic weekly newsletter with information about school wide events and highlights.

IV. School Closings

If severe weather or building conditions require the school to close, notification of the closing will be sent to families through the Infinite Campus Messenger system. The District Office also provides an up to the minute message line about school closings at (952) 442-0640.

WMS HEALTH SERVICES (952) 442-0654

Communications:

The Emergency Contact and Health Census forms, found on-line, are our best source of information to help us communicate with parents/guardians and obtain current medical information. In case of an

illness, injury, or medical emergency, the school uses this to reach you or your designated emergency contact. Please remember to contact the school to update any changes that occur during the school year.

Illness:

Please do not send your child to school with any of the following symptoms:

- Temperature of 100.0 F or higher- needs to be fever free for 24 hours
- Vomiting – 24 hours after last episode
- Diarrhea – 24 hours after last episode
- Undiagnosed rash
- Breathing difficulties

If your child has been diagnosed with a communicable disease, please notify Health Services immediately. Follow specific return guidance from your health care provider or follow the Infectious Diseases in Childcare Settings and Schools Manual <https://www.hennepin.us/daycaremanual>

Medications:

District Medication Policy states that students are allowed to take medication at school through *Health Services*. Prescription medications require signatures from a parent and a medical provider on a Medication Authorization form. Non-prescription medications require a parent/guardian signature and a medical provider's signature is recommended. Health Services can help in obtaining the doctor's signature for you. If you do not have a medical clinic to obtain a medical provider's signature, please contact Health Services.

In accordance with the Minnesota Department of Health's recommendations, Waconia Public Schools WILL NOT provide any over-the-counter medications (including ibuprofen, Tylenol, or aspirin).

Medications are administered by the School Nurse, Health Associate or school trained designated employee under the following conditions:

1. 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
 - * Possible side effects
2. 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.
3. If you have arranged to have daily medication at school, the parent/guardian is encouraged to bring medication to the Health office (especially controlled substances such as ADHD medication). If a parent/guardian is unable to bring the medication to school, please contact the Health Office and alert the staff to the type and amount of medication being sent to school.
4. Students will not be allowed to self-administer or carry medications without a written plan that is agreed upon between the district Licensed School Nurse, Health Associate, and parent/guardian.

Self-carry medications are limited to prescription asthma, epinephrine auto-injectors and other emergency medications.

Link for [Medication Authorization Form](#) or see District 110 website for Medication Authorization Form under Health Services.

Required Immunizations:

State law requires parents/guardians to present proof that all immunizations are up to date before the first day of school. Students can be exempt for medical reasons but this requires a physician's signature. Conscientious objection to immunizations requires a notary public signature and seal. Waiver forms are available through Health Services.

- Tetanus, Diphtheria, and Pertussis – complete series and booster on or after age 11, required for seventh grade
- Measles, Mumps, and Rubella – 2 doses given after first birthday
- Polio – at least 3 doses
- Hepatitis B – series of 3 shots given over six month period
- Varicella (chicken pox)- series of 2 doses or physician signature documenting date of disease.
- Meningococcal (meningitis) – required for seventh grade

Screenings:

Vision screening is done on all seventh grade students and for individual parent/guardian and teacher requests. If you would like to have your child excluded from screenings please contact Health Services.

Any questions regarding health issues, medications, immunizations, or screenings, please contact Health Services at 952-442-0654 or email wmsnurse@isd110.org

PICKING STUDENTS UP AFTER SCHOOL

If you are picking up students after school, park in the main parking or line up in a single file line in the pick-up/drop-off lane. We cannot allow our driveway to become blocked to emergency vehicles. Idling in a double row and idling in the parking lot aisle ways must be avoided.

ATHLETICS AND ACTIVITIES

Sports activities at the seventh and eighth grade levels will be interscholastic and organized through the District 110 Athletic and Activities Office. Sports activities at the sixth grade level are largely intramural and sponsored by District 110 Community Education.

Eligibility:

Student participation in athletics and activities programs of the school is governed by a student eligibility policy. Generally, students must be achieving success in their regular school program of academics to remain eligible for extracurricular involvement.

A copy of the eligibility policy will be distributed at each sport and activity interest meeting. Participants in any interscholastic activities program must turn in a sports qualifying physical examination form and register online at www.waconiawildcatactivities.com

BUS INFORMATION

Student bus transportation in District 110 is provided by the Koch School Bus Company on a contract basis. Koch Bus Company's phone number is as follows: **Koch Bus Co-(952) 442-3370**

BUS BEHAVIOR POLICY

The following rules of operation are established as School Board Policy related to the safe and responsible operation of the bus transportation program. The District 110 bus transportation policy is guided by a code of ethics which outlines the responsibilities of student, driver, and parents.

Safety and Management Expectations:

1. The bus driver is the responsible authority on the bus. Students and parents must respect their need to be in charge of the bus at all times.
2. Students must board and leave the buses only at specified bus stops.
3. Students must remain at a safe distance from the pickup point when buses are arriving.
4. Pickup times are established, and students must be on time at designated stops.
5. Students must go directly to their seats after entering the bus. Standing or walking on the bus while it is in motion is dangerous.
6. Books, backpacks, lunch bags, sports and duffel bags, and other objects must be kept out of the aisles. Backpacks, musical instruments, and other large items must be handled by students in a way as to not come into contact with other students.
7. Students must not consume drinks, eats, or "munchies" on the bus. Lollipops and suckers are also prohibited for reasons of safety and cleanliness.
8. Only authorized students may ride the school buses. All riders must ride the buses to which they are assigned. Permission from the bus owners must be secured in advance if non-regular riders are to be admitted to the buses.
9. Reserving places in line and "saving seats" on buses is not allowed.
10. When crossing a highway after leaving a bus, students must walk in front of the bus when the driver signals that it is safe to cross.

Student Bus Behavior Expectations:

1. Students must not tamper with emergency doors or safety devices.
2. Students must not throw, shoot, or spit objects in, out, or at a bus.
3. Students must not engage in noisy conduct that might distract the driver.
4. Students must not damage or deface the buses in any manner.
5. Students must not use profane or indecent language.
6. Students must not use or possess alcohol, tobacco, or any other kind of illicit drug on the bus.
7. Students must not transport dangerous, objectionable, or offensive objects on the bus. Transportation of animals on the bus is prohibited.
8. Students must not fight, push, shove, or engage in any other type of physically aggressive behavior on the bus or at bus stops.
9. Students must not repeatedly violate a Safety and Bus Management Rule after having been warned.

Dismissal from the Bus:

Students in violation of the Student Behavior rules will be excluded from riding the bus according to the following schedule:

- First Offense: Written warning combined with an assigned seat for up to four weeks.
- Second Offense: The student will be excluded from the bus for one to five school days.
- Third Offense: The student will be excluded from the bus for six to 10 school days.
- Fourth Offense: The student will be recommended to the superintendent for removal from the bus for the remainder of the school year.

A parent or guardian may request a conference with the bus driver, the bus owner, and the school principal at any of these steps of exclusion. The purpose of the conference would be to establish the facts of the specific case.

Video Cameras on Buses:

Video cameras may serve as a monitoring tool to assist in providing quality and safe transportation services. The cameras are the property of the bus contractors.

Bus Transportation is a Privilege:

The transportation of students to and from school is a privilege provided by District 110. If a student has been excluded from a bus due to the violation of Student Behavior Rules, the district cannot and will not arrange or provide alternate transportation arrangements. The transportation of that student then becomes the responsibility of the student's family. Also, a student's nonattendance during a time of bus exclusion, for no other reason than the bus exclusion, will not be an excused absence.

Bus Assignments:

Students are assigned to a specific route to and from school, from their place of residence. Bus stops are established by the district administration in cooperation with the bus owners. Concerns about bus assignments or stops should be directed to the administration. Students are not allowed on a different bus unless the bus driver knows of the arrangement in advance from a parent/guardian.

1.C. Waconia High School & Activities

WHS Student Handbook Updates

2021-2022

- We updated the handbook and created it as a google doc as well as a PDF. Both versions will have hyperlinks making it more user friendly. Both versions will be posted on our website upon board approval.
- Throughout the handbook, we updated language items to make it current. The language updates did not change the policy. (Ex: some policies requested a written note and now these forms are all online or used terminology that was outdated)

Handbook updates:

1. Health Services - pg 14: Meningococcal Vaccine -- (First booster is mandatory for 7th Grade and a required 2nd booster dose at age 16). The 2nd meningococcal booster will be mandatory for all 12 graders in school year 2021-2022.
2. Cafe 110 - pg 20: Updated language/terms for 2021-2022.
3. Attendance - pg 22: Updated the current policy to be aligned with neighboring districts. This policy is similar to what is used in Minnetonka and Edina.
4. WHS Registration Manual - pg 26: Added a link to the registration manual to make access more convenient.



Dear Students and Parents/Guardians,

On behalf of the teachers and staff at Waconia High School, welcome to the 2021-2022 school year. A special welcome back goes to this year's group of seniors, the Waconia Class of 2022. Going through a worldwide pandemic has had its challenges, but we are ready to return to academics, athletics, arts, and activities like only a Wildcat can!

This handbook introduces you to our Waconia High School campus, building, people, and programs. In addition to the handbook, our [website](#) will contain many of the district policies in their entirety.

Enrollment for the 2021-2022 school year will be over 1,300 students, with an incoming freshman class of about 350 students. It is our goal at Waconia High School to provide a safe and positive learning environment for each and every student. We enjoy the advantage of being large enough to offer a comprehensive program for all students, yet small enough to customize students' schedules to meet their individual needs and abilities.

I encourage both students and parents to take full advantage of the opportunities to meet with your teachers, counselors, administrators, and other support staff on an individual basis so we can better serve you in your educational pursuits and needs.

This is your high school and we welcome you!

#WeareOne10

Paul Sparby
Waconia High School Principal
psparby@isd110.org
(952) 442-0670



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- [Link to WHS Registration Manual](#)

PART IV - VOCATIONAL CENTER PROGRAM

2021-22 WACONIA HIGH SCHOOL CALENDAR

August 23-26	Teacher Workshop	January 3	School Resumes
August 25	Ninth grade orientation -3:30-5:00	January 17	MLK Day - No School
August 25	High School Open House – 5:00-7:30	January 19	Parent/Teacher Conferences, 5:30pm-8:00pm
August 30	Opening Day of Classes for Grades 9 - 12	January 24	Parent/Teacher Conferences, 5:30pm-8:00pm
September 6	Labor Day - No School	February 4	In-Service Day - No School
September 10	Jostens - Student Photo Day	February 18	2 Hour Early Release
October 1	2 Hour Early Release	February 21	Presidents Day - No School
October 4 - 8	Homecoming Week	March 3	End of Trimester 2
October 8	Jostens Student Photo Retake Day	March 4	Teacher Work Day - No School
October 8	Homecoming Game vs Chanhassen 7:00pm	March 7-11	Spring Break - No School
October 11	Parent/Teacher Conferences, 5:30pm-8:00pm	April 15	2 Hour Early Release
October 18	Parent/Teacher Conferences, 5:30pm-7:30pm	April 18	No School
October 20	Teacher Flex Day - No School	April 20	Parent/Teacher Conferences, 5:30pm-8:00pm
October 21	Ed MN State Conference - No School	April 25	Parent/Teacher Conferences, 5:30pm-8:00pm
October 22	No School	May 7	Prom
November 12	In-Service Day - No School	May 29	Commencement - 1:00pm
November 19	End of Trimester 1	May 30	Memorial Day Holiday - No School
November 22	Teacher Work Day - No School	June 2	End of Trimester 3 - Last Student Day
November 23-24	Teacher Flex Days - No School	June 3	Last Teacher Day
November 25-26	Holiday - No School		
Dec 23 - 31	Winter Break - No School		

Open House and Parent/Teacher Conferences


The high school staff will host an open house on August 25. Parent/teacher conferences will be October 11 & 18 (Trimester 1), January 19 & 24

(Trimester 2), and April 20 & 25 (Trimester 3). In addition to these scheduled events, school personnel and parents/guardians may request

individual parent conferences as deemed necessary by either party. Phone calls and e-mail contacts are also welcomed and encouraged.

Waconia Public Schools District 110

District Strategic Roadmap

<p>Mission Statement <i>Our Core Purpose</i></p> <div style="text-align: center;">  </div> <p style="text-align: center;">Waconia Area Public Schools provides a world of opportunities for our students’ academic, social, emotional, and life skills growth, while empowering all to “Explore Your Passions, Create Your Success”</p> <p style="text-align: center;">“We are ONE10”</p> <p><i>The Waconia Area Public Schools logo is an intentional and unifying image for all the communities we serve (gold lines) across the district (big W) in a shared commitment to our students (Explore Your Passions, Create Your Success)</i></p>	<p>Core Values <i>Drivers of Our Words & Actions</i></p> <p>Respect: <i>Treat others in the way you want to and should be treated</i></p> <p>Collaboration: <i>We all do better when we work together</i></p> <p>Inclusiveness: <i>Accept and connect with others, including those different than me</i></p> <p>Optimism: <i>Hopeful, confident, and secure in all I do</i></p> <p>Resilience: <i>Work through challenges and setbacks with courage, persistence, and resourcefulness</i></p>
<p>Vision Statement <i>What we Commit to Create</i></p> <p>To be a district ONE10 community where each student will:</p> <ul style="list-style-type: none"> ● Achieve high academic expectations with choice, challenge, relevance, and ownership, ● Have a sense of belonging and find their place by building meaningful and lasting relationships, ● Be inspired to explore who they are & can be, and ● Be excited to be at school and proud to be a part of ONE10 now and into the future 	<p>Strategic Direction <i>The Focus for Continuous Improvement</i></p> <ol style="list-style-type: none"> A. Improving Our Student Learning Structures and Systems B. Engaging Students in a Shared Responsibility of Their Learning C. Improving Our Whole Student Supports and Practices D. Securing and Stewardship of Our Resources: Human, Financial, and Physical E. Developing a Collaborative Culture and Supportive Practices

Waconia High School Personnel 2021-2022

Paul Sparby, Principal ~ Tonya Constantine, Assistant Principal ~ Jill Johnson, Activities Director

ART

Sarah Christian-Garceau
Amy Fischer

BUSINESS

Mary Mitchell
Brooke Compton

EDUCATIONAL MEDIA

Melissa Weinand

FACS

Katherine Mann
Lynn Honnold

INDUSTRIAL TECH

Peter Brown
Samuel Porthan

LANGUAGE ARTS

Adam Bristor
Amanda Byrne
Megan Gregor
Stephanie Kappel
Katie Keogh

Brooke McMeen
Dusty Neibauer
Katie Niemczyk
Sara Peoples

MATHEMATICS

Amy Davison
Mark Grundhofer
Nick Hackman
Eric Hansen
Jodi Hunter
Kathy Kurtz
Lauren Leshner
Heather Prondzinski
Drew Sodey

MUSIC

Evan Jones
Nicholas Hansberry
Aaron Olson
Allison Wilmes

PHY ED/HEALTH

Pat Hayes
Audra Lehrke
Derek Myhre
Becky Riesgraf
Corey Shea

SCIENCE

Libby Barrie
Mel Berg

Joshua Dumas
Michael Hamann
Anna Husman

Michael Jensen

Roxanne Kuerschner
Michelle Sperle-Berg
Wayne Trapp

SOCIAL STUDIES

Terry Gammell
Nick Giese
Joseph Kretchmann-Grande
Clark Machtemes
Carl Pierson

Tyrel Seim

Nelia Von Glan
Ashley Westphal
Hannah Fuller

WORLD LANGUAGES

Majorie Andersen (Spanish)
Pam Melchert (French)
Kate Neibauer (Spanish)
Erik Olson (Spanish)
Kari Stevenson (Spanish)

UNIQUE LEARNER (SPED)

Paul Tordoff (Dir. Special Services)
Brady Aretz
Amy Dettman
Les Haack
Tracy Johnson
Rachel Grant
Kari Klein
Ruth Albie
Colleen Stanley
Joel Thayer
Rebecca Pauly

SPEECH/LANGUAGE CLINICIAN

Kim Peterson

OCCUPATIONAL THERAPIST

Molly Wingert – (WHS)

SCHOOL PSYCHOLOGIST

Rebecca Sonneck – (WHS)

SCHOOL SOCIAL WORKER

Laura Bergjord – (WHS)

ESL

Shannon Kohlei

GUIDANCE OFFICE

Lynette Alger
James Bettcher
Dana Henn

Waconia Staff

Main Office: 952.442.0670
Attendance Line: 952.442.0680
Fax #: 952.442.0679
E-mail: firstinitial/lastname@isd10.org
(Ex. psparby@isd110.org)

ADMINISTRATION

Mr. Patrick Devine - Superintendent
Mr. Paul Sparby – H.S. Principal
Ms. Tonya Constantine – Assistant Principal
Ms. Jill Johnson – Activities Director

SECURITY MONITOR

Ben Karnes

HEALTH SERVICES

Sara Eischens, RN, LSN (District Coord.)
Rachel Muchow
Jamie Koslofsky, RN (WHS)

WACONIA ALC

Tim Koschinska (WLC Lead Admin)
Carol Esser
Cindy Finke
Griffie Jess
Jess Stockstead
Joshua Threlkeld

Waconia WLC Staff

Telephone: 952.442.0673
FAX #: 952.856.4511

SW Metro

Chaska, MN – Phone: 952-567-8000
Beth Beenken - Intro to Education
Lee Berger – Automotive Mechanics
Joan Berkland – Cosmetology
Wright Braudt - Photography
Susan Burnison – Medical Careers
David Dettmann – Criminal Justice
Gregg Flekke – A+ Cert.; CISCO
David Fuller – Cosmetology
Sarah Schurmann – Ag Careers
Cindy Walters – CTE Director
Paul Wilson – Medical Careers
Brian Wurtzberger – Construction Trades

updated 7/14/21

Daily Time Schedule – Monday, Wednesday, Friday

DAILY SCHEDULE M/W/F			
Period	Start Time	End Time	
1	8:30 AM	9:40 AM	
2	9:45 AM	10:55 AM	
3	11:00 AM	12:10 PM	
4	12:15 PM	1:50 PM	LUNCH
5	1:55 PM	3:05 PM	

Daily Time Schedule – Tuesday & Thursday

DAILY SCHEDULE T/TH			
Period	Start Time	End Time	
1	8:30	9:30	
2	9:35	10:35	
WILD/ADVISORY	10:40	11:15	
3	11:20	12:20	
4	12:25	2:00	LUNCH
5	2:05	3:05	

2 HOUR LATE START SCHEDULE

2 HR LATE START			
Period	Start Time	End Time	
1	10:30	11:10	
2	11:15	11:55	
4	12:00	1:35	LUNCH
3	1:40	2:20	
5	2:25	3:05	

(2-Hour Late Start, School Closing or Early Dismissal)

When severe weather or other conditions cause a late start, school to be closed, or an early dismissal, students and parents/guardians will be advised through radio stations WCCO (830 AM), KDUZ (1260 AM), KKCM (1530 AM), KARE-TV, WCCO-TV, and KSTP-TV. Parents/guardians are expected to use their judgment in sending students to school on stormy days and should arrange for emergency accommodations if buses cannot get students home. Please do not call the high school office to see if we are operating on a regular schedule, but rather, listen to WCCO/KDUZ/KKCM/KARE-TV or check the District website at www.isd110.org, or call the School Closing Hotline (weather-related only) at (952) 442-0640.

PART I - LAWS, POLICIES, GENERAL REGULATIONS, SERVICES, SAFETY, AND ASSOCIATED INFORMATION

Administrative Discretionary Action Disclaimer

It is impossible to anticipate and address every circumstance that may occur in the course of a school year. To ensure safety and order, students and others are subject to all school rules, regulations and policies, and the reasonable and prudent interpretation, therefore, by responsible school officials, regardless of whether or not they are specifically addressed in this handbook. Students are required to provide accurate information when asked by school personnel. Failure to do so may result in detention or suspension.

Board of Education

All school policies, regulations, and rules are approved by the Board of Education by action taken to adopt the contents of school handbooks. The handbooks become an extension of school board policy. All policies, regulations, and rules apply equally to each student enrolled, regardless of age.

Non-Discrimination Policy

It is the policy of Independent School District 110 and the Carver-Scott Educational Cooperative not to discriminate on the basis of sex, race, creed, color, sexual orientation, or physical disability in their educational programs, activities, or employment practices and policies. Inquiries regarding compliance with the non-discrimination titles and statutes may be directed to: Ms. Sonya Sailer, 512 Industrial Blvd., Waconia, MN 55387 or by telephone at (952) 442-0645; or to: The Director, Office of Civil Rights, Region 5, 300 South Wacker Drive, Chicago, IL 60606.

Violence Prevention [Applicable to Students and Staff], Policy #525

I. Purpose

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.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Weapons, Policy #501

I. Purpose

The purpose of this policy is to assure a safe school environment for students, staff and the public.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Harassment and Violence, Religious, Racial, and Sexual, Policy #413

[Note: State law requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms to the Minnesota Human Rights Act, Minn. Stat. Ch. 363A. This policy complies with this statutory requirement but, in addition, addresses other classifications protected by state and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not required to do so. The Minnesota Department of Education (MDE) will maintain and make available Model Policy 413 – Harassment and Violence in accordance with Minn. Stat. § 121A.03. Each school board must submit a copy of the policy the board has adapted to the Commissioner of MDE.]

Title IX

As required by Title IX of the Education Amendments Act of 1972 and other state and federal nondiscrimination laws, Waconia Public Schools does not discriminate on the basis of sex in its education programs, activities, or employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

Waconia Public Schools does not tolerate sexual harassment and will take prompt and reasonable action in response to instances of sexual harassment. Any employee, student, parent, or guardian having questions regarding the application of Title IX or the District's Title IX Sexual Harassment Grievance Process should discuss them with the Title IX Coordinator.

[ISD 110 Title IX LINK](#)

ISD 110 Title IX Coordinator
Sonya Sailer, Director of Human Resources
Waconia Public Schools
512 Industrial Boulevard
Waconia, MN 55387
Telephone: (952) 442-0645
Email: TitleIXCoordinator@isd110.org

Questions relating solely to Title IX and its regulations may also be referred to the [Assistant Secretary for Civil Rights of the United States Department of Education](#)

I. Purpose

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, or disability.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Bullying Prohibition, Policy #514

[Note: School districts are required by statute to have a policy addressing bullying.]

I. Purpose

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 students' ability to learn and teachers' 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, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline 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, and other similar disruptive behavior. **The Waconia High School primary contact person for questions or concerns related to bullying is Tonya Constantine, Assistant Principal (tconstantine@isd110.org)**

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Hazing Prohibition, Policy #526

[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education will maintain and make available Model Policy 526 – Hazing Prohibition in accordance with Minn. Stat. § 121A.69.]

I. Purpose

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

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

The Pledge of Allegiance, Policy #531

[Note: Recitation of the Pledge of Allegiance by students and instruction of students as provided in this policy are required by statute. Also, the statement in Part III., below, must be included in the student handbook or a policy guide. A local school board or a charter school board of directors may waive these statutory requirements by a majority vote taken annually. If the local school board or charter school board of directors waives the requirement to recite the Pledge of Allegiance, it may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.]

I. Purpose

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.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Chemical/Tobacco Free Workplace

Waconia Public Schools recognize that other drug abuse is a significant social problem with the potential for adversely affecting job performance. No employee of the District will engage in chemical use which adversely affects work performance or which poses a risk to students, other employees, or self, while carrying out his/her responsibilities as an employee of the District. In addition, the District maintains "Smoke Free" buildings and grounds. Faculty, staff, and students are prohibited from smoking anywhere in buildings, vehicles, or on the school grounds.

Privacy and Access to School Records

The school has on file your grades, attendance, standardized test scores, etc., since you began school. If you have attended several different schools, these records have followed you to this school and are on file here.

You and/or your parent/guardian may see the contents of these records by making an appointment with the principal or high school counselor. You may have copies made of anything in the school record, at a cost to you of ten cents per sheet, but you are not permitted to take the original record out of the office. You and/or your parent/guardian may place any statement or items in your record that you wish to, if it pertains to your schoolwork.

You may also request that items be removed from your file. In the event that you and/or your parent/guardian make such a request, the person in charge of the record may or may not grant the request. In the event the request is denied, you may appeal the decision to the next highest school official, and ultimately, to the school board.

Your records, or any part thereof (except directory information), cannot be transferred in writing or orally to any other place without the written consent of you and/or your parent/guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school.

This means that your school will not, and cannot by law, without first receiving written consent from you and/or your parent/guardian:

1. Send a transcript of your school record to a college, vocational school, or university;
2. Give information from your record to a prospective employer (except directory information).

Written consent can be given by using a form available in the office of the principal or high school counselor, or by writing a letter to the office, requesting the transfer of such records. Students who are eighteen years of age or older need not seek consent of their parent/guardian to exercise their rights of access or control of transfer of their records.

All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota.

These laws and the resulting procedures described on this page also apply to the records of all graduates of this school.

Students' and Parents'/Guardians' Rights Regarding Student Records

Independent School District No. 110 gives notice to students and parents/guardians of students in attendance in the district of their rights regarding student records.

The School Board has adopted a board policy in order to assist in the dissemination of information to the public. Certain information is personal in nature and will be disseminated only with specific permission of the parents/guardians or students, 18 years old or older.

Some information regarding students is defined by this policy as Directory Information, and therefore, is public information. Directory information is available to the public upon request to the principal or his/her designee.

Directory Information is limited to the following: student's name and address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received. Student telephone numbers will be made available upon specific request for the following district-recognized support groups: Athletic Boosters, Band Boosters, Choral Boosters, Parent/Teacher organizations, and the Post-Prom Party Committee. Parents/guardians or students, 18 years old or older, may refuse to permit release of any or all of the Directory Information to the public by submitting a notification, in writing, to the principal.

In order to make any or all of the Directory Information "private" (i.e., subject to consent prior to disclosure), the parent/guardian or student must make a written request to the principal within thirty (30) days after receipt of this Student Handbook. This written request must include the following information:

- ❖ Name of student
- ❖ Home address
- ❖ School presently attended by student
- ❖ Specific category or categories of Directory Information which is not to be made public without parent/guardian or student prior to written consent.

Complaints regarding alleged violation of rights accorded parents/guardians or students by Federal Law may be submitted, in writing, to: Family Educational Rights and Privacy Act Office, Department of Education, 330 C Street S.W., Room 4511, Switzer Building, Washington, D.C. 20202.

Student Fee Regulations

The Minnesota Legislature enacted the "Minnesota Public School Fee Law," which went into effect on July 21, 1975. In accordance with the law and school board policy, the following guidelines are set up for fees in Waconia High School.

Permitted Fees:

A school board may charge fees in the following areas:

1. In any program where the resultant product, in excess of minimum requirements and at the pupil's option, becomes the property of the pupil.
2. Admission fees or charges for extra-curricular activities, where attendance is optional.
3. A security deposit for the return of materials, supplies, or equipment. A student may be charged a security deposit for items such as locks, keys, tools, and science, athletic, or audio-visual equipment.
4. Personal physical education and athletic equipment and apparel, although any pupil may provide his/her own if it meets reasonable requirements and standards relating to health and safety established by the school board.
5. Items of personal use or products that a student may purchase at his/her own option, such as student publications, class rings, yearbooks, and graduation announcements.
6. Field trips considered supplementary to a district's educational program.
7. Any authorized voluntary student health and accident benefit plan.
8. For the use of musical instruments owned or rented by the district, a reasonable rental fee not to exceed either the rental cost to the district or the annual depreciation plus the actual annual maintenance cost for each school-owned instrument.
9. Students may be required to furnish personal or consumable items, including pencils, paper, pens, erasers, and notebooks.
10. Fees may be charged for lost books and/or intentionally damaged books and/or supplies and equipment.
11. Fees specifically permitted by any other statute.

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, gym suits, tennis and athletic shoes, and other items of personal equipment.

These procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 120.71 - 120.76.

Student Activity Fees

The Board of Education has determined that student activity fees are necessary and has taken action to formally put the system into action. The coach or activity director will inform participants of the fee and collection terms. All high school sports and extra-curricular fine arts activities are included in the fee structure.

The rate fee for students in grades 9-12 will be \$200 per each activity.

Football, Lacrosse, and Hockey will be \$250.

Competitive clubs such as Robotics, Knowledge Bowl, & Jazz Bands will be \$80.00 each.

No student shall be assessed a fee for more than three activities during one school year. In addition, scholarships are available.

School Publications and News Media: Student Pictures and Names

Student pictures and identifying names will be printed in the school yearbook and given to the local news media on those occasions that warrant it. However, any student, or the student's parent/guardian, if the student is under the age of eighteen, may request that his/her picture and name not be published in the media or in the school yearbook. To make this request, please complete the form on the family portal of Infinite Campus. This does not cover pictures taken by the news media unless we specifically have signed statements to the contrary.

Distribution of Non-School Sponsored Materials on School Premises by Students and Employees, Policy #505

I. Purpose

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Eighteen-Year Old Students

Students eighteen years of age or older are not exempted from any regular school rules and regulations established for the general student body. Eighteen-year olds are bound to school rules.

Students who become eighteen years of age during their school careers will be accorded those rights of majority which are not in violation of school regulations. Examples:

1. Eighteen-year old students may, upon request, receive trimester mark reports personally. Parents/guardians will continue to receive copies of the mark reports as long as the student remains a dependent.
2. Eighteen-year olds are responsible for their own bills and financial obligations.
3. Student absences for eighteen-year-olds will still require parent/guardian verification. The only exception to this is for students who are legally independent and are no longer claimed as dependents by the parent/guardian.

Minnesota State High School League Regulations

All students, teachers, directors, coaches, and administrators participating in League activities are bound by League rules and regulations. Each student participating in League activities will receive online and must read, as well as sign, an individual copy of the League regulations. The school administration is also empowered to make local rulings on individual student misconduct incidents that may not serve the best interests of the school, its student body, or its programs. Some student misconduct may not be prescribed by the League, but may, nevertheless, require local attention.

WHS Academic Eligibility Requirements

1. All students competing or participating in extra-curricular activities must have passing grades and must maintain a 1.67 average in the trimester prior to and during their season (not a cumulative average).
2. In the event a student's GPA is below 1.67 (C- average) or the student receives an "F" in any course at the end of a trimester, he/she will be ineligible for a period of two weeks. After two weeks, a review of the student's grades will be made, and if found to be an overall 1.67 (C- average), eligibility will be restored. If a 1.67 GPA (C- average) is not attained, the student shall remain ineligible for an additional two weeks. This process will continue up to 3 reviews; at which time, a student still not achieving a 1.67 GPA (C- average) will be declared ineligible for the remainder of the trimester.
3. The individual student does carry the responsibility to initiate and complete the grade review process after academic ineligibility is declared.
4. The activities director, a counselor, and a head coach or director not immediately coaching or directing the student shall make up the review board. Decisions of this review board are final.
5. Students operating under an IEP are held accountable to the academic eligibility standards under the terms of the IEP.
6. Students found academically ineligible and without an IEP can be declared eligible by the review board if the student is found to be working to his/her academic potential.
7. Transfer students will be given a reasonable amount of time to establish their academic eligibility before being held accountable to the policy.
8. A student shall be eligible to practice during this time.
9. A student shall also be academically eligible according to the Minnesota State High School League guidelines.

Internet Acceptable Use, Policy #524

I. Purpose

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.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Student Information/Expectations

Students are school citizens who need to cooperate with reasonable rules of good behavior. What follows are some expectations that the school has of its students.

Care of School Property

Students will not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil, paint, or any other instrument. Do not tamper with the fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students, will be subject to school discipline that may include full restitution for cost of repairs or replacement and/or work detail on detention, suspension, etc., and the student may be referred to county authorities.

Lockers

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 authorities, or a law enforcement canine, 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 authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Each locker has its own lock, with a different combination each year. Students are responsible for helping maintain security by not sharing combinations and reporting lock or locker problems to the office promptly. **Students are not authorized to move from locker to locker without approval from the principal's office.**

Lost and Found

Recovery of lost articles will be more likely if students report their loss immediately, to their teacher or activity supervisor. Check "lost and found" near the High School Guidance office.

Textbooks

Textbooks are supplied free of charge. Students are responsible for reasonable care of their books. Students will be responsible for the cost of lost or damaged books.

Media Center

The media center is a place of quiet study, not a social center. Students who need to use the media center in group assignment settings reserved by teachers have first priority on media center facilities and staff.

Student Valuables

Students are cautioned not to bring large amounts of money or valuables to school. Students who wear glasses, jewelry, or watches should protect them at all times. Students, not the school, are responsible for their personal property. If it is necessary to bring valuable items or more money than needed to pay for lunch, leave the items, or money, at the high school office, for safekeeping. Do not leave valuables in your locker.

Visitors

The District discourages the practice of allowing student visitors. On rare occasions and for educational reasons, visitors will be allowed. Arrangements for student visitors must be made at least one day in advance with the Principal or Assistant Principal unless unusual circumstances exist. Visitors must register and secure a pass in the high school office with their student host. A host student must accompany his/her guest throughout the day and will be responsible for his/her conduct. No student visitors are allowed on exam days, or during the first or final week of any trimester. Teachers should also inform former students they need prior approval for visiting.

Fundraising

All fundraising projects must be approved by the principal. Projects that involve selling merchandise will be limited by the Board of Education and the administration. Tickets or articles of any kind, other than those approved by the administration, may not be sold on school property, or in the name of the school, by students or outside organizations.

Student Phone and Cell Phone Use

Students may make emergency calls from the High School Office area.

From time to time it may be necessary to get a message from home to a student at school. We invite you to call if we can help in this regard. Please be aware that students will not be called from class for anything other than emergency messages. Non-emergency messages will be delivered at lunchtime or prior to the end of the day. Please help us conserve on secretarial and teaching time by communicating messages to your child outside of school time whenever possible.

The use of cell phones is not permitted to interfere with the educational process. Therefore, students are not permitted to use cell phones during class time unless directed to do so by the teacher. Student use of cell phones between classes and during lunch is acceptable.

Operation of Motor Vehicles

The safe operation of motor vehicles in parking lots, driveways, and on the streets surrounding the school is essential. There will be no speeding over 15 miles per hour, or any form of reckless driving on the school grounds. State law specifies 15 miles per hour speed limits on streets adjacent to school buildings. Dangerous operation of motor vehicles will result in referral to Carver County authorities and withdrawal of school parking privileges. Violations may result in a fine and/or a parking suspension.

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

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.

I. GENERAL STATEMENT OF POLICY

It is the policy of this school district to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Parking and Parking Lots

Students are encouraged to ride the bus rather than drive to school. For those who choose to drive, student parking is available in lots located on the south & west sides of the high school. In addition, overflow parking is available in the WLC lot on the west side of County Rd 10.

All students who park on school property must register their vehicle with the high school office.

Student parking is not permitted in the east lot, as this is reserved for staff. Parking is not permitted on sidewalks, grass areas, fire lanes, handicapped zones, visitors' zones, reserved areas, in front of entryways, walkways, yellow painted curb areas or in designated staff parking areas. Persons violating this rule will be subject to parking tickets, towing, and/or suspension from school. Students park their vehicles on school property at their own risk. The school district is not responsible for theft or vandalism to vehicles.

Special Services

Special education support programs are provided in math, reading, oral and written language, speech, science, social studies, and transition subjects. Support with emotional, behavioral, social, and other disability services are also provided.

Concerns about the need for special help may be alleviated by a pre-referral meeting with the SAT (Student Assistance Team). The SAT will consist of counselors, school psychologists, school nurse, building administration, social worker, and regular and special education teachers. The SAT will attempt to provide help to the student within the classroom setting and without the aid of the special service department. If this process does not resolve the concerns, the student may be referred to the special education department for evaluation.

Requests for special education evaluations and potential services may be made by parents/guardians, teachers, counselors, etc., on behalf of a student. (Students sometimes refer themselves). Please contact a teacher, counselor, principal, or the Director of Secondary Student Support Services (Paul Tordoff) if you believe special education evaluation is needed.

Students with special needs remain with their classmates and classroom teachers as much as possible. Specialists may provide services by team-teaching classes with regular education teachers, meeting with individual or small groups in a resource room, or a combination of both.

If your child receives or will be evaluated for special education services, Waconia Public Schools will share your child's name and date of birth with the Minnesota Department of Human Services (DHS) in order to determine if your child is on Medical Assistance or MinnesotaCare. If you do not wish to share your child's name and date of birth with the DHS, you must inform Waconia Public Schools in writing no later than October 1.

Send your request to:

Chris Steffen

512 Industrial Blvd. Waconia, MN 55387

csteffen@isd110.org

(952) 856-4513

Guidance Services

Guidance services are available for all students. In order to visit the counselor, students are to contact the secretary in the guidance office to arrange for an appointment. Among the many duties of the counselor are the following:

1. Withdrawals and Transfers. Students planning to withdraw or transfer from Waconia High School should see the counselor.
2. Registration and Change of Schedule. Registration is held about mid-year for the following year. Students should not expect to change their schedules, but those who feel there is a strong need for a schedule change should see the counselor as a first step.
3. Career and Post-Secondary Education. Information and planning help is available in this critical area. Contact the counselor.
4. Testing. Various academic and vocational tests are given each year through the guidance department. Information regarding other testing opportunities such as ACT and SAT is also available. Dates and times will be announced in daily announcements.
5. Enrollment options, as provided by the State of Minnesota, are available to qualifying students of Independent School District No. 110. These programs include open enrollment, post-secondary enrollment, and students-at-risk. Contact the counselor for additional information.
6. Other concerns such as study skills help with home, school, and/or social problems may also be discussed with the counselor.

It is the professional responsibility of school counselors to fully respect the right to privacy of those with whom they enter counseling relationships. A counseling relationship requires an atmosphere of trust and confidence between the student and counselor. A student has the right to privacy and to expect confidentiality. This confidentiality may be abridged by the counselor where there is clear and present danger to the student or to others.

Health and Safety

Fire Drills

Fire drills are scheduled periodically, in accordance with State Fire Marshall regulations. As soon as the alarm sounds, students should pass quickly and quietly out of the building, according to the directions posted in each classroom. When outside, students are to remain at least fifty feet from the building and wait until the bell sounds again before returning to their classes.

WARNING - Setting off false fire alarms is a violation of state law. Student violators will be suspended and prosecuted.

Safety Glasses

Safety glasses must be worn in all hazardous areas of the building. There is no exception. Safety glasses must be purchased by students in some situations.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school, must be reported immediately to the supervisor in charge or to the administration.

Health Services

The mission of Health Services is to provide services to maintain, improve, and promote good health for the learner and ensure that health concerns do not become obstacles to learning. Health Services provides the following services:

- ❖ Assesses individual student health and developmental status

- ❖ Promotes/maintains the health/well-being of all students
- ❖ Develops health plans for students with health conditions
- ❖ Coordinates prevention/control of communicable disease
- ❖ Develops a system of first aid/emergency care
- ❖ Participates in health education
- ❖ Recommends new/updated health policies

Health Records

Students are required to have an individual health record on file in the health office. It contains a cumulative health history, screening results, and immunization history. **Parents/guardians are expected to keep Health Services informed of current or chronic medical problems** (that could affect the student's comfort and ability to learn) **and medications, even if they are not administered at school.**

Health Census Forms

At the beginning of each school year, parents/guardians are expected to complete a health census form for each child, which provides up-to-date medical information. It is the parent's/guardian's responsibility to notify the school of any changes to a student's medical information. This information also provides additional health information for assessments in emergency situations and in advocating for children in the educational setting. ***No student may leave school without parent/guardian emergency contact permission.*** This form is located at the link below: <https://docs.google.com/a/isd110.org/forms/d/e/1FAIpQLSdc0zq153HHuke8gGiOsDumTGncOyojM7eQCX5Ctib5gmgqUQ/vie wform>

Immunizations

State law requires parents/ guardians to present proof that all immunizations are up-to-date before the first day of school. Students not meeting the minimum requirements will be excluded from school. Students can be exempt for medical reasons with a physician signature or as a conscientious objector (with a notary public signature and seal).

- ❖ Tdap (Tetanus-Diphtheria-Acellular Pertussis) - booster at or after 11 years of age
- ❖ MMR (Measles-Mumps-Rubella) - verification of second dose
- ❖ Hepatitis B Vaccination - series of three doses for grades 9-12 – (Mandatory for K and 7th Grade.)
- ❖ Varicella (Chickenpox) Vaccine – series of two doses—or physician documented date and history of disease – (Mandatory for K and 7th Grade.)
- ❖ Meningococcal Vaccine — (First booster is mandatory for 7th Grade and a required 2nd booster dose at age 16). The 2nd meningococcal booster will be mandatory for all 12 graders in school year 2021-2022.
- ❖ Polio Vaccine – series of at least three doses.

Physical Education Class Excuse

All students are required to take physical education. Following any injury or illness, physician's orders are required for any student to be excused from physical education classes for more than three days.

Injury/Illness/Emergency Care

In case of illness, the school will contact the parent/guardian. The parent/guardian will be expected to pick up the child or make arrangements for someone else to do so promptly. If the school is unable to contact the parent/guardian, the person identified as a contact on the student's emergency contact form will be notified. Parents/guardians should make sure that the emergency contact person has agreed to assume this responsibility, is available, and has transportation. The parent/guardian of each student must establish a workable emergency plan.

If a student leaves the building without permission from authorized school personnel, they will be considered truant and unexcused from any class.

In case of injury or medical emergency, the school will attempt to notify the parents/guardians first, when possible. In a medical emergency, the local emergency system will be used, and the student will be transported to Ridgeview Medical Center, via ambulance, at parent/guardian expense. The student emergency contact and health census forms will be sent with the student to the hospital.

Exclusion for Illness

Students will be excluded from school when they exhibit any of the following symptoms:

- ❖ Oral temperature over 100 degrees F
- ❖ Undiagnosed rash
- ❖ Breathing difficulties
- ❖ Vomiting

- ❖ Diarrhea

Health Services should be notified of any communicable disease and treatment to assure control in other students. Readmission to school for the following communicable diseases shall be:

- ❖ Chickenpox - all lesions are dry and crusted (5-7 days)
- ❖ Impetigo - at least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be re-assessed by a physician.
- ❖ Conjunctivitis (pink eye) - at least 24 hours after medication begins
- ❖ Scabies – Following a medical treatment with an insecticide shampoo/lotion.
- ❖ Strep Throat - at least 12 hours after medication begins
- ❖ Ringworm of Scalp/Skin - following fungicide treatment

Health Screening Programs

Health Services is available to conduct hearing, vision and scoliosis screening for individual students via parent/guardian request. If you have a concern about your child's hearing, vision or curvature of the spine please contact health services at 952.442.0674 to request a screening. If a teacher has a concern related to your child's hearing or vision, health services will contact the parent/guardian for permission to conduct the screening.

Medications

In accordance with the MN Department of Health recommendations, the school will **NOT** provide any medications, including Aspirin, Tylenol, or Ibuprofen.

Medications will be administered by the district Licensed School Nurse, Health Associate, or other school-trained designated employee under these circumstances:

1. **Prescription and non-prescription medication requires a completed signed authorization form from the student's parent/guardian. For prescription medications a physician's authorization is required.** The school district may rely on an oral request to administer medication for up to two days until written authorization is received. It is to include:
 - ❖ Student's name
 - ❖ Name of medication
 - ❖ Time of administration
 - ❖ Possible side effects
 - ❖ Dosage and route of administration
 - ❖ Termination date of administration
 - ❖ Reason for medication
 - ❖ Number of tablets sent to school
2. Prescription or non-prescription medication must be in the prescription or OTC labeled container. The pharmacy will divide medication for home and school into two bottles with proper labels.
3. Parents are encouraged to bring medication (especially controlled substances such as ADHD/ADD medication) to the health office for the health and safety of your child and other students. If parents/guardians are unable to bring the medication to school, they should contact the health office at (952) 442-0674 to set up an alternative plan.
4. Students will not be allowed to self-administer or carry medications without a written plan that is agreed upon between the district Licensed School Nurse, Health Associate, and parent/guardian. Self-carry medications are limited to students in 7 – 12th grade and include non-prescription pain relievers, prescription asthma, epinephrine auto-injectors and other emergency medications.
5. Narcotics are not allowed at school. They can't be self-carried, housed or dispensed from the school health office.
6. District 110 prefers not to administer Investigational, Complementary and Alternative Medicines not approved by the FDA. Examples include: essential oils, homeopathic medications.
7. Health Services will not give the first dose of medication to any student.

MN Immunization Registry Connection (MIIC)

MIIC is a confidential, computerized network of shared immunization records in the state, protected by the MN Immunization Data Sharing Law, S144.3351. Parents of new transfer students can choose to be a part of MIIC by completing and signing a form with your child's name, date of birth, and mother's name. You can choose not to be a part of MIIC by not completing and signing the form.

Student Discipline, Policy #506

[Note: School districts are required by statute to have a policy addressing these issues.]

I. Purpose

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.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Notification to Staff Regarding Placement of Students with Violent Behavior, Policy #529

General Statement of Policy

- A.** Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the administrator named in this Policy.
- B.** The administration will meet with appropriate staff members for the purpose of notification and the determination of how staff will manage such student.
- C.** Only staff members whose work assignment reasonably requires access to the information will receive notification.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

School Discipline Guidelines

Good behavior is necessary to provide a successful educational environment. Waconia High School students are expected to demonstrate appropriate behavior in the school, in the classroom, and at all school activities.

The following information is intended to supplement the Board of Education policy on discipline:

Expected Behavior

To help insure an appropriate educational environment, Waconia High School students are expected to:

- 1. Be in class on time.
- 2. Be prepared for class.
- 3. Bring all required materials to class.
- 4. Be attentive to classroom activities.
- 5. Make an effort to be successful.
- 6. Participate in classroom activities.
- 7. Show respect for teachers, other students, and school property by not engaging in activities that disturb the class or school environment.
- 8. Follow the directions of teachers or supervisors. Insubordination or the refusal to follow the directions of a teacher or supervisor is considered serious and may result in detention or suspension from class or school.
- 9. Help keep classrooms and school neat and clean by not littering.
- 10. Take care of school property such as books, equipment, etc.

Students who demonstrate behavior that disturbs the educational process in class will be removed from class and referred to the principal for disciplinary action.

Academic Dishonesty

Academic Dishonesty includes cheating, fraud and plagiarism, the theft of ideas and other forms of intellectual property, whether they are published or not. Cheating and plagiarism are extremely serious matters.

Cheating

Cheating is any deceitful or fraudulent attempt to evade rules, standards, and practices to gain an unfair advantage or to protect someone who has done so. Cheating includes but is not limited to:

- Giving or receiving information during an exam, test, assignment, or quiz.
- Using unauthorized materials, like notes, during an exam or in-class essay, or unauthorized dissemination or receipt of exams, exam materials, in-class prompts/notes, or answer keys.
- Taking an exam or writing an assignment or doing a project for another student.
- Submitting the same paper, or different versions of the same paper, in more than one class without the permission of the instructor.
- Fabricating or misrepresenting research or sources.
- Helping another student to commit an act of academic dishonesty or lying to protect a student who has committed one.
- Creating an oral presentation for another student without the permission of the instructor.
- Recreating existing work and submitting it as your own.

The penalties for cheating depend on the severity of the infraction and may include disciplinary referral, detention, suspension, administrative conference, reassignment of work/test and/or reduction of points, and/or a student code of conduct violation from extra-curricular activity.

Plagiarism

Plagiarism is the use of another writer's words, syntax, and/or ideas (including another student's) without acknowledging the source. According to the Harvard University's book by Gordon Harvey, *Writing with Sources*, plagiarism is defined as passing off a source's information, ideas, or words as your own by neglecting to cite them. It is theft of intellectual property belonging to another. The offense is the same if a student allows another student to copy or modify his or her writing for an assignment.

The penalties for plagiarism depend on the severity of the infraction and may include disciplinary referral, detention, suspension, administrative conference, and reassignment of work/test and/or reduction of points, and/or a student code of conduct violation from extra-curricular activity.

**Repeat violations will result in a parent conference and possible removal from class.

Harassment

Harassment is participating in acts or statements that willfully injure, degrade, or disgrace other individuals. Students involved with harassment will be subject to a conference with a principal and/or a parent conference with a principal. A pattern of harassment will lead to detention, suspension, or further disciplinary action of any student involved.

Gambling

Gambling, in any form, is not permitted in the school or on school property.

Cell Phones

The use of cell phones is not permitted to interfere with the educational process. Therefore, students are not permitted to use cell phones during class time, unless permitted by their teacher for an educational learning activity. Student use of cell phones between classes and during lunch is acceptable.

Assault

1. A student who threatens another student or staff person with bodily harm, without material physical contact, will require a parent/guardian conference and will be subject up to a 3-day suspension.
2. A student who threatens another student or staff person with bodily harm, while in possession of a weapon, or a student involved with an assault with a weapon, will be dealt with under the provisions of the Weapons Policy.
3. A student who is involved in a direct attack on another person will be initially suspended up to 5 days, will require a parent/guardian conference, will be referred to Carver County authorities for assault, and may be recommended to the School Board for expulsion. If a recommendation for expulsion is not made, a behavioral contract will be designed with strict guidelines and consequences, which could include additional suspensions, out-of-school placement, counseling, or expulsion.
4. Students who mutually engage in fighting will be suspended up to 3 days, be referred to Carver County authorities, and will require a parent/guardian conference prior to readmission. A second offense will result in a 5-day suspension and a referral to an alternative program. Fighting shall be characterized by a violent, aggressive behavior by two or more individuals, with the intent of inflicting physical harm upon one another, and differentiated from "poking, pushing, shoving, or scuffling."

Insubordination

All employees of Waconia High School have the responsibility and obligation to enforce school regulations. The principal, assistant principal, activities director, teachers, counselors, secretaries, nurse, media specialist, cooks, custodians, bus drivers, aides, and fellow students have the right to correct you if you are violating school rules, and students have the obligation to do as requested.

Insubordination is the willful defiance or ignoring by a student of a reasonable order or request of any school employee. It is a serious type of disobedience that can cause the breakdown of the learning environment. Insubordination is also involved when a student directly attacks a staff member or employee, either physically or with words through swearing or obscene language or gestures.

A student referred for insubordination will be subject to a conference with the principal, detention, parent/guardian conference, and suspension, depending upon the severity of the incident. A pattern of insubordination is grounds for removal to an alternative program or expulsion.

Student Dress

The appearance of a student is primarily the responsibility of the individual and his/her parents/guardians. District 110 students are expected to maintain an appearance that is not distracting to teachers and other students, disrespectful to others, or disruptive to the educational environment. We expect appropriate dress and discretion to be used in order to keep the school environment purposeful, practical and meaningful.

The school does not permit bare feet (shoes must be worn at all times), symbols, emblems, badges, signs, words, objects, and pictures on clothing, jewelry, or personal items that represent swear words, sexual inferences, alcohol or tobacco advertising, demeaning phrases, gangs, or discriminatory references to sex, race, or religion or that are lewd, vulgar or obscene. It is not the intention of this dress code to limit a student's right to express political, religious, philosophical, or similar opinions by wearing such apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane; do not advocate violence or harassment of others, and do not promote products or activities that are illegal for use by minors.

When, in the judgment of administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process of school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications, or will be sent home for the day and parents will be notified.

Examples of prohibited attire include, but are not limited to, the following:

- Going without shoes;
- Bandanas of any color;
- Chains extending beyond belt-loop closest to pocket;
- Short skirts/shorts or insufficient tank tops that expose the midriff or cleavage;
- Clothing with language that is lewd, vulgar or obscene;
- Apparel promoting products or activities that are illegal for use by minors (including tobacco, use of drugs, and/or alcohol advertising);
- Objectionable emblems, items, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group; which connotes gang membership; or that approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals;

Theft

Theft is defined as the taking or possessing of an individual's or school property without authorization. Students referred for theft will be subject to a conference with the principal, detention, suspension, restitution, or referral to Carver County authorities, depending upon the severity of the incident.

Language

Cursing, swearing, profanity, vulgar and offensive language is not appropriate to the school setting. Students need to be particularly aware of their use of sexually suggestive language. A student referred for inappropriate language will be subject to a conference with the principal, detention, parent/guardian conference, and suspension, depending upon the severity of the incident.

Public Display of Affection

Undue public display of affection is not consistent with the learning environment maintained in the school. As a school, we reserve the right to insist that students act appropriately and refrain from physical contact or sexual touching while in the school, on school grounds or participating in a school sponsored activity.

Commons Area

In order to maintain a clean and pleasant atmosphere in the commons area, your help and cooperation is needed. A few simple rules are listed here for you to follow. If you break any commons rules or fail to cooperate with the supervisors, you will be subject to detention, clean-up detail, or you may be removed from the commons to eat by yourself.

You are expected to help by:

1. Walking to the commons and lining up in the order you arrive (no line-jumping allowed).
2. Not throwing food (if you do, you will be required to clean up the mess). If you are with a group that throws food, the group will be required to clean up the mess.
3. Depositing all lunch litter in wastebaskets.
4. Bringing your tray and utensils to the dishwashing window and stacking neatly.
5. Leaving the table and floor area where you sat, clean for others.
6. Not leaving the commons without permission from the supervisors.
7. Leaving chairs and tables as they were arranged.
8. Not taking food out of the commons.
9. Students are allowed to pick their chair/table. Students are not to wander from table to table.

Spectator Buses

A spectator bus will be provided to transport students to away games when demand warrants it. This is a privilege granted to those who do not abuse it. A charge will be collected in advance to cover the cost of transportation. Tickets are sold by the activities office. The following regulations must be followed:

1. All school district discipline rules are in effect. Any undesirable behavior will result in loss of privilege to ride the spectator bus and further disciplinary action may be taken.
2. The bus will depart from the school at the time scheduled; it will not wait. On the return trip, the bus will wait fifteen (15) minutes for tardy riders, during which time the chaperones will make a reasonable effort to locate the missing person(s). After fifteen (15) minutes, the bus will depart.
3. Only school students are permitted to ride the spectator bus. No other students or non-school people may be guests.

Student Use and/or Tobacco Possession

Student use and/or possession of tobacco or nicotine in any form, including snuff, electronic cigarettes or e-hookahs, is not permitted on any school property, on buses, or at any school event, home or away. This “no smoking” policy is in effect before, during, and after regular school hours. Students reported for smoking or chewing will be penalized according to the following procedure:

First Offense: Student will be suspended out-of-school for one day.

Second Offense: Student will be suspended out-of-school for two days.

Repeated Offenses Beyond the Second: Student will be suspended out-of-school for three days.

Students who continually break this policy will be considered insubordinate and may be recommended to the school board for expulsion.

Drug and Alcohol Violations

Waconia Public Schools state the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Possession or use of alcoholic beverages, paraphernalia and/or illegal drugs is prohibited on school premises, school buses, school-sponsored activities, or while representing the school in any way. This includes any substances or products that alter the central nervous system (e.g. synthetic drugs, glue, etc.).

A student found to have an alcoholic beverage in their possession or be under the influence in school, or at a school-sponsored function, whether on or off school grounds, will be suspended up to 3 days, be referred to Carver County authorities, and will require a parent/guardian conference prior to readmission. In addition, the student will be referred to the S.A.T. (Student Assistance Team) for chemical issue follow-up as appropriate.

A student found in possession of mood altering chemicals, paraphernalia, drugs, or to be under the influence of mood altering chemicals or drugs in school or at a school-sponsored function, whether on or off school grounds, will be suspended up to 3 days, be referred to Carver County authorities, and will require a parent/guardian conference prior to readmission. In addition, the student will be referred to the S.A.T. (Student Assistance Team) for chemical issue follow-up as appropriate.

A student discovered selling, or possessing with the intent to distribute, mood altering chemicals or drugs will be suspended up to 5 days and referred to Carver County authorities. During the suspension, school officials will meet to discuss possible alternatives, including an alternative program, out-of-school placements, or expulsion.

Students will be referred to the District Chemical Counselor for chemical issue follow-up if the school receives a Chemical Violation report from a State, county or local law enforcement agency.

Alcohol/Tobacco/Controlled Substance Possession and MSHSL Eligibility

Students participating in extra-curricular activities and who are found to be in possession of alcohol or tobacco (including electronic cigarettes or e-hookahs) or any other controlled substance, or are cited for possession, will be penalized according to Minnesota State High School League regulations. The penalties for possession will be identical to those for consumption or use. This policy is in effect for students year round, and is not limited to the school year.

Leadership Eligibility

Students will be eligible to be in positions of school leadership (i.e. Homecoming candidates, Student Government, Class Officers, National Honor Society, Student Activities, captain of a team or activity, etc.) if they have been in good standing at least one year prior to and through the appointment. By good standing they may not have had any out of school suspension or violated any of the local or MSHSL rules for mood altering chemicals, and/or harassment/hazing as they appear in the student handbook and MSHSL pamphlet. Violations will result in removal from leadership position(s).

Homecoming Eligibility

All Homecoming candidates and underclass pages and escorts must be eligible under MSHSL rules. No student will be named to the Homecoming Royalty Court who is not in compliance with MSHSL rules, and if a student named to the Court is cited for a rules violation, they will be removed from the Coronation, pep fest, or other activities associated with Homecoming Week.

Detention

Students may be assigned to detention for disciplinary purposes. Detention is held from 7:30 a.m. – 8:15 a.m. or 3:05 p.m. - 3:50 p.m. Teachers may also assign and supervise their own detention. Failure to serve an assigned detention will result in an additional detention, or suspension, being assigned.

Café 110 Notes

GREAT NEWS! The Federal Government has extended the free school meal program, for kids 18 and younger, through the upcoming school year, across the United States. All K-12 students are eligible to receive one free breakfast, and one free lunch, each day. NOTE: families who complete a meal benefit application may qualify for additional support for food purchases outside of the school day. So, be sure to complete and submit a completed Educational Benefits application after July 1st to see if you qualify.

Parents often ask if my middle and high schooler is getting free meals, why am I being charged? Well, this is because they are making a la carte purchases that are not included with the free breakfast or lunch program. With that said, if students wish to purchase snacks or extra entrees, they must have funds in their family account to pay for them. Please have a conversation with your child/ children about your spending expectations, AND keep your family account funded for these additional purchases.

Account Information

To access information about your "family meal account," log into: www.isd110.org, click "My Accounts" (if you have difficulty logging in, contact [Jane Garnatz](#)), then click "SmartSchoolK12." (if you have difficulty at this point, contact Wordware at 1-800-934-2621). Once logged in, click on the knife/plate icon to access your account information.

-> "[Family Accounts](#)" -> "[Add Funds](#)" - add money using a credit card (Feezee) -> "[Show Transactions](#)" - see charges that all family members have made -> "[Auto-Refill](#)" - allows you to set an automated payment when your balance reaches your preset amount -> "Add a Family User" - allows you to add more contacts and emails for people you would like to access the family account and receive low balance notifications -> "Change Notification Settings" - initially you will be notified by email only when your family account goes negative, but this can be adjusted to your preference. When making changes, be sure that the box "send me balance notifications via email," under Account Management, is checked then select "Save."

Visit www.cafe110.org for more information including menus, meal pricing, meal benefit application, frequently asked questions, contact information, and lunch account balance/ transaction/ deposit information.

Wordware (our meal service software program) and SmartSchool (the district activities software program) are linked. Because of this, be advised that any activity fee payments will show up on your meal transaction report.

Account Balances - Funds must be available in student meal account to receive meal services. Students with a negative balance will be allowed to purchase meals until their balances reach -\$10, at that point students will be unable to make purchases using their meal account.

Meal Account Balance e-Notices - Email notices are sent to families when their student meal account balance is at or below \$10. This email is intended as a “friendly notice.” If you do not receive our email balance notice:

1. Your student account balance may not be below the \$10 threshold when we cue the notice, or
2. We do not have your current email address; to update, please email us at: cafe110@isd110.org.

Depositing Money into Meal Accounts (*please note: deposits may take 48 hours to process*): Cash or Check: give a check or cash to the café cashier or school office drop box. Be sure to include the student name and ID along with the payment. 2. Online Charge: www.isd110.org. Select “Café 110”, and then click Online Payments. At the end of the school year, student account balances will roll over to the next school year (negative balances must be corrected before the last day of school).

Graduating Seniors/Students Leaving the District: Efforts will be made to draw senior meal account balances to \$ 0.00 by the last day of school. Balances will be: 1. transferred into a sibling account, 2. a balance over \$10.00 will have a refund sent home (negative balances must be corrected before the last day of school).

Meal Benefits - Free and reduced lunch applications are available on the District website at www.isd110.org, Café 110, Reduced Meals. A new and complete application must be submitted every school year.

Please contact Barbara Schank, LD, Director of Nutritional Services, at bschank@isd110.org or 952-856-4512 with questions or comments.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Students Outside - Students are not allowed outside of the building without permission during the school day. Students who violate this rule will be referred to the Assistant Principal's office for disciplinary action.

Student Transportation Safety, Policy #709

I. Purpose

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.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Attendance

It is the responsibility of the Waconia Public Schools to the community that all school members will work to challenge and support students in the pursuit of their highest levels of academic and personal achievement. Recognizing the strong relationship between regular attendance for

each class and high academic achievement, the District will establish a clear attendance system and hold students accountable for regular attendance. It is essential that Waconia High School students and their families take responsibility for knowing the Attendance Policy. The school reserves the right to classify an absence and may request medical documentation.

RESPONSIBILITIES OF EACH STUDENT:

1. Attend all classes on a daily basis. Students must remain in the classroom for the entire class period. If students leave class without permission or leave early, they will be marked UNEXCUSED ABSENT.
2. Monitor the total number of absences in each course and report any errors to the teacher of the course within 2 days of the absence, after which the absence will remain unexcused.
3. Monitor the total number of school authorized absences. When more than three class periods of a specific course are missed during a trimester, the student will appeal to the teacher to be out of class for any subsequent school authorized activities.
4. Ensure that a parent or guardian submits the absence to the attendance office prior to the absence.
5. Monitor electronic notifications regarding attendance. It is the responsibility of the student to ensure they are receiving notifications and are checking daily to ensure timely response to attendance and other notifications.
6. Attend every class that is considered to be “official/current”. Students should not discontinue class attendance if he/she anticipates changing or dropping that class. Until the class is officially dropped, students are expected to attend each of the classes on their schedules.
7. Report, when ill, to the Health Office.
8. Follow all building check-in and check-out procedures.
9. Contact the teacher to arrange make-up work.
10. Communicate with the teacher when approaching the limit of school authorized absences.
11. Ensure that your attendance is accurate and confer with the teacher and/or the attendance office if any adjustments need to be made.

Penalties and Consequences for Exceeding Absence Limits

If a student accumulates 3 or more unexcused absences or a combination of 7 excused/unexcused absences, students may be dropped from a course and will not receive credit for the course. Students have the right to appeal any loss of credit decision and can do so by filling out the Attendance Appeal Form. The appeal form must be submitted within 5 days of the initial notification. [WHS Loss of Credit Appeal form](#)

TYPES OF ABSENCES (per trimester course)

<p align="center">EXCUSED ABSENCES*</p> <p align="center">Note: These count toward 7-absence policy</p> <p align="center"><i>*After a combination of 7 excused and unexcused absences, students may be dropped from a course(es) and may have a loss of credit(s)</i></p>	<p align="center">UNEXCUSED ABSENCES*</p> <p align="center">Note: These count toward 7-absence (combined) AND toward the 3 unexcused policy</p> <p align="center"><i>*After 3 unexcused absences, students may be dropped from a course(es) and may have a loss of credit(s)</i></p>
<ul style="list-style-type: none"> ● College visits ● Driver’s license examination ● Family emergency ● Illness (medical documentation may be required) ● Visit to nurse’s office ● Pre-arranged excused absences for student participation in non-school competition and performance activities ● Pre-arranged family vacations ● Professional appointments that cannot be scheduled outside school day ● Spectators at state/regional competitions: student spectators must have parent/guardian approval and follow all attendance policies 	<ul style="list-style-type: none"> ● Any absence in which a student and/or parent fails to comply with WHS reporting attendance procedures ● Work at home ● Work at a business (except a school-sponsored work release program) ● Non-prearranged family vacations ● Missed bus ● Overslept ● Truancy/skipping school ● Missing class to study, work on homework* *this includes studying for AP testing ● Other non-school authorized excuses

SCHOOL AUTHORIZED ABSENCES

Note: These DO NOT count toward maximum 7-absence policy

- Chronic illness, with medical documentation
- Court-ordered appearances
- Death in student's immediate family or close friend/relative
- Field trips
- Interscholastic meets and events
- School sponsored musical or athletic competitions
- Religious holidays and/or instruction (up to three hours per week)
- Illness in student's immediate family (documentation required by medical personnel)
- Student government and related activities
- Verified meeting conducted with school personnel
- School sponsored testing

Late Arrivals and Tardiness

It is expected that all students will make necessary arrangements to arrive on time to school on time. Any time a student arrives at school after Period 1 has started, he/she is required to stop and sign in at the Attendance Office. Missing the school bus, over-sleeping or repeated car problems will be classified as an unexcused tardy. For every class period at Waconia, the student is to be on time. Any time students arrive after the Period 1 starting time, they must report to the office for a tardy slip. For Period 2 and subsequent periods, the individual teachers handle tardies to class. They will announce their policies at the beginning of each trimester. **Three unexcused tardies will equal one unexcused absence, and will count toward the total absences for the trimester.**

Loss of Credit Appeals Procedure

If a student accumulates 3 or more unexcused absences or a combination of 7 excused/unexcused absences, students may be dropped from a course and will not receive credit for the course. Students have the right to appeal any loss of credit decision and can do so by filling out the Attendance Appeal Form. The appeal form must be submitted within 5 days of the initial notification. [WHS Loss of Credit Appeal form](#)

- ❖ A student may request an appeal if there is a genuine, supportable belief that extenuating circumstances exist. The student and/or parent/guardian may request appearance at the Committee hearing to offer information supporting the appeal.
- ❖ The Appeals Committee will review all evidence, consider any extenuating circumstances, and strive to achieve and render impartial judgments in a systematic manner.
- ❖ The high school principal will identify the members of the Appeals Committee. The committee will consist of no fewer than three certified members, one of whom would be an administrator or counselor.

Extra-Curricular Participation

In order to participate or practice, a student must be in attendance **ALL DAY** on the day of an event (game, play, concert, etc.), unless an exception is approved, in advance, by the principal.

Planned Absences

Students, who will miss classes due to pre-arranged family business such as a family trip or college visits, will be required to notify the Attendance Office **prior** to the absence. Failure to notify the attendance office **before** the absence will result in an **unexcused** absence being recorded. Students are also expected to notify their teachers in advance to develop a plan for make-up work from absence. Excusable family business includes college visits, legal appointments, extended medical leave, and family vacations.

Tournament Attendance Policy

Our close proximity to the metro area makes it very convenient for our students to attend the many state tournaments. While we do not encourage attendance at tournaments that we do not have teams or individuals competing in, we recognize that in some cases, attendance is desired. If parents/guardians wish to have their child excused for a tournament, they must notify the school at least one day prior to attendance, and the student must follow the Planned Absence Procedure. Students attending tournaments without following the Planned Absence Procedure will be considered **unexcused**.

Lunch Attendance

All students will be expected to spend their entire lunch period in the commons unless an arrangement has been made with a staff person to be under their supervision. Students may not wander about the building, sit in the halls, or be outside. Students who skip lunch will be penalized as follows:

- ❖ 1st violation – Three lunch detentions
- ❖ 2nd violation – Six lunch detentions or before/after school detention
- ❖ 3rd violation – Consequences to be determined by Administration

Habitually Truant

A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days or for one or more class periods on seven school days. A school district attendance officer shall refer a habitual truant child and the child's parent(s) or legal guardian to appropriate services and procedures, under Minnesota Statute 260A.03. The school truancy coordinator will work with students with attendance issues.

PART III - YOUR EDUCATIONAL PROGRAM

Graduation – Your Goal

All seniors have the individual responsibility to verify their current credit status with the guidance department. Any doubts or questions which seniors may have concerning their graduation should be cleared up during the first trimester of the school year. Seniors who fail to take this initiative will bear the full responsibility for later consequences.

Seniors who are short of reaching their graduation requirements must select, through the guidance department, one or more alternative programs available to them.

The Waconia Area Learning Center (WALC) provides a set of required and elective courses. These programs enable students to make up credits they may have lost due to failure or other circumstances. Students may take individual courses at the WALC. No transportation is provided by the school district to the WALC.

Graduation

Students may participate in the graduation ceremonies if they have a one (1) credit deficiency caused by a third trimester failure. All other 9-12 credit requirements must be complete. A credit make-up plan must be approved by the principal/counselor prior to graduation. PSEO students who fail any courses in the first semester may be required to verify passing grades for their second semester courses in order to participate in the graduation ceremony. A diploma will be awarded after **all credits** have been verified. This policy also applies to students in an alternative school who are planning to graduate from Waconia High School.

Testing & Assessment

District 110 uses a variety of standardized assessment tests to help evaluate student performance. Results of these tests provide data to schools, teachers, students, and parents that show areas of strength and areas requiring improvement.

For high school students, college entrance exams like the ACT may determine which college a student attends, and whether academic scholarships are awarded. Students are encouraged to participate in ACT prep and repeat exams to try and better their scores.

With testing stakes high, students must come prepared to do their best. Three kinds of parental involvement at home are consistently associated with higher student achievement:

1. Actively organizing and monitoring a child's time
2. Helping with homework
3. Discussing school matters

Assessment Calendar

Please click this link for specific testing dates:

[2020-2021 Assessment Calendar](#)

What if I choose not to have my student participate in statewide assessments?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/ guardians and include a form to complete if they refuse to have their student participate (see link below). All forms should be completed and returned to the student's site by January 15 to best support school district planning. Your student's district may require additional information.

[Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Waconia Public School District (ISD110) to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings. The Waconia Public School District (ISD110) will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Report Cards

Report cards are available on-line. Report cards are not mailed to students unless requested in writing. Report cards are produced on a computer form and include such information as grades, comments, classes attempted and number of days absent and/or times tardy. If there is any question about any information on the card, please call the counselor or the designated teacher.

WHS Registration Manual

Please use the attached link for more detailed information in the WHS Registration manual regarding courses and credits. [2021-22 Registration Handbook.pdf](#)

Credit Requirements

Minnesota State Law and Department of Education regulations require that students are enrolled in classes six (6) hours per day to receive full state aid. The only early releases from the regular school day are through an approved work-study class, which releases students for a supervised work experience. Work-experience is open to students in 12th grade only.

All students must attempt a minimum of 15 credits per year and a total of 60 credits could be earned in a four-year period. A minimum of 55 credits are required for graduation. Any trimester grade of F, for any course, results in loss of credit for that course. If the course is required for graduation, it must be repeated or made up through summer school or night school at the WALC, or a correspondence course, before a diploma will be issued. Credits for graduation are subject to change by Board of Education action. The High School Counselor must approve all make-up arrangements.

Loss of Credit

Students will be denied credit for any class in which the combination of excused and unexcused absences exceed seven in one trimester. All absences will be counted in the accumulation of the maximum except those absences that result from participation in school-sponsored/approved activities.

Program Change

Any program changes made will be completed only with the understanding that absolutely necessary educational needs are at stake. Changes in course work will be made only under the following conditions:

1. One or more of the following must approve course changes: the guidance department, affected teachers, and parents/guardians.
2. Course changes will not be made if over- or under-loaded class settings result. The administration will determine over- and under-loading conditions.
3. A career or course sequence decision change has occurred and specific plans explaining the change are described.
4. Course changes cannot occur after the end of the first three full school days in each trimester.

Withdraw from Class/Class Drop Deadline: After two days of classes, dropped classes will remain on the permanent, cumulative records. A conference with teacher(s), counselor, and student will be held to determine what grade designation will be assigned. Courses dropped must be replaced with approved alternative courses and no changes are complete until all documented changes are finally approved. (If a class is dropped with a failing grade, the F grade stands, with no credit given.)

Marking

Marks A, B, C, D, and (Pass) are passing. A indicates exceptionally fine work; B represents better than average work; C indicates average work; D indicates poor work; (Pass) indicates that student performance has been satisfactory. A mark of F indicates failure.

Grade point averages (GPAs) are computed electronically. The numerical point equivalents for marks are as follows:

A	4.0
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
P (Pass)	No numerical computation, but credit received.
NG (No Grade)	No numerical computation.
I	(Incomplete)
WF	Withdraw Fail. Does impact GPA.

Pass and fail options are available to 11th and 12th grade students for a maximum of 2 elective credits during their high school career. Students must maintain a "C" average in the course to receive a "P." This option request must be made by the student during the first five days of the course offering and receive instructor and counselor approval.

This option request must be made by a student during the first five (5) days of the course offering and must receive teacher and counselor approval. Students choosing this option must maintain a "C" average in the course to obtain a "P." Failure to do so will result in an NG grade.

Honor Rolls

Trimester honor rolls, for all senior high students, grades 9 - 12, will be based upon a 4.00 GPA (grade point average). All student marks will be included in the grade point average. "Incomplete" marks seriously reduce the GPA and may prevent trimester honor roll recognition.

Honor rolls will be posted each trimester, with the names of those students earning a 3.000 or higher GPA for that grading period (Honor II), and the names of those students earning a 3.666 or higher GPA for that grading period (Honor I).

In addition, graduating seniors will be recognized as Honor Students at the Commencement ceremony, based on their cumulative GPA at the end of the second trimester (first semester for PSEO students). Students with a GPA of 3.75 or higher, and a minimum of six honor credits, will be recognized as Cum Laude graduates. Students with a GPA of 3.85 or higher, and a minimum of nine

honor credits, will be recognized as Magna Cum Laude graduates. Students with a GPA of 3.95 or higher, and a minimum of twelve credits, will be recognized as Summa Cum Laude graduates. Honor distinctions will be based on the student's GPA at the end of the second trimester (first semester for PSEO students), and will include honor credits for honor courses they are enrolled in third trimester (second semester for PSEO students).

WHS Honors Plan/ Commencement Recognition

Three levels of Honors for graduating seniors
3.75 – 4.0 and 6 honor credits, Cum Laude
3.85 – 4.0 and 9 honor credits, Magna Cum Laude
3.95 – 4.0 and 12 honor credits, Summa Cum Laude
** Committee selects two student speakers

PSEO

Accept credit for English, Science, Social, Math (3 semester credits = 2 WHS credits).
No credit for non-credit bearing or elective classes.

Foreign Exchange Program

There are many programs available to provide educational opportunities for WHS students to study abroad. Students who may be looking ahead to being an exchange student should make plans to complete their required course work at WHS. All credits received in an exchange program will be considered as elective credits, and will not fulfill WHS requirements.

PART IV - VOCATIONAL CENTER PROGRAM

The Vocational Center

Students are advised to stay alert for special meetings, tours, interviews, and registration procedures conducted for Vocational Center students. Additional materials and information can be found in the high school guidance office. All Vocational Center students are subject to the rules and regulations of the Vocational Center and also those of Waconia High School. A Vocational Center handbook has been prepared for student convenience. Please read it, also, as there are important items of information for students to know about.

Non-Discrimination Policy

It is the policy of the Carver-Scott Educational Co-operative and Independent School District 110 not to discriminate on the basis of sex, race, creed, color, sexual orientation, or physical disability in their educational programs, activities, or employment practices and policies. Inquiries regarding compliance with the non-discrimination titles and statutes may be directed to: Ms. Julie Cink, 512 Industrial Blvd., Waconia, MN 55387 or by telephone at (952) 442-0602; or to: The Director, Office of Civil Rights, Region 5, 300 South Wacker Drive, Chicago, IL 60606.

1 . D . ECFE



Parent Handbook

2021-2022 School Year

Waconia Community Education
Early Childhood Family Education



Waconia Enrichment Center
Early Childhood Office
520 Industrial Blvd. Waconia, MN
(952) 442-0613
Community Education Office (952) 442-0610

www.waconiacommunityed.org

Welcome to Waconia Early Childhood Family Education

Waconia Early Childhood Family Education (ECFE)

Early Childhood Family Education is a District 110 program of Waconia Public Schools Community Education. All families with children ages birth to kindergarten are welcome.

- A terrific place for you and your child to play and learn together
- Provide education, support and friendships with other parents
- Weekly parent/child classes, field trips, special events for parents and children led by licensed teachers and qualified teaching assistants
- Parent coaching sessions and home visits
- Affordable with a sliding fee scale - no one denied participation for inability to pay



**EARLY CHILDHOOD
FAMILY EDUCATION**

Greetings,

Waconia Community Education is excited to welcome you and your family to Waconia Early Childhood Family Education. We are dedicated to providing a great learning experience for you and your child. Our staff will be working hard to provide support and education for healthy growth and development.

This handbook is intended to be a resource for you as we progress through the school year. We have included important contact numbers, descriptions of services and policies that apply to students and families. If you have further questions, we welcome you to contact our office.

Thank you for choosing District 110 Early Childhood for your child's early learning!

Amanda Vesta
Early Childhood Program Supervisor

Waconia School
Community Education
(952) 442-0610
www.waconiacommunityed.org
516 Industrial Blvd.
Office Hours: 7:30 am-4:00 pm

Early Childhood Office
(952) 442-0613
520 Industrial Blvd.
Office Hours: 8:00 am-4:00 pm

ECFE
Waconia Enrichment Center
520 Industrial Blvd.

District 110 ECFE Teachers:
Christine Pedretti
cpedretti@isd110.org
Heather Carlson
hcarlson@isd110.org
Lauren McQuillan
lmquillan@isd110.org

Early Childhood Program Supervisor
Amanda Vesta
avesta@isd110.org

Community Education Director
Tiffany Nelson
tnelson@isd110.org

Additional Resources
Early Childhood Special Education
(952) 442-0600

About District 110 Early Childhood & Family Education

Mission and Goals

To strengthen families through education and support of all parents to provide the best possible environment for the healthy growth, and development of their children.

- Parents demonstrate sensitive and responsive care and interaction with their children
- Parents and children experience a smooth transition from early childhood programs and services into kindergarten and the k-12 school system, setting the stage for school and life long learning.
- Parent child relationships support the child's development
- Parents are engaged in their child's learning and education in the school-age years
- Parents have the knowledge and realistic expectations to anticipate and meet the developmental needs of their children



**EARLY CHILDHOOD
FAMILY EDUCATION**

We are a Pyramid Model School

Pyramid model is a social and emotional framework incorporated into the classroom to ensure high quality classrooms for all students. Teachers are supported in implementing this framework through the Minnesota Centers of Excellence. Children will benefit from this program through learning life long skills such as: friendship, self regulation, problem solving and learning about emotions. We are so excited about rolling this program out this year!



About the Staff

District 110 ECFE teachers and classroom assistants are highly trained in best practices and assessment. Teaching staff are licensed by the MN Dept. of Education. Continuing education and staff in-services are available throughout the school year.

Classroom Information

Parent/Child Class Structure

You and your child will spend time together in the classroom, which is set up with age appropriate learning activities for families to enjoy together. Follow your child's lead and have fun!

Parent Communication through Technology

Classroom teachers will use SeeSaw to communicate with parents about class happenings, parent handouts, class lists and class photos/video can be shared in this format. Optional zoom sessions will be provided for parent coaching.

Parent-Child Time

Each class begins with parent and child interaction time. Please arrive promptly so you can participate in the activities for the day. During interaction time we suggest:

- Follow your child's lead. Let them choose the activities and the pace.
- Observe and focus on your child. Get down on his/her level, make eye contact and communicate with words, smiles and loving touch.
- Talk with your child while working and playing together. Offer positive encouragement and support for their efforts.
- Listen carefully to your child's words and to the feeling he/she expresses.
- Encourage creativity and imagination. Focus on the *process* of exploring rather than the *product*. The sensation of spreading paint is usually more valuable than the final picture. Let your child create and don't worry if it's not "perfect".
- Encourage your child to clean up what he/she was working on before moving to the next activity.
- Talk with other adults only when necessary. This is a special time with your child, and there will be time for adult conversations during parent discussion time.

Circle Time

The early childhood staff will let you know when circle time begins. During circle time, the whole group participates in songs, finger-plays, rhythms, and movement activities.

- We expect that some children will get up and wander; that is okay. We ask that the parent/guardian stay in the circle. We will encourage children back to circle as needed. Children learn by repetition, so we will repeat songs, finger-plays and activities. During this time children are learning:
 - to increase their attention span, to listen and follow directions
 - to develop an understanding of the rhythms of speech, music and life's activities
 - to build vocabulary and encourage speech development
 - concepts that appeal to a child's interest and self expression
 - beginning math concepts of size, shape, place, direction and sequence
 - to move and wiggle in their own space, increase finger dexterity
 - experience with social skills with other children and adults
 - a closeness between parent and child

Children's Classroom

Licensed teachers and assistants will guide play with children. Children learn the following through their play:

Social and Emotional Skills: playing with children their own age, learning from adults, and using adults as resources, help children develop their uniqueness, competence and social skills. It involves children's feelings about themselves as well as their interactions with others.

Dramatic Play: dress up clothes, play house, dolls, blocks, transportation toys, animals are used for role-playing activities. Dramatic activities allow children to role-play members of the family and community, which can help them better understand the world around them.

Expressive Activities: these encourage children to express their creativity through the use of play materials, art, puppets, creative dramatics, and body movements.

Small Muscle Activities: cutting, pasting, printing, painting, coloring, lacing, buttoning, zipping, playdough, and fitting puzzles provide practice in developing eye-hand coordination, spatial relationships, and small muscle development.

Large Muscle Activities: running, jumping, hopping, sliding, catching and throwing help in the development of large muscle coordination. This allows children to gain control over their bodies and become more confident in themselves.

Cognitive Activities: the focus is on children's curiosity in the people and world around them. Children learn to think, remember, imagine, gather and organize information. Using information to problem solve and develop judgment.

During separation time, keep in mind...

Sometimes separation may be difficult for you and your child. You may want to show your child the classroom where you will be during parent discussion. When it's time to separate, get your child settled in with snacks and/or activities, say a short good-bye, let them know you will be back after playtime and leave promptly. Be reassuring and relaxed. If your child senses you are unsure about separation, it may be harder to separate. Do not sneak out. Build a sense of trust by being honest with your child. You can leave a favorite toy, blanket, pacifier with your child to offer security and reassurance. If your child is crying, say "it's okay to be sad and cry. I know you will have a good time when you're done being sad. I love you, and I will come back. The teacher will call you if crying continues for more than 10 minutes.

Parent Education Time

Discussion time is planned to be relevant and tailored to participant needs and children's ages. ECFE provides a confidential environment where parents can make friends, share concerns, and gain knowledge about the five domains of parent education identified by the Minnesota Department of Education. The Parent Education Core Curriculum Framework is used as a topic guide and content is structured around five main areas:

- Early Childhood Development
- Family Development
- Culture and Community
- Parent Development
- Parent-Child Relationships

A licensed parent educator guides and facilitates group discussion, providing information and resources. Sharing in learning and experiences decreases feelings of isolation and helps parents feel supported while they build and strengthen their relationships with their children. Increasing their joy and satisfaction in their role.

During discussion time, keep in mind:

- Everyone participates at their own comfort level yet understands that the richness of group conversation is enhanced when all participate.
- Personal information shared in the group is confidential.
- It's okay to pass.
- Avoid side conversations to give full attention to those speaking.
- We all have different ways of parenting. It's okay to disagree and still support each other.
- The discussion time allows parents to learn from the entire group and to find support for their critical role as parents.
- After parent discussion time, please be prompt to pick up your children. They are eagerly awaiting your return.

Returning to the room

- Parents/guardians return to the room together and greet the children.
- The entire group cleans up together.

Sibling Care

Care for siblings is available, if needed, during most classes. Siblings from three months through Kindergarten are eligible. Babies who are not yet crawling are welcome to come to class with parents. Registration is required as space is limited.

Sibling Care Expectations:

- Children may be dropped off 10 minutes before scheduled class time
- Please pick up your child promptly when class is done
- Snack donations welcome and appreciated

Cell Phones

Out of respect to all participants, avoid using your cell phone or texting during class. If you need to make an emergency call, please let staff know and step out into the hallway. If you need to have your phone on in case of an emergency, please put it on silent or vibrate and alert the teacher.

Attendance Expectations

Please notify the office (952) 442-0613 or email your teacher to let them know that you will not be attending class and include siblings registered for sibling care.

Arrival Time/Departure Time

- Staff are preparing the classroom, please arrive no earlier than five minutes before class time.
- To keep everyone safe families should go straight to their designated classroom.
- Please avoid loitering in the lobby. If you would like to chat after class, please do so outside the building.
- Hang coats and personal belongings in designated areas.
- Put a name tag on yourself and your child every week.
- Wash hands with soap and water before starting class.

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 make sure your child wears sturdy shoes to school for safety.

Snack Time

Allergies

We work hard to make our school a safe environment for every student. Please inform the staff of any allergies so that we can take appropriate precautions to prevent exposure. You will be provided a form to fill out giving our staff instructions on how to proceed if your child comes into contact with those allergens. You will be called back to the classroom if an allergic reaction is detected. We are able to store an EpiPen you provide, if needed for your child.

Birth Date Guidelines

For both ECFE and preschool classes, please select your class based on your child's age by Sept. 1, 2021. This age requirement aligns with district kindergarten age requirements.

Registration

Register online at <https://isd110.org/community-education/programs/ecfe/ecfe-registration> or stop into the Early Childhood office during business hours.

Tuition will be collected the first week of class. Tuition reimbursements will not be given in the event of illness or vacation.

A sliding fee scale is offered based on income. The fee scale is listed on the ECFE website. Pick a category based on your household income, unless otherwise noted. All families are welcome at ECFE. No one is denied access to class due to inability to pay. Special Event Fees do not qualify for sliding fees.

Refund Policy

A full refund is issued for cancellations before the session begins, minus a \$10.00 processing fee. After the first week, refunds are prorated. There are no refunds midway through a session or for missed days. Weather related refunds will not be issued for weekly ECFE classes. Special Events refunds will only be given with a 5-day advance notice. Credit vouchers may be given for special events that are cancelled due to weather in the event that it can't be rescheduled.

Behavior Guidance

Our licensed teachers understand the developmental level and needs of children and have appropriate expectations for young children. They are attentive to children and give verbal and visual cues to teach children about behavior expectations. Teachers positively reinforce helpful behavior, acknowledge feelings, use tools and strategies to teach self-regulation and provide a framework for problem solving.

Safety Guidelines

As part of our ongoing commitment to student safety, we practice fire drills, tornado 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.

Parking Safety

There is designated parking in the lot next to the playground at the District Education Center. Overflow parking is available next door in the Laketown Gymnastics lot or along the street on the school side curb. Our parking lots are very busy places.

- Drive slowly through the parking lot.
- Please hold your child's hand to and from the car.
- If you need assistance please ask your teacher. We will be glad to help.
- Remember to never leave your child unattended in the car while you come in to drop off/pick up another child.

Cleaning Procedures

We disinfect tables, toys and equipment after each class. If you notice your child mouthing a toy, please put it in a designated bin when they are done playing with it so it can be sanitized.

Child Injuries

Safety is a priority in our classrooms. Teachers do their best to prevent accidents and provide safe environments for exploration. If an accident occurs while a parent is out of the room:

- Appropriate first aid will be administered
- Parents will be called back to the classroom if injury interferes with child finishing the class
- Other injuries will be reported to the parent at the end of class
- In an emergency we will call 911 and parent
- Child will be transported to the nearest hospital if paramedics deem it necessary

Weather Emergencies

Any changes made to planned school hours will be posted on the school district's main page www.isd110.org and local news sources. A 2-hour delay cancels ECFE classes that start before 10am. In the event of school district early releases and/or after school activities are cancelled, ECFE evening classes are cancelled. ISD 110 weatherline (952) 442-0640 provides a recorded message.

Health Policy

Please keep your child home if he/she has had any of the following symptoms within the last 24 hours:

- a fever
- vomiting or diarrhea
- any undiagnosed rash
- red, crusty, weepy eyes until antibiotics have been started
- yellow or greenish discharge from the nose
- harsh cough, sore throat, a contagious stage of any communicable disease
- when your child is not feeling well enough to function and learn at school
- head lice

In order to provide a healthy environment for everyone, teaching staff will consult with you if your child appears too ill to be at school. Notify the early childhood staff if your child has a communicable disease and has exposed other children. Staff will notify the parents/guardians of the children who were exposed using confidentiality policies.

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 class. Immunizations can be faxed or emailed from your doctor's office. The fax number is (952) 442-0619 and email to bbuesgens@isd110.org. A notarized immunization form

must be on file with our school for conscientious objectors. 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.

Diapering

Parents/guardians are responsible for changing their own child's diaper or for taking them to the bathroom. A good time to do this is before leaving for discussion time. When children are in the process of toilet training we will assist unless advised differently by the parents or in any non-separating class. Parents will be called to change diapers for children using them. All diapering needs to take place on a changing table or pad, which is provided in the restrooms.

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.

Wildcat Discovery Park

We believe children need to connect with nature to support healthy development. Wildcat Discovery Park is designed to be a place where children can connect with trees, shrubs, perennials, vines and edible gardens. This outdoor classroom space will be used often in all seasons. The park is open to the community.

Park Rules

- Parents must supervise children when enjoying the park.
- Sticks need to stay in the fort area and are used for construction purposes.
- Children must stay in the fenced area unless they are with an adult.
- Adults should take care to open and shut the gate.
- Please leave all "messy materials" and "loose parts" here for all to enjoy.
- No Pets Allowed

Parent Communication

Parents are encouraged to share feedback with the teachers and the program supervisor at any time. An electronic newsletter will be emailed during the fall, winter and spring sessions. Classroom teachers can be contacted through email or call (952) 442-0613 to leave a message.

Evaluations

At least once a year, parents will be asked to fill out an evaluation form to provide feedback on your experience. Please know that we welcome your feedback and comments throughout the year. You do not need to wait for a formal evaluation to let us know how we can better meet the needs of your family. Speak to your classroom teacher, parent educator or Amanda Vesta, Early Childhood Supervisor, avesta@isd199.org or (952) 442-0664.

Home Visits/One to One Parenting Session

We have access to many resources and information to support families with a wide variety of needs and would be happy to connect you. ISD 110 employs parent educators who can lend support to parents. Home and center based visits, email, Q&A and phone conversations are available to families. To schedule an appointment please fill out this form and a staff person will be in contact with you.

[Parent Coach Request Form](#)

Parenting Resources

[Resource Link](#)

Early Childhood Advisory Council

This is a group of parents and staff that meet five times during the school year to support, advise, and take action on behalf of Waconia Early Childhood Programs. This may include such things as planning events, fundraising or teacher appreciation. If you are interested in joining this group please contact Amanda Vesta at avesta@isd110.org or (952) 442-0664.

[Advisory Council Information](#)

Holidays

We find that secular remembrance of certain holidays throughout the year can be a fun way to enhance our daily curriculum. 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 solutions to make activities work for all of our students. 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.

Special Education Services

ECFE 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 and home. If your child's teacher or yourself have any concerns about your child, the ECSE team can be consulted and a plan to support your child will be created.

[Help Me Grow](#)

[Infant Follow Along Program](#)

Donations

A giving tree is posted in the lobby of the Early Childhood office. Teachers add donation requests to the tree throughout the year. Donations are greatly appreciated and help keep our budget healthy. Donations such as Kleenex, disinfecting wipes, wet wipes, Ziploc bags and hand sanitizer are always appreciated.

Early Childhood Screening

Early Childhood Screening is a free, developmental check required by the State of Minnesota for kindergarten entrance.

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.
- 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: www.isd110.org/community-ed/programs/early-childhood-screening or call (952) 442-0613.

[Early Childhood Screening Link](#)

Photos and 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 programs Facebook page. If for any reason you are not comfortable having your child's photo taken in class for these purposes, please let a staff member know so that we can offer you an opt out form. In addition, professional photos will be taken of every child in the fall. Purchase of these photos is optional.

1.E. Preschool



PARENT HANDBOOK

2021-2022

Waconia Community Education
Waconia Wildcat Preschool



Waconia Enrichment Center

Early Childhood Office

520 Industrial Blvd. Waconia, MN

(952) 442-0613

Community Education Office (952) 442-0610

www.waconiacommunityed.org

**Welcome to
Waconia Wildcat Preschool!**

**ISD 110 Early Childhood Office
(952) 442-0613**

520 Industrial Blvd.

Office Hours: 8:00 am-4:00 pm

Early Childhood Supervisor

Amanda Vesta

avesta@isd110.org

Early Childhood Administrative Assistant

Brenda Buesgens

bbuesgens@isd110.org

ISD 110 Community Education

(952) 442-0610

516 Industrial Blvd.

Office Hours: 7:30 am-4:00 pm

Community Education Director

Tiffany Nelson

tnelson@isd110.org

Preschool Location

Waconia Enrichment Center

520 Industrial Blvd.

ISD 110 Preschool Teachers

Mary Weber

mweber@isd110.org

Jenny Jensen

jjensen@isd110.org

Laura Jaede

ljaede@isd110.org

Lindsay Hackman

lhackman@isd110.org

Early Childhood Special Education

(952) 442-0600

Waconia Community Education connects, empowers, and enriches lives through lifelong learning and service to our community. Early Childhood Education is a core component of Community Education where families and young children begin their relationship with Waconia Schools. We recognize that every student has unique needs. It is our goal that we offer the best learning environment for your child. Academic and support specialists collaborate with classroom teachers to deliver classroom instruction. This collaboration is designed to support each child who comes through our door to reach his/her full potential.

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 and a seamless transition to kindergarten. Wildcat preschool aligns with the ISD 110 K-12 curriculum and initiatives. We work closely with Early Childhood Special Education and kindergarten teachers to foster a successful transition from preschool to kindergarten.

Greetings,

ISD 110 is excited to welcome you and your family to Waconia Wildcat Preschool! We are dedicated to providing a great learning experience for your child. Our staff will be working hard to create a love for learning and meet your child's individual needs.

This handbook is intended to be a resource for you. We have included important contact information, descriptions of services and policies that apply to students and families. If you have further questions, we welcome you to contact our office.

Thank you for choosing Waconia Wildcat Preschool for your child's early learning!

Amanda Vesta
Early Childhood Program Supervisor

About Waconia Wildcat Preschool

At ISD110, our mission is to allow students to explore their passions and create success. In early childhood we give children a high quality preschool experience in partnership with parents. We strive to educate, collaborate, challenge, empower and support families, nurture development and treat all with respect.

We believe:

- Parents are a child's first and most important teachers.
- Licensed teachers can provide nurture and structure to support young learners and parents.
- Research based curriculum embedded with standardized goals will provide learning to ensure kindergarten readiness.
- Classroom environments should be carefully designed to support developmentally appropriate exploration for preschool children.
- Play opens the world of learning for the preschool child.

We are a Pyramid Model School

Pyramid model is a social and emotional framework incorporated into the classroom to ensure high quality classrooms for all students. Preschool staff members are supported in implementing this framework through the Minnesota Centers of Excellence. Children will benefit from this program through learning lifelong skills such as: friendship, self-regulation, problem solving and labeling emotions.



Back to School Checklist

- Schedule an appointment for a listening conference with your child's teacher
- Double check that all forms have been uploaded in infinite campus
- Attend open house
- Turn in electronic payment form and supply fee
- Confirm transportation
- Make tuition payments by the 1st of each month

Questions?

Brenda Buesgens

(952) 442-0613

bbuesgens@isd110.org

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



Program Information

Tuition

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:

- You **will not** receive a monthly invoice.
- 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.
- All preschool classes will be charged a registration fee, payable at the time of registration
- Tuition credit or refunds will not be given for school holidays, school cancellations due to inclement weather or other emergency closings, vacations or illness
- Please see the ISD 110 Safe Schools Plan for policies specific to COVID-19

Children currently enrolled will be given priority registration for the next school year. Registration will begin in January.

Scholarships

Individuals or families who live in ISD 110 boundaries and meet certain income eligibility guidelines may qualify for a 50% fee reduction on their preschool tuition. Scholarship forms are available at the Early Childhood office. Free tuition through a Pathways I or II scholarship may be available for participants who meet income guidelines and complete an application. 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.

Waconia Wildcat Preschool Calendar

Wildcat Preschool generally follows the ISD 110 School Year Calendar; however, some adjustments may be made. A calendar is located on the school district website.

Health Policy

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

Health guidelines specific to COVID-19 can be found in the ISD 110 Safe Schools Plan.

Allergies

We work hard to make our school a safe environment for every student. Please inform the staff of any allergies your child has so we can take appropriate precautions to prevent exposure. You will be provided a form to fill out giving our staff instructions on how to proceed if your child comes into contact with those allergens. We are able to store an EpiPen you provide if needed for your child.

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 Emergency

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. 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 the event that your child needs immediate medical attention we will call the ambulance and route your child to the hospital you listed on your emergency contact. Parents will be notified immediately.

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 Scholarship you may not miss more than 12 school days, or your grant may be revoked.

Express Drop-off & Pick-up

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.

Late Pick-up

Please arrive promptly at dismissal time. Arriving late causes unnecessary worry for many children. Our teachers have tight schedules and must be allowed time to prepare for their classes. In the case of an emergency please call the Early Childhood Office at (952) 442-0613. A child who is not picked up on time may be brought to Kids Company and the family will incur the charges.

Transportation

Bussing is available for qualified families and/or for a fee of \$25 per day. 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.

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.

Parent Communication

Communication is important for a successful school year and is two way between school and home. 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.

- Calendars will and posted on the district website www.isd110.org.
- Emails will be sent from your children's teacher with special updates and alerts.

- Monthly and/or weekly newsletters will be shared electronically. If you prefer a paper newsletter please let your teacher know.
- Most teachers will use an app called SeeSaw has an additional form of communication and to share daily classroom happenings.

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.

Preschool Parents Connect

Wildcat Preschool parents are invited to a preschool parents connect opportunity that will meet once a month. Parents of preschoolers will come together to share joys and concerns and learn in a fun and relaxing atmosphere. There will be topics of interest to discuss and learn about, but mostly this will be a time for open sharing to get to know each other. The group will be led by our parent liaison and the early childhood program supervisor. Childcare is offered for a fee. Register under District 110 Preschool Programs.

Fridays: 8:45-10:15 am 9/24, 10/29, 11/19, 12/17, 1/28, 2/25, 3/25, 4/29, 5/13

Tuesdays: 12:00-1:30 pm 9/28, 10/26, 11/30, 12/14, 1/25, 2/22, 3/29, 4/26, 5/10

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 consulted about the issue, and a behavior plan will be developed.

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 your child will be created.

Early Childhood Screening

Early Childhood Screening is a free, developmental check required by the State of Minnesota for kindergarten entrance.

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: www.isd110.org/community-ed/programs/early-childhood-screening or call (952) 442-0613.

Early Childhood Advisory Council

This is a group of parents and staff that meet five times during the school year to support, advise, and take action on behalf of Waconia Early Childhood Programs. This may include such things as planning events, fundraising or teacher appreciation. If you are interested in joining this group please contact Amanda Vesta at avesta@isd110.org or (952) 442-0664.

Snack Time

All Wildcat Preschool sessions include snack as an important learning time of our day. Nutritious snacks will be provided by the program. Celebration treats (ex. birthday treats) may be brought to be shared with the class. Please let staff know in advance if you will be bringing something in for a celebration. All food brought into school for children is required to be commercially prepared. We encourage you to bring non-food items. **All classrooms are peanut free.** Individual classrooms may have special guidelines due to allergies and you will be notified in that case.

Toilet Training

All children are required to be fully toilet trained, unless a special need is involved. If a special need is present, a plan will be created with the parents and may need to include medical information from your child's physician.

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. You may also want to apply sunscreen and bug repellent to your child before school. 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. ***Please check and empty the backpack daily.***

Curriculum

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.

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.

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

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 will have opportunities for parent chaperones. Field trips will happen during regular school hours.

Nature Play

We believe children need to connect with nature to support healthy development. Wildcat Discovery Park is designed to be a place where children can connect with trees, shrubs, perennials, vines and edible gardens. This outdoor classroom space will be used often in all seasons.

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 and 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 programs Facebook page. If for any reason you are not comfortable having your child's photo taken in class for these purposes, please let a staff member know so that we can offer you an opt out form. In addition, professional photos will be taken of every child in the fall. Purchase of these photos is optional.

Weather Emergencies

Any changes made to planned school hours will be posted on the district website. Local news broadcasts will scroll the information at the bottom of the screen or can provide a text, email or call if changes are made to your designated school district. A 2-hour delay to our school cancels morning preschool, afternoon preschool classes will be held. The district's weather line is (952) 442-0640 which provides a recorded message. Tuition refunds due to weather will not be given.

1.F. Kids' Company



KIDS' COMPANY PARENT HANDBOOK

Learning-Leading-Linking

Welcome

We are pleased that you have selected our program for your family! The team at Kids' Company hopes your child's experience with us is a positive one. We all share a common goal to provide a safe, trusting atmosphere in which our children can grow, develop new interests and friendships, and have FUN!

The policies outlined in this handbook are what you may expect from Kids' Company Preschool and School Aged Care Programs and what the team members expect from you in return. In order for your child's experience to be rewarding, we all need to work together!

We hope this handbook is helpful. Please take the time to become familiar with the policies procedures of Kids' Company.

Our program focuses on respect, creativity, safety, friendship and fun! We welcome you and your child to our program.

Sincerely,

Jennifer Merritt

Kids' Company Program Supervisor

Mission and Goals

Kids' Company's Vision

Our focus is to offer a place where children will have fun, be challenged, build relationships and feel a sense of belonging while fostering a sense of self.

Our goal is to build a strong community through our children

Our Mission

Providing quality, affordable care for your children is not just a business to us. It is our mission- a vital part of our commitment to the community. It is an approach that includes unique programs to make sure kids stay motivated –intellectually, socially, emotionally and physically.

Kids' Company is a values-based organization that is for Youth Development, Healthy Living and Social Responsibility. Kids' Company core values of caring, honesty, respect, and responsibility are taught in every program that we offer. Because of this, our program is a great place for your child to grow!

Important

Phone Numbers

Community Education

952-442-0610

Program Supervisor

952-442-0618

Billing Specialist

952-442-0686

Program Goals

Kids' Company Staff will seek to:

Create a safe atmosphere of learning that helps develop self-confidence and builds character through promoting the values of caring, honesty, respect, and responsibility.

Help each child develop relationships with others and learn to work together in a cooperative manner.

Use activities that support child-centered and child-directed activities.

Create an environment where team members are partners with parents and other caregivers, working together to help kids grow up healthy, happy and strong.

Registration and Enrollment Options

To view your online account:

Go to: <http://waconia.registryinsight.com/>

Click on the "My Account" tab

Enter your ID and Password

Under "My Account", click on "Schedule"

Click on the "Start Date" of the class you would like to review.

School Year Registration

- There are two different sessions of Kids' Company every year-School Year and Summer. Families must fill out separate registration forms for School Year Care and Summer Care.
- Registration can be done through the Community Education registration site

- During the school year, families must contract for a minimum of 3 days per week (2 days during COVID-19) for PreK-5th grade.
- To withdraw from the program, you must give a 2 week notice and contact the Program Supervisor in writing (jmerritt@isd110.org). No matter the circumstances or due to COVID/Governors mandates, a 2 week notice still applies.
- Registration fees are non-refundable
- Your charges start the first day of the new session.
- You need to register for NON-School days on-line, you can cancel your sign up one week prior to the non school date without a fee, after that date you will be charged the non school day rate.

Kids' Company Site Options

- Kids' Company is open for Before School care from 6:00-8:30 AM and After School care from 2:15-6:15 PM at Bayview, Southview and Laketown Elementary Schools.
- Our preschool site at the Waconia Enrichment Center (WEC) is open from 6:00am-6:15pm daily.

Site Contact Information

Bayview 952-442-0614

bvkidsco@isd110.org

Laketown 952-442-0667

ltkidsco@isd110.org

Southview 952-442-0627

svkidsco@isd110.org

Pre-K 952-442-0649

dokidsco@isd110.org

Payment and Compensation Days

Kids' Company Payments

Tuition charged is based on your contracted schedule. If your child does not attend on a day which you have contracted, you will still be billed for the day.

Payments are due at the end of each week, or you can submit an Auto Pay form and be automatically billed monthly.

Weekly payments can be made by check or cash along with a Weekly Payment Slip attached and filled out with your CHILD'S FULL NAME, dated with the week you are paying. You can also pay using your online account

The rate for summer and non-school days are for full days. We do not have half day rates.

Please contact the Program Supervisor for information regarding financial assistance.

Billing Disputes

If there is a dispute over charges, contact the Billing Specialist within 2 weeks of the billing date. If no contact is made within 2 weeks of the billing statement, the charges will stand, no future appeals regarding those dates disputed.

Billing Specialist Contact Info:

Patty Karels
pkarels@isd110.org
952-442-0686

If you are unable to make your payment by the due date, call the Billing Specialist as soon as possible to discuss payment arrangements. If no payment or contact is made within 10 days of the due date, childcare may be terminated. Until the account is in good standing, you will be unable to register for any Community Ed camps or classes.

Compensation (Comp) Days

The amount of compensation days depends on your number of contracted days for the school year. For the summer, you will earn one contracted week worth of comp time. For the school year, you will earn 3 weeks' worth. During COVID-19 you will receive one additional week (so 4 weeks total). Comp days do not carry into other sessions.

A request for a comp day must be indicated on the payment form or through an email to your child's site or to the Billing Specialist. If notice is not given, full tuition will be charged.

Planning for Each Day

What to Bring

- Healthy afternoon snack
- Water bottle
- Appropriate indoor and outdoor clothing.
- Face mask
- Home lunch **Non School days ONLY**

Dress Appropriately

Please consider the weather before your child leaves home every morning and remember that the weather can change quickly. Appropriate footwear and clothing will help your child enjoy a more comfortable day. Clothing should be identified with the child's first and last name on it. A lost and found box will be kept in each Main Room

What NOT to Bring

- Cell Phone/Electronics
- Games
- Valuables
- Money
- Candy/Pop
- Toys from home

Every day at Kids' Co ...

We will do our best to ensure the safety of your child's belongings; however, we do ask that you please not send any unnecessary items with them. Kids' Company will not take responsibility or be held liable for lost, stolen, traded or damaged items. Please do not send items of value from home with your child.

Kids' Company provides the majority of supplies your child will need while in our care. It is a good idea to have an extra pair of clothes supplied in your child's backpack and to have the appropriate indoor and outdoor clothing.

Outdoor Play

Outdoor play is an important part of your child's day. We believe it is vital for the total health of a child. We will be going outdoors every day, weather permitting. All children who are well enough to be at the program are expected to participate in outdoor activities. We will typically go outdoors if the temperature is above 0 degrees F. In hot weather, general precautions will be taken in determining appropriate outdoor time.

Safety and Security

Child Protection

- At the time of enrollment, Kids' Company must be provided with names and phone numbers of persons authorized to pick up their child, including all legal guardians. Please inform the staff at your child's site if someone other than those on the authorized list will be picking up your child. Please remind anyone picking up your child to bring their ID as staff will not be able to release the child until their identity is verified.
- If there is a non-custodial parent or court ordered custody agreement, Kids' Company will need a copy of the legal document in order to carry out the legality of the agreement/ court order.
- All staff are mandated reporters.

Sign In/Out

For the safety of each child, Kids' Co requires that a parent/ guardian sign their child in and out of the program daily with both the time of sign out and their signature.

There is a \$10 fee for not signing in/out. Continued refusal to do so will result in termination of childcare. If the group is away from their room, you must go to the lead staff to sign out.

Search Fee

It is the parents responsibility to notify Kids' Company staff if their child will not be attending on a regularly contracted day. The school office does not share absences/changes to schedules with Kids' Co. If a staff needs to call a parent, seek out that child's teacher, or be informed by the school office for verification of a child's absence on a contracted day, a \$10 search fee will be automatically charged to your account for the 1st—3rd time and after that it will be a \$20 search fee. Please contact the site by phone or email before 2:00 on a contracted day to avoid a search fee.

Late Pick Up

Children must be picked up by 6:15 PM. The fee for a late pick up is \$1 per minute per child if you are late 1-3 times. After 4-6 late pick ups, the fee is \$2 per minute per child. After 7 late pickups, your childcare contract will be terminated. The fee is paid directly to the Lead staff on duty. If you have an emergency and will be late, please notify the staff by phone or email. If you do not pick up your child and you and your emergency contacts cannot be reached, the police may be called to pick up your child.

Communication

Parent Communication

Parents are encouraged to communicate openly with Kids' Co staff about the program and their child. Staff will make an effort to communicate with parents/ guardians on a daily basis about upcoming activities, child's behavior or any program changes.

Rotating Schedules

We require families that need a rotating schedule to provide a schedule a week in advance to the Site Supervisor at your child's site. If you are providing your child's school teacher a schedule as well, it is good practice to CC both the teacher and Kids' Company.

Parent Code of Conduct

To ensure that Kids' Company has a positive and healthy atmosphere, this Code of Conduct sets forth conditions that parents/guardians are expected to follow and promote. It is our intent to have Kids' Company programs represented in a positive manner at all times.

In the event that parents/guardians cannot or will not uphold these conditions, those families could face suspension from the program.

Parents/Guardians will conduct themselves in a manner that is consistent with Kids' Company's Core Values of caring, honesty, respect and responsibility.

Parents/Guardians must be responsible for and in control of their behavior at all times, including refraining from foul language, and showing any derogatory conduct toward any Kids' Co staff, participants/children or other parents/guardians.

Parents/Guardians should not be impaired by alcohol or another substance when picking up their child(ren).

Illness, Incidents, and Accidents

If your child does not attend school due to illness or suspension, they are not eligible to be at Kids' Company for that day.

Injuries

If your child has a minor injury, the staff will perform any necessary First Aid and notify you when you pick up your child.

If a serious injury should occur, the staff will perform First Aid and notify you to pick up your child immediately and let you determine if you should take your child to the doctor or dentist.

In case of emergency, Kids' Co will call 911, perform immediate First Aid and contact parents/guardians immediately. A staff will accompany the child to the hospital and stay until the parent arrives if emergency medical transportation is required.

**All Kids' Co staff is First Aide/
CPR Certified.**

Exclusion of Sick Children

For the health and safety of all children in our program, please do not send your child to Kids' Company if they are ill. Please notify us if your child will not be attending.

Children are not allowed to attend the program if they exhibit any of the following symptoms or illnesses:

- Fever- If over 100 degrees
- Respiratory symptoms
- Vomiting
- Uncontrolled Diarrhea
- Mouth sores with drooling
- Unexplained rash
- Eye drainage
- Bacterial Infection such as strep throat
- Contagious illness
- Head lice-presence of lice or lice eggs/nits

Children must be free from these symptoms for at least 24 hours (without the aide of medication for fevers) before returning to Kids' Company.

If your child requires medication or cough drops while in our care, please fill out the Medication Administration form located on the district website and turn it in to the staff. Children should not keep medicine with them in their backpacks.

The site must be informed of special needs or medical conditions that impact your child's health, well-being, or involvement in activities. You are responsible for keeping this information current. A conference with the family may be requested in order to provide the most appropriate care.

COVID 19

Please see the COVID-19 sections

Policies

Toilet Accident Policy

In order for children to be eligible for the Kids' Company program, they must be toilet trained.

For Preschoolers:

If a child has 5 or more accidents in a one month span they will be deemed ineligible for the program.

For Kindergarten-5th Grade:

If a child has 3 or more accidents in a one month span they will be deemed ineligible for the program.

There is a three month time span from the date of the last accident that the child must be out of the program until they can return, if spots remain available.

Program Access

Kids' Company is committed to providing equal access to its programs, facilities, and enjoyment without regard to race, ability, creed, national origin and sex. We celebrate the presence of differences that make each person unique. We intentionally engage and develop all members of the community.

Babysitting

Staff is permitted to accept babysitting jobs outside of Kids' Company hours-there is even a list of babysitters and their phone numbers we can provide you! Please note that a liability form must be completed, signed and turned into the Community Education office before any Kids' Company staff member babysits during non-Kids' Company hours.

Pictures and Social Media

It is against Kids' Company policy for any staff member to take a picture of any child and post it to any form of social media. The only exceptions to this are our Kids' Company Facebook page and Community Ed Publications. Only children with photo consent as indicated on your registration forms will be published on these sites.

If a special event, or fun moment takes place while your child is in our care, staff may take snapshot and send it to you through your email. This will not be shared with anyone but your family.

Behavior

Program Rules

All children, team members and parents should be following the core values of Kids' Company: caring, honesty, respect and responsibility. In addition to following the values, program rules are:

1. Follow Directions
2. Respect self, others and property
3. Use appropriate verbal and body language
4. Keep your hands and feet to yourself
5. Stay with the group

Behavior Guidance Practices

Kids' Company strives to maintain a positive approach to managing children's behavior at all times. Team members establish and enforce clear and consistent limits and expectations for appropriate behavior. Team members deal with inappropriate behavior through various techniques including modeling, distraction and redirection, adjusting the environment, cooperative problem solving and removal of the activity/area as a last resort.

Process

As mentioned above, when positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following process will be employed:

Reasoning: Efforts to help the child understand the inappropriateness of their actions and agree to an alternate form of behavior.

Redirection: When reasoning has been pursued and behavior has not changed, the child will be redirected to another space or activity.

Take a Break: If reasoning and redirection do not change the inappropriate behavior, the child will be asked to sit and take a break for a decided amount of time.

Written Behavior Notice: This form is used for a child who, after much effort and numerous attempts, has not been able to modify their behavior. The staff and the child will discuss ways to guide the child to make positive choices.

Suspension for Inappropriate Behavior: In order to provide a safe, effective program, suspension may occur for children unable to follow the Behavioral Guidelines. Suspension steps are outlined in our Behavior Policy found on the next page of the handbook.

Removal from the Program: If the above process has not resulted in corrected behavior as outlined in our Behavior Policy, the child will be removed from the program.

Kids' Company reserves the right to bypass the above behavior steps at anytime and remove a child if the inappropriate behavior warrants.

Kids' Company Behavior Policy

K through 5th Grade Behavior Guidelines:

When a child misbehaves (does not listen, does not clean up when asked, name calling) they will receive a warning from staff and will be redirected to a different activity.

When a child misbehaves a second time in one day, the child receives a 5 min. break.

When a child misbehaves a third time in one day, a 10 min. break will be given in an isolated area. The parents will be notified and the child may be asked to sit out from an activity.

When a child misbehaves a fourth time in one day, a call is made to the parents to come and pick up their child from the program immediately. The child is also suspended for the remainder of that day, plus one contracted day.

After each time out, the staff will talk with the child, explain why he/she is sitting out, and suggest what the child could do to avoid further breaks.

Leaving the Premises

If your child leaves Kids' Company's location or group without permission, the staff will make every effort to locate the child without neglecting the other children at the site. If they child is not located, the parents will be called. If the parent cannot be contacted, Kids' Company staff will contact the child's emergency contacts. The Police Department may also be contacted. Due to the seriousness of the situation, consequences are as follows:

Preschool thru 5th

- **1st Incident:** Immediate pick up and suspended for 1 contracted day
- **2nd Incident:** Immediate pick up and suspension for 5 contracted days
- **3rd Incident:** Immediate pick up and suspension from the program for a minimum of 1 year from date

Behavior Policy Physicals

Preschool Physical Incidents

Preschool staff will follow the Pyramid Model

With each physical incident and behavioral incident staff will complete a BIR into a database that tracks such behaviors. If the behaviors continue we will look at strategies to promote social and emotional growth, during this process parents will be contacted by the Site Lead to discuss behaviors and possible tools to help the child. Calm down corner, breaks and body regulation tools will be offered at all times and will be promoted by staff as needed to each child. If behaviors continue after using all social and emotional

A Physical Incident is defined as a child acting out aggressively, with the intent of harm toward another student or staff. This can include, but is not limited to, hitting, kicking and spitting.

Kindergarten-5th Grade Physical Incidents

1st Incident: A call is made to the parents immediately. The child is then placed in an isolated area for 10 minutes.

2nd Incident: A call is made to the parents immediately and the child will be dismissed from the program for the remainder of that day, plus one contracted day. A meeting with the Site Supervisor, parent and child will be set up.

3rd Incident: A call is made to the parents immediately and the child will be dismissed from the program for the remainder of that day, plus five contracted days.

4th Incident: A call is made to the parents immediately and the child will be suspended from the program for a minimum of one year from date of incident. Re-enrollment after one year may be possible pending the following:

- Space Availability
- Kids' Company account is current
- First week fee and registration fee is paid in advance
- A satisfactory meeting with the parent and child by the Site Supervisor
- Approval by Kids' Company staff

Physicals on file expire at one year from date written

Payment must still be made when the child is suspended. You may choose to use comp days.

Summer Kids' Co and Non-School Days

Summer Care

Kids' Company offers care June through August. Children registered for the summer program must begin the first day or request a comp day. Summer child care contracts are available in 3, 4 or 5 days a week.

The Kids' Company summer site for all students is at one location for all ages. This site may change year to year due to the volume of students and community needs during the summer.

Elementary school Distance Learning Day (one Wednesday a month)

As directed by the Governor, we need to prioritize who we offer childcare to on distant learning days. At this time Waconia Elementary Schools will have one distant learning day a month.

Due to limited staff, space, and prioritizing critical workers we will be doing a new registration for the once a month distant learning days. For Kids' Company families this means you are NOT responsible for payment if that is one of your contracted days. All families needing care on those days will need to register.

Since this day is a planning day for teachers students will not have zoom meetings and will only be assigned

Scheduled School Closure Day

Scheduled School closure day sign ups will be available ahead of each non -school day. You must register your child as either attending or not attending even if it is not a regular contracted day. No changes/cancellations will be accepted after the Scheduled School closure day registration deadline. Children who are dropped off and NOT registered for care will be allowed to stay if space is available. A \$10 Non-Sign Up Fee will be charged to your account in addition to the day fee.

All children attending a Scheduled School Closure Day need to bring with them:

- Healthy morning and afternoon snack
- Bag lunch from home
- Appropriate clothing for both indoor and outdoor play

Signing up for a Scheduled School closure day automatically registers your child for any field trip or special event that may be planned for that time. Field trips and special events are routinely planned on Scheduled School closure days. We are not able to offer alternative care for children not participating in the field trips. School year field trips are not included in your weekly fee they do require additional payment. The payment will be added to your weekly tuition.

There are a few days in the year that Kids' Company is closed and you are not responsible for payment. Please refer to the Kids' Company school year calendar for these dates.

Severe Weather and School Closings

**Closings, delays, or early closing of
Waconia Area Schools are announced
on:**

- www.waconia.k12.mn.us
- All local news and radio stations
- (952) 442-0640 (weather hotline)

Weather School Closings

Please remember that anytime school is closed or delayed prior to Kids' Company opening for that day we will follow what District #110 is doing. Please read the following situations:

- If District #110 closes school prior to 6:00am Kids' Company will be closed.
- If District #110 announces there will be a two hour delay prior to 6:00 am Kids' Company will open at

Early Dismissal

If early dismissal occurs on a day when your child is not contracted to attend Kids' Company, they will be sent home according to the instructions given to the school and filled out on the release forms. Please make sure the same information is given to school and Kids' Company. Please talk to your children about alternative arrangements in the event of school closing and inform your school and Kids' Company of these arrangements.

In regards to payment anytime Kids' Company is closed you are not responsible for your contract and will not be billed for that day.

Please remember that unique situations may arise, so if at anytime that you are unsure if we are open please consult our website at www.isd110.org or call any of the Kids' Company Sites. We will update these resources as soon as we receive the information from the District.

COVID-19

Self Screen

Please perform a self screen on your child before they arrive at School or Kids' Company.

COVID-19 SYMPTOM SCREENING TOOL

Staff and students are required to **DAILY** review the symptoms listed below and proceed according to guidance noted **PRIOR** to coming to school.

Are you experiencing any of the following?

<p>GROUP A 1 or more symptoms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fever (100.0°F) or greater <input type="checkbox"/> New onset and/or worsening of cough <input type="checkbox"/> Difficulty breathing <input type="checkbox"/> New loss of taste or smell 	<p>GROUP B 2 or more symptoms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sore throat <input type="checkbox"/> New onset of nasal congestion or runny nose <input type="checkbox"/> Chills <input type="checkbox"/> Muscle pain <input type="checkbox"/> Excessive fatigue <input type="checkbox"/> Nausea <input type="checkbox"/> Vomiting <input type="checkbox"/> Diarrhea <input type="checkbox"/> New onset of severe headache
--	--

Group A and Group B apply to those who have new symptoms with no other diagnosis to explain it.
*Documentation from a medical provider may be required if symptoms are attributed to a pre-existing health condition or medical diagnosis.

Are you taking any medication to treat or reduce a fever such as ibuprofen (i.e. Advil, Motrin) or acetaminophen (Tylenol)?

YES NO

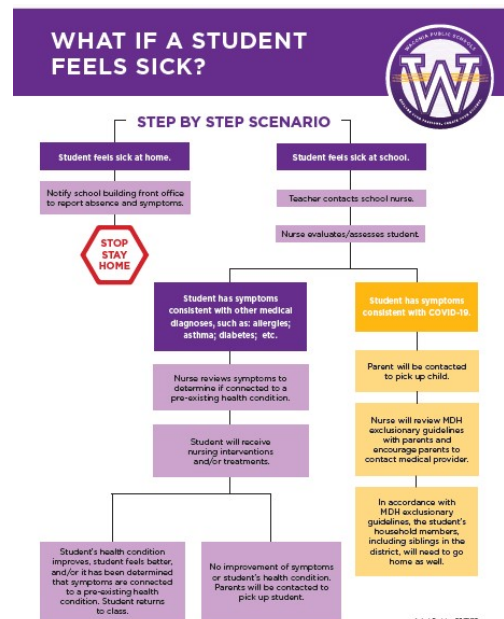
STOP
STAY
HOME

STAY HOME IF YOU:
 Have 1 or more symptoms in Group A
 OR
 Have 2 or more symptoms in Group B
 OR
 Are taking fever reducing medication

Note: Siblings and household contacts remain at home if any household contacts are screened and meet symptom criteria in either Group A or Group B.

What if my child feels sick while at Kids' Company?

Kids' Company follows the same procedure as ISD110. If your child is out due to COVID or symptoms of COVID you will be allowed to use your comp days. We have given families an extra week this year to help out due to the current pandemic.



**** Everything is subject to change based on guidelines**

2. Review Board Handbook

ISD 110 BOARD MEMBER HANDBOOK

An Informational Guide for Waconia Public Schools
Board of Education Members



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Board of Education Membership

Board Members

Dana Geller, *Chair*
Jackie Johnson, *Vice-Chair & Clerk*
John Weinand, *Treasurer*
Mike Bullis
Luke DeBoer
Alycia Myers
Rachel Myers

Executive Staff

Patrick Devine, *Superintendent*
Jessica Kilian, *Executive Assistant & Acting Board Clerk*
Todd Swanson, *Director of Finance & Operations & Acting Board Treasurer*

➤ Source: <https://isd110.org/about-us/school-board>

ISD 110 School Board Governance Pledge of Excellence


1. *Waconia School Board establishes a clear vision for the district.* It sets district vision, goals, and policies, and annually measures the success of the district, superintendent, and student achievement against them.
2. *Waconia School Board adopts a fiscally sound district budget and standards focused on what is best for all students.* It regularly monitors the fiscal health of the district and holds high standards for student achievement, environment, and engagement within the district that will ensure success for all students.
3. *Waconia School Board communicates transparently to all stakeholders and advocates at appropriate levels for Waconia Public Schools.* Through public meetings, written reports, and legislative engagement, it keeps stakeholders informed of the district's progress, successes, and challenges.
4. *Waconia School Board members will work in partnership with each other and adhere to the members' Code of Ethics and all applicable laws.* Members will contribute constructively to board work, collaborate well with others, and be respectful and supportive of the other board members and the Superintendent.

- Sources: *ISD 110 School Board Code of Ethics*
<https://isd110.org/sites/default/files/files/content/209-code-ethics-november-2017.pdf>

ISD 110 Strategic Roadmap
<https://isd110.org/about-us/isd-110-strategic-roadmap>

ISD 110 Policy 208 – Development, Adoption, and Implementation of Policies <https://isd110.org/sites/default/files/files/content/208-development-adoption-and-implementation-policies-nov-2019.pdf>

Waconia Public Schools Mission, Vision, Core Values, and Theory of Action



Mission, Vision, Core Values, Theory of Action

MISSION STATEMENT

Our Core Purpose

- ▶ ISD110 empowers students to explore their passions and create their success by providing opportunities for academic, social, and emotional growth.

CORE VALUES

Drivers of Our Words and Actions

- ▶ **Respect**
We honor the perspectives of others and we own our individual actions.
- ▶ **Collaboration**
We work and learn together.
- ▶ **Inclusiveness**
We reach beyond ourselves to value and connect with others.
- ▶ **Empathy**
We respond to others with authentic care.
- ▶ **Resilience**
We work through challenges and setbacks with courage, persistence, and optimism.

VISION STATEMENT

What We Commit to Create

ISD110 students will:

- ▶ **Achieve academic success** through choice, rigor, and relevance
- ▶ **Be inspired** to explore who they are and who they will become
- ▶ **Feel they belong** in school and in the community

WEareONE10!

THEORY OF ACTION

Our Commitment to Continuous Learning

If we...

- ▶ **Believe** all students have the ability to learn and achieve to their potential, and
- ▶ **Create** an environment of safety and belonging, and
- ▶ **Respond** to our students' social, emotional, and academic needs, and
- ▶ **Build** trust and genuine partnerships with students, parents, and colleagues, and
- ▶ **Achieve** learning through high expectations, effective instruction, and established outcomes, and
- ▶ **Inspire and engage** students through a shared responsibility for learning, and
- ▶ **Commit** to continuous learning and improvement, **then all students will...**

...EXPLORE THEIR PASSIONS and CREATE THEIR SUCCESS!

- ▶ **Source:**
<https://www.waconiacommunityed.org/sites/default/files/files/content/mission-vision-core-values-theory-action.pdf>

BECOMING A SCHOOL BOARD MEMBER

Waconia Public Schools Board of Education is governed by seven Board Directors, who are elected at-large and represent all citizens within its boundaries. The Waconia Superintendent of Schools also serves as a non-voting ex-officio member of the Waconia School Board. Elections are held in November of even-numbered years, in a repeating process with seats up for election on an alternating basis (four seats one year, the other three seats two years later), to avoid the possibility that all seven seats could vacate at the same time.

To run for a School Board seat in Minnesota you must be:

- At least 21 years old
- An eligible voter
- A school district resident for at least 30 days prior to election or appointment
- Not convicted of a felony

Board members are elected to a four-year term which begins on January 1 of the year following the November election, and ends on December 31 four years later. A member who is appointed to fill the unfinished term of a Board member departing early will need to run for re-election depending on when during that term they were appointed. There is no limit on the number of terms, consecutive or non-consecutive, that a Board member can serve. Vacancies are filled according to Minnesota law, and a newly appointed Board member must wait 30 days after the Board approves the appointment before officially taking their seat on the Board.

Before or shortly after taking a seat on the ISD 110 School Board, you should attend a new School Board member orientation session, where you can meet key staff members and receive information to help you get started, as well as allow you a chance to ask questions. You will also be assigned a Board mentor – a veteran ISD 110 School Board member who can informally assist you in learning the ropes of being a School Board member. You will also be required to attend formal training for new School Board members that is offered by the Minnesota School Boards Association (MSBA) <http://www.mnmsba.org/>.

➤ *Sources:*

Minnesota School Boards Association

<http://www.mnmsba.org/BoardWork/LegalRequirementsforSchoolBoardMembers>

Minnesota Revisor of Statutes

<https://www.revisor.mn.gov/statutes/2015/cite/123B.095>).

LEGAL DUTIES OF THE SCHOOL BOARD

The School Board, among other duties, shall perform the following in accordance with applicable law:

1. Provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district.
2. Conduct the business of the schools and pay indebtedness and proper expenses.
3. Employ/contract with necessary qualified teachers and discharge the same for cause.
4. Provide services to promote the health of its pupils.
5. Provide school buildings and erect needed buildings.
6. Purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes.
7. Provide for payment of claims against the school district, and prosecute and defend actions by or against the school district in all proper cases.
8. Employ and discharge necessary employees and contract for other services.
9. Provide for transportation of pupils to and from school, as governed by statute.
10. Procure insurance against liability of the school district, its officers and employees.

The School Board, at its discretion, may perform the following:

1. Provide library facilities, public evening schools, adult and continuing education programs, summer school programs and intersession classes of flexible year programs.
2. Furnish school lunches for pupils and teachers on such terms and the school board determines.
3. Enter into agreements with one or more other independent school districts to provide for agreed upon educational services.
4. Lease rooms or buildings for school purposes.
5. Authorize the use of school facilities for community purposes that will not interfere with their use for school purposes.
6. Authorize co-curricular and extracurricular activities
7. Receive, for the benefit of the school district, bequests, donations, or gifts for any purpose.
8. Perform other acts as the school board shall deem to be reasonably necessary or require for the governance of the schools.

- *Source: ISD 110 Policy 201 – Legal Status of the School Board*
<https://isd110.org/sites/default/files/files/content/201-legal-status-school-board-november-2017.pdf>

Legal Obligations of a School Board Member

1. Comply with all federal, state, and local laws relating to School Board work.
2. Comply with all ISD 110 policies as adopted by the School Board and administration.
3. Abide by all rules and regulations promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the School Board. *Source: Minnesota Revisor of Statutes – Open Meeting Law <https://www.revisor.mn.gov/statutes/cite/13D>*
5. Avoid conflicts of interest and refrain from using your School Board position for personal or financial gain.
6. Take no private action that would compromise the School Board or administration.
7. Guard and keep the confidentiality of information that is protected under applicable laws.

Expectations of a School Board Member

1. Attend School Board and assigned Board Committee meetings.
2. Come to meetings prepared to discuss meeting agenda items.
3. Listen to the opinions and perspectives of others. Resolve conflicts in a respectful and constructive manner.
4. Ask pertinent questions to ensure policies are followed and that the Superintendent is held accountable for management decisions.
5. Vote your conscience after informed discussion, unless you abstain due to a conflict of interest.
6. Support the decision of the Board, even if you did not vote for it.
7. Recognize the integrity of your Board colleagues and predecessors and appreciate their work.
8. Be willing to serve as a mentor to new Board colleagues.
9. Be primarily motivated by a desire to provide the best possible education for district students – put students first.
10. Familiarize yourself with and adhere to ISD 110 Board policies and governance processes.
11. Seek resources and training to inform yourself about education and school issues, and the proper duties and functions of a School Board member. ISD 110 is committed to continuous learning - for students, staff, and Board members.
12. Act as an advocate for ISD 110 and public schools to the community, legislature, and regulatory agencies.
13. Prior to leaving the Board, pass along key documents, training materials, and/or knowledge and experience to remaining Board members so that historical and practical continuity is maintained as much as possible.

ISD 110 SCHOOL BOARD MEMBER CODE OF ETHICS

PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics state in this policy.

AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to meetings prepared for discussion of agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a common law conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.

2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

IN MEETING MY RESPONSIBILITIES TO THE COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.

3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

➤ *Source: ISD 110 Policy 209 – Code of Ethics*
<https://isd110.org/sites/default/files/files/content/209-code-ethics-november-2017.pdf>

Conflicts of Interest

Minnesota law states that with certain exceptions, “a public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.” A statutory interest cannot be cured by abstaining from voting or participation. Any contract that is made while such a conflict exists should be void and the public official involved can be charged with a gross misdemeanor.

➤ Source: <https://www.revisor.mn.gov/statutes/cite/471.87>.

Exceptions include:

1. Contracts that do not require bids
2. Board-approved limited employment of a School Board member that does not exceed \$8000 in a fiscal year. The Board members' employment must be specifically approved by a unanimous vote of the full Board at a meeting where all Board members are present. If approval is not obtained, new employment shall be disallowed and any current employment is immediately terminated.
3. A School Board members' spouse may be employed by the School Board, or the School Board may contract with a class of district employees, such as teachers or custodians, where the spouse of the School Board member is a member of the class of employees contracting with the School Board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under that contract.
4. A Board member who has a common law conflict of interest may not work behind the scenes to achieve the result without voting – for example to influence the outcome of an employee contract or the hiring or firing of a spouse – and then abstain from voting on the decision. In the case of a common law conflict of interest, the conflicted Board member must not vote or participate in discussions regarding that employee or contract.

➤ Source: Mick Waldspurger, Rupp, Anderson, Squires, & Waldspurger, P.A., *Effective Governance: Understanding the Rights, Responsibilities, and Risks of Being a School Board Member*, 4 June 2020

GOVERNANCE AND MANAGEMENT

While there is some degree of overlap in roles and responsibilities, it is more important to understand the difference between the groups, especially in terms of authority.

The Board as the Authority of Governance

No one else has it. The Board has five primary governance responsibilities:

1. District governance and policy
2. Operational performance oversight and organizational direction
3. Board governance policy
4. Superintendent relations
5. Public engagement, community relations, and advocacy for public education

The Administration has the Authority of Management

No one else has it. Administrators have six primary responsibilities:

1. Resource management: financial, human, and physical/environmental
2. Instructional leadership at the principal level
3. Performance management and professional development
4. Continuous improvement
5. Procedures and practices aligned with district policies
6. Staff, parent, and community relations

Staff, students, parents, and the public have the Authority of Consultation

No one else has it. They have four primary responsibilities:

1. Voice of self and collective interest.
2. Assessing risks and merits of various options as part of decision-making processes and/or the daily operations of the school district
3. Responsibly resist or oppose change.
4. Provide input and feedback to management and governance.

➤ *Sources: Dennis Cheesebrow, Teamworks International*

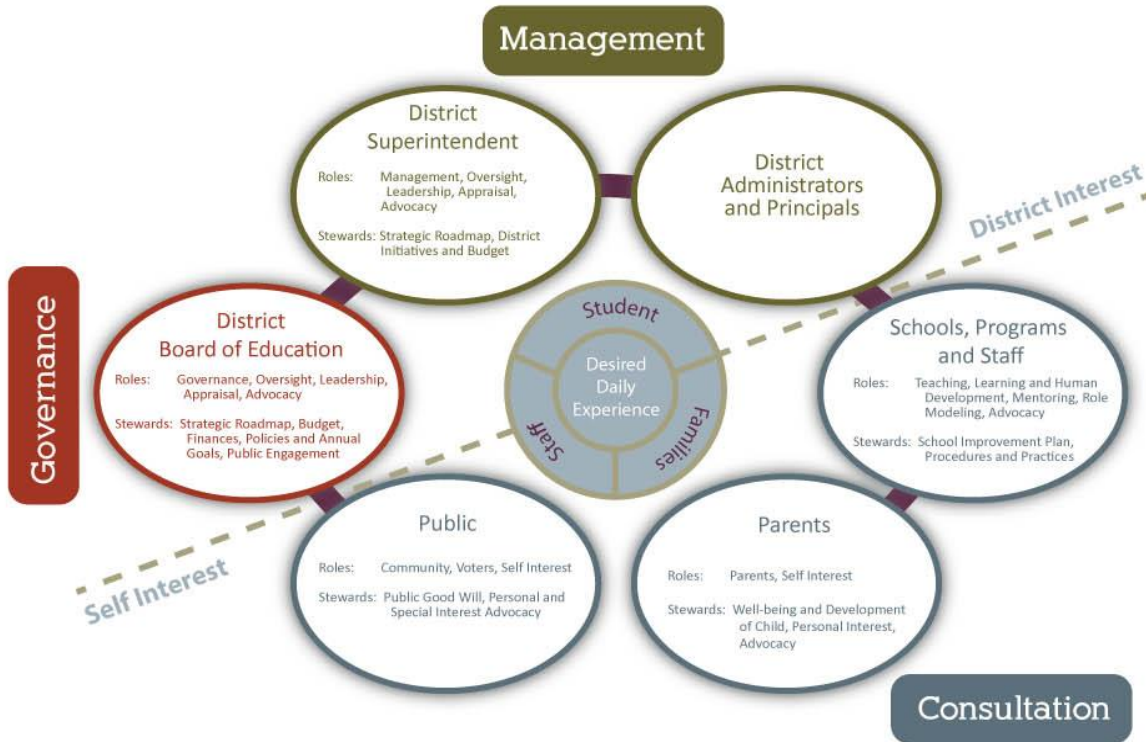
ISD 110 Policy 208 – Development, Adoption, and Implementation of Policies
<https://isd110.org/sites/default/files/files/content/208-development-adoption-and-implementation-policies-nov-2019.pdf>

Education Leadership System (ELS)



Education Leadership System (ELS)

Part of the FrameWorks Series



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➤ Source: Dennis Cheesebrow, *Teamworks International*

Macro-Management, Not Micro-Management

The School Board is the district's board of directors and is responsible for establishing district-wide goals, setting district policy, and overseeing resource allocations for the school district. As an ISD 110 School Board member you should familiarize yourself with district policies, strategic planning, and governance processes so that you can more effectively participate in the Board governance process. The Superintendent is the district's chief executive officer who works for the School Board and is the person who translates policy into action. Consistent with the goals set by the School Board, the Superintendent and staff make the day-to-day decisions that affect the operation of the school district, deployment of resources, assignment of staff, and documentation of results.

In other words, after the School Board sets the policy or general direction that will be taken by the district, the Superintendent should oversee the implementation of that policy or direction. The School Board identifies the destination on the roadmap, but the Superintendent drives the car to the destination and, in most cases, picks the route that will be taken.

For example, when it comes to employment matters, the Board is responsible for big-picture decisions such as:

- Approval of management decisions regarding the school district budget
- Organizational structure
- Creation and elimination of positions
- Employment policies
- Efficiency of school district operations
- Approval of management decisions regarding hiring and firing
- Salary and benefits

In contrast, the Superintendent, or their designee, is responsible for day-to-day personnel matters such as:

- Selecting and assigning personnel
 - Supervising and evaluating personnel
 - Directing personnel and ensuring compliance with directives
 - Enforcing work rules
 - Transferring personnel
 - Disciplining personnel (except teacher and administrator terminations)
 - Making recommendations to the Board for hiring and firing
- *Sources: Mick Waldspurger, Rupp, Anderson, Squires, & Waldspurger, P.A., Effective Governance: Understanding the Rights, Responsibilities, and Risks of Being a School Board Member, 4 June 2020*

ISD 110 Policy 208 – Development, Adoption, and Implementation of Policies <https://isd110.org/sites/default/files/files/content/208-development-adoption-and-implementation-policies-nov-2019.pdf>

The Board Must Act as a Body and Not Through Individual Members

The School Board acts as a perpetual body which is responsible for fulfilling the school district's duties under the law and for lawfully exercising its powers.

1. **Individual Board members have a limited role.** The most important role of an individual Board member is to prepare for and participate fully at Board meetings so that the Board, as a body, can fulfill its statutory duties.
2. **Individual Board members have no authority to act on their own.** Unless the Board has delegated authority to an individual Board member, the individual Board member has no power to give orders, to supervise or evaluate an employee, to investigate a complaint, to formulate policies, or to take any other action for or on behalf of the Board.
3. **After the vote is over, the School Board and Superintendent must act with one voice.** Board members are entitled to have their own view and are encouraged to share it publicly when debating a motion. Discussion about an issue that reflects diversity of viewpoints usually results in a better decision. But remember to debate the issue, not the person, and avoid demeaning or angry comments. Once debate has ended and the vote has been taken, the body has spoken and no Board member nor the Superintendent should act to undermine implementation of the Board's vote. For example, it is inappropriate to publicly campaign against an action that has already been voted on by the Board. Even if you still privately disagree with the Board's decision after the vote, it is best to follow the old saying - "if you can't say anything nice, don't say anything at all."

Relationship Between the Superintendent and the School Board

One Employee

Based on the policy-making governance role of school boards in Minnesota, it is often said that the School Board really has only one employee because the Superintendent is the only employee who the Board directly hires and who reports directly to the Board. The Board thus has the right to hold that one employee – the Superintendent – accountable for events that occur in the district. A Superintendent cannot have it both ways by stating that he or she is the only direct report to the Board and then claiming that he or she is not accountable for negative consequences.

The School Board shall collaboratively set annual goals for the Superintendent by September 30 of each year. The School Board, led by the Board Chair, should strive to perform a mid-year evaluation in December of each year to assess progress towards achievement and adjust goals where necessary, and perform and provide a summative evaluation of the Superintendent's annual performance based on those goals by June 30 of each year. The Superintendent's annual goals should align with the ISD 110 Strategic Plan and Strategic Roadmap as much as possible.

Timely and complete information: The Superintendent must provide timely and accurate information to the Board, within the limitations established by the *Minnesota Government Data Practices Act (MGDPA)* <https://www.revisor.mn.gov/statutes/cite/13>, and must be open to requests for management and other informational reports. With the exception of the School Board Chair, the Superintendent must provide all Board members with equal access to his/her time and should provide the same information to all Board members, including those who may have a different viewpoint. In return, Board members are expected to thoroughly review the information they receive.

- *Source:* Mick Waldspurger, Rupp, Anderson, Squires, & Waldspurger, P.A., *Effective Governance: Understanding the Rights, Responsibilities, and Risks of Being a School Board Member*, 4 June 2020

Following the Proper Chain of Command

Superintendent's Role in the Chain of Command

In order for the chain of command to work effectively, the Superintendent must welcome and encourage all School Board members to respectfully communicate complaints and concerns. Additionally, the Superintendent must provide general updates to the Board about issues and actions that have been taken, while being mindful of limitations imposed by the MGDPA.

Board Member Role in the Chain of Command

a. Responding to citizen complaints:

1. Document the complaint and provide the documentation to the Superintendent.
2. Direct the citizen member to the Superintendent or building principal (depending on the nature of the complaint), provide the appropriate contact information, and inform the citizen that you will be informing the superintendent of the complaint.
3. Explain that the school district, depending on the nature of the complaint, may have a complaint form, and that the Superintendent or building principal may ask the citizen to complete the form.

b. Responding to anonymous complaints:

1. The same basic process should be followed as with other complaints.
2. The district's obligation to investigate depends on the nature of the anonymous complaint and whether the information provided is sufficient to allow an investigation.
3. The district can investigate only reasonable leads and should not participate in a fishing expedition.

c. Responding to citizen concerns

1. Inform the Superintendent of all concerns.
2. If the concern is in regard to the Superintendent, inform the School Board Chair.

d. *What NOT to do:*

1. Do not investigate yourself.
2. Do not promise a particular outcome or course of action.
3. Do not promise confidentiality.
4. Do not pick sides.
5. Do not act outside the process or act as *the* decision-maker.
6. Do not offer to personally address the concern.
7. Do not go directly to employees below the Superintendent or members of the Superintendent's cabinet.

e. *Engaging Legal Counsel*

As a general rule, only the ISD 110 Board Chair or Superintendent should directly contact ISD 110's legal counsel. If you have a legal question or concern as a Board member, inform the Board Chair or Superintendent, and if necessary they will communicate the question to legal counsel.

- *Source: Mick Waldspurger, Rupp, Anderson, Squires, & Waldspurger, P.A., Effective Governance: Understanding the Rights, Responsibilities, and Risks of Being a School Board Member, 4 June 2020*

ISD Policy 216 – Anonymous Communications

<https://isd110.org/sites/default/files/files/content/216-annonymous-communications-may-2016.pdf>

Balancing the Board Member – Parent/Community Member Roles

Board Member – Parent Role Balancing

Keep in mind that you do not relinquish your parental rights when you become a School Board member. You are always a parent first and a School Board member second. But at the same time keep in mind that no matter how many times you say you are “speaking as a parent, not a Board member,” it is difficult for some staff to separate your role on the School Board from your role as a parent, and some staff may be intimidated by your role as a Board member. To minimize this concern, some Board members opt to have their spouse, the child's other parent/guardian, or another family member take the lead in speaking to their children's teachers in certain situations.

However you handle interactions with staff as a parent, make sure that you do not use your position as a School Board member to secure special treatment for your child – your child should be treated the same as other students and subject to the same rules and requirements. If there are issues you wish to discuss with a teacher, you should follow the normal procedures for contacting your child's teacher.

The best way to respond to complaints from parents in school, community, and social

situations is to be a good listener, which allows you to ask questions to understand the situation better. Be careful, however, that the parent does not interpret your questions or comments as an indication of agreement or future board action. Once parents have shared their complaints with you, provide guidance on how to get their concerns addressed through the proper channels, as discussed above. If the concern is about safety or legality, follow district procedures and notify the Superintendent. If the concern raises governance or controversial political questions, contact the Superintendent and the Board Chair.

Most of the complaints you will hear from parents are administrative in nature and not policy issues and as such they do not belong on the Board's table. It is not your responsibility, nor do you have the authority, to solve each parents' problem. Do listen to them, but then make sure they know to contact the appropriate school staff member. You owe the Superintendent and staff the opportunity to respond and to support them if they are properly following Board policy. A parent may follow up with you if the complaint is not resolved, but becoming directly involved can compromise your impartiality and in some cases expose you and the district to legal liability.

Board Member – Community Member Role Balancing

You will at times find yourself dealing with controversial, complex issues and the Board's final decisions may be unpopular. When a community member questions a Board decision, explain the thought process that went into the decision and why the Board arrived at the conclusion it did, even if you personally disagreed. Be sure to answer honestly and without emotion and refer them to the Superintendent or Board Chair if you feel they require more explanation than you can provide.

- *Source: New York State School Boards Association, New School Board Member Handbook: A Guide to Surviving Your First Year. 2017*

Procedures for Visiting Schools

All ISD 110 School Board members are encouraged to be informed about ISD 110 schools, and visits to all schools can be part of that process. Board members may be current or former parents or grandparents of students in ISD 110 schools. Some may volunteer frequently within our schools and student activity programs, and/or belong to various school community support organizations, such as Parent-Teacher Organizations (PTOs), Booster Clubs, or serve as volunteer coaches. Some enjoy attending athletic, concert, theater, and other school events as a spectator. Other opportunities to visit our schools are during fall open houses to welcome students back, as well as attending or observing parent-teacher conferences. These are all good ways to for Board members to learn about and participate in our schools as parents and supportive community members. However, as mentioned previously, Board members must take care to separate their parent/volunteer roles from their roles as Board members.

To assure that all Board members have a chance to tour all of our buildings, periodic visits to the schools will be scheduled for Board members and Superintendent. Full

Board building visits may be scheduled at mutually agreed upon times, such as when periodic invitations are extended to the Board and Superintendent to observe an individual event or academic program of particular interest or special relevance. Such visits are subject to the Open Meeting Law and are scheduled by the Superintendent's Executive Assistant.

If individual Board members wish to visit one or more of our schools outside of these established times, they should first inform the Superintendent of their desire to visit, and the Superintendent will work with the school Principal(s) to schedule a school visit for the Board members. When visiting any school, Board members must remember that they do not serve in an administrative role and should not attempt to direct, criticize, discipline, or disrupt the work of staff members.

Situation Graphic 1

Situation	Sound Governance Practice
<p>What do I do if I get a phone call with concerns from a:</p> <p>a. staff member</p> <p>b. student</p> <p>c. parent</p>	<p>Check name, status, and phone number for contact</p> <p>Always seek to identify the situation or interest, but generally, do not agree or commit to personally resolve</p> <p>a. Redirect staff to supervisor, and notify superintendent’s office Caution: do not get involved in employment / contractual issues</p> <p>b. Redirect student to principal and notify superintendent’s office Caution: if a concern about safety is raised, follow district procedures</p> <p>c. Redirect parent to teacher / principal / administrator as appropriate and notify superintendent’s office Caution: Do not attempt to deal with issues of groups, only the individual parent</p> <p>- Overall: do not agree to confidentiality, or commit to limit your options of notification</p> <p>- Be available for contact in the future if redirecting does not address concern</p> <p>- Be alert to “patterns” of like concerns, and if present, notify the superintendent’s office</p> <p>- If concern raises governance and/or political edge questions, contact Board Chair in addition to superintendent’s office</p>
<p>What do I do if I get an email with concerns from a:</p> <p>a. staff member</p> <p>b. student</p> <p>c. parent</p>	<p>- send author an email of acknowledgement and that their concern has been forwarded to the superintendent’s office</p> <p>- An email does not require engagement or seeking to understand issue</p> <p>- Do not cc or bc to any individual or group, nor “reply to all”</p> <p>- Be alert to “patterns” of like concerns, and if present, notify the superintendent’s office</p> <p>- If concern raises governance and/or political edge questions, contact the board chair in addition to the superintendent’s office</p>

Situation Graphic 2

Situation	Sound Governance Practice
<p>What do I do if I am stopped out in public (school event, grocery store, etc.) by a concerned:</p> <p>a. staff member</p> <p>b. student</p> <p>c. parent</p>	<p>Check name, status, and get a phone number for contact Always seek to identify the situation or interest, but generally, do not agree or commit to personally resolve</p> <p>a. Redirect staff to supervisor, and notify superintendent's office Caution: do not get involved in employment / contractual issues</p> <p>b. Redirect student to principal and notify superintendent's office Caution: If a concern about safety is raised, follow district's procedures</p> <p>c. Redirect parent to teacher / principal / administrator as appropriate and notify superintendent's office Caution: Do not attempt to deal with issues of groups, only the individual parent</p> <p><u>Overall</u></p> <ul style="list-style-type: none"> - Do not agree to confidentiality, or commit to limit your options of notification - Be available for contact in future if redirecting does not address concern - Be alert to "patterns" of like concerns, and if present, notify the superintendent's office - If concern raises governance and/or political edge questions, contact the board chair in addition to the superintendent's office

Situation Graphic 3

Situation	Sound Governance Practice
<p>As a board member, what do I do if I have a concern or complaint?</p>	<ul style="list-style-type: none"> - Contact the board chair and / or the superintendent directly, preferably in person, or by phone - Don't engage in serial meetings with other board members - Be clear as to what your concern is as a board member, parent, etc., and be clear as to <ul style="list-style-type: none"> : your experience : what you think : what you feel : what you want - Identify what in the concern is governance work, and what is management work - Seek to increase your understanding, with an assumption of trust and competence for employees - Don't represent other's or group's interest as your own - Don't raise an issue as a surprise in work sessions or business meetings. Allow the board chair and superintendent time to research and prepare for a board discussion, if warranted
<p>What if I disagree with a report or presentation to the board?</p>	<ol style="list-style-type: none"> 1. Submit questions and concerns to Office of Superintendent as the board protocol describes. 2. Reflect on what is driving your concern or disagreement 3. If disagreement is in the details, request a meeting with Superintendent to discuss 4. Do not surprise administrators or the board in work sessions and business meetings 5. Praise publicly, confront privately

➤ Source: Dennis Cheesebrow, *Teamworks International*

Media Relations and Public Statements

ISD 110 is committed to partnering with the community, families, students, and employees, and will coordinate and share regular and ongoing communications through a variety of means – including e-newsletters, videos, website, social media, e-mail, printed materials, and face-to-face communications. At the direction of the Superintendent, the Director of Communications will manage communications with all audiences and oversee interactions with media at all levels to preserve, manage, and promote the image and brand of ISD 110. Decisions are guided by the ISD 110 Strategic Roadmap, Communications Plan, and Brand Guidelines.

Statements made by individual ISD 110 School Board members are not meant to represent the entire Board. Board members should take care to make sure that when they speak both publicly and privately in regard to any district issue that they clarify that they are presenting their own personal opinion as one Board member of seven.

Occasionally the Board Chair, as part of the duties of the Chair, will speak or issue a public statement on behalf of the full Board; however, such statements by the Chair should be clearly designated as such and issued whenever possible in consultation with the Superintendent and/or the ISD 110 Director of Communications.

- *Source: ISD Policy 105 – School District Public Relations and School Communications* <https://isd110.org/sites/default/files/files/content/105-school-district-public-relations-and-school-communications-dec-2018.pdf>

What happens when Board members step out of line?

When Board members are disrespectful to one another, disregard protocols, violate the Code of Ethics, repeatedly fail to fulfill their Board duties, or inappropriately push agendas which are different from or actively oppose the consensus of the full Board, those infraction(s) must be pointed out promptly by Board colleagues and the offending Board member(s) should be reminded of the proper role of a board member.

If violations continue, the Board Chair, with assistance as needed from the Vice-Chair, should intervene and discuss the improper behavior with the offending Board member(s) and make plans to correct it. A written record of the intervention should be made and kept by the Board Chair. If violations continue after the intervention, the Board Chair should enlist the full Board in discussion to consider formal public reprimand or censure. If formal full Board condemnation does not correct the member's inappropriate behavior, then the Board Chair should consult the district's legal counsel to consider additional options, including formal disavowal of conduct and/or removal from the Board. If at any time a Board member's actions or statements put themselves or the district in legal peril, the Board Chair should consult with the district's legal counsel. If the Board Chair is the member engaging in improper conduct, the Vice-Chair should intervene as appropriate, with assistance as needed from another elected Board officer, the full Board, and/or the district's legal counsel.

ELECTION AND ROLES OF BOARD OFFICERS

Election of Officers

The Chair, Vice-Chair, Treasurer, and Clerk of the ISD 110 School Board are elected annually at the Organizational Meeting, which is held on the first Monday of January, or as soon as thereafter practicable, each year. The elected officers hold their offices for one year until their successors are elected.

Roles of Board Officers

There are four official officers of the ISD 110 Board of Education: Chair, Vice-Chair, Clerk, and Treasurer. Two of them, the Chair and Vice-Chair, must be elected from amongst sitting Board members. The Treasurer and Clerk need not be members of the Board, and the Board may designate the duties of the offices of Clerk and Treasurer to individuals within the executive staff of the Superintendent's office. At ISD 110, the Treasurer role is usually designated to the Director of Finance and Operations, and the role of the Clerk is usually designated to the Superintendent's Executive Assistant. It is important to note that despite the election of officers, all Board members maintain equal rights, voices, and votes when it comes to making Board decisions. In addition, minutes of all Board meetings and work sessions must be taken by a temporary substitute Board designee in the absence of the Clerk.

Role of the Chair – The Chair presides at all meetings of the School Board, countersigns all orders upon the Treasurer for claims allowed by the School Board, and represents the school district in all actions and performs all usually incumbent upon such an officer.

Role of the Vice-Chair/Clerk – The Vice-Chair shall perform the duties of the Chair in the event of the Chair's temporary absence. The Vice-Chair may also perform other duties and tasks as assigned by the School Board.

- **Role of the Clerk** – In ISD 110 School Board usually designates the Superintendent's Executive Assistant to perform the duties and tasks of the School Board Clerk.
1. The Clerk or designee shall keep and maintain permanent records of the School Board, including records of the minutes of School Board meetings, updates to the School Board Handbook, and other required records of the School Board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for

inspection at the administrative offices of the school district after they have been prepared. Minutes of a School Board meeting shall be approved or modified by the School Board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

2. Within three days after an election, the Clerk or designee shall notify the persons elected.
3. The Clerk or designee shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

Role of the Treasurer – With the exception of serving as Chair of the Finance & Facilities Committee, the ISD 110 School Board usually designates the ISD 110 Director of Finance and Operations as the Acting Treasurer to perform the duties of the School Board Treasurer.

1. The Treasurer or designee shall deposit the funds of the school district in the official depository.
2. The Treasurer or designee shall make all reports required by Minnesota state law, file any reports which may be called for by the School Board, and perform all duties the Treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the Treasurer or designee, the Treasurer or designee shall receive, endorse, and process orders in accordance with Minnesota state law.

Role of the Superintendent - The Superintendent shall be an ex officio, non-voting member of the School Board.

The Superintendent shall perform the following:

1. Visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the School Board
2. Recommend to the School Board employment and dismissal of teachers
3. Annually evaluate each school principal assigned responsibility for supervising a school building within the district
4. Superintend school grading practices and examinations for promotions
5. Make reports required by the Commissioner of Education
6. Perform other duties prescribed by the School Board

➤ *Source: ISD 110 Policy 202 – School Board Officers*
<https://isd110.org/sites/default/files/files/content/202-school-board-officers-november-2017.pdf>

Student Representatives to the School Board

The ISD 110 School Board invites two students per year to participate as non-voting Student School Board members.

Eligibility & Selection Process – Currently, two Student School Board Members are selected at the beginning of the school year by the Waconia High School Principal from senior class representatives who serve on the Waconia High School Student Council. There will be a new selection process developed by the Board for the 2021-2022 school year, to be announced and initiated during trimester three of the 2020-2021 school year.

Participation Protocols, Expectations & Rewards – Currently, the two Student School Board Members attend regular School Board meetings once per month, and together they provide a report on student-centered activities and highlights from all of the ISD 110 school buildings. There are currently no rewards associated with Student School Board Member participation. There will be a new set of participation protocols, expectations, and rewards developed for the 2021-2022 school year, which will be announced during trimester three of the 2021-2022 school year.

SCHOOL BOARD MEETINGS

An orderly School Board meeting allows the School Board members to participate in discussion and decision of school district issues. Rules of order allow School Board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner. The ISD 110 School Board generally conducts its meetings in accordance with *Robert's Rules of Order* and Minnesota state law.

Source: ISD 110 Policy 203 – Operation of School Board – Governing Rules
<https://isd110.org/sites/default/files/files/content/203-operation-school-board-governing-rules-november-2017.pdf>

Attendance

All School Board members are expected to attend all regularly scheduled business, committee, and special meetings, as well as work sessions and meetings related to their assigned school district Advisory Council, Task Force, and community liaison positions. However, it is recognized that sometimes scheduling conflicts will occur. Members should notify the Board Chair and the Executive Assistant to the Superintendent whenever they are unable to attend a scheduled School Board meeting, and the Chair of the Advisory Council in the case of those meetings.

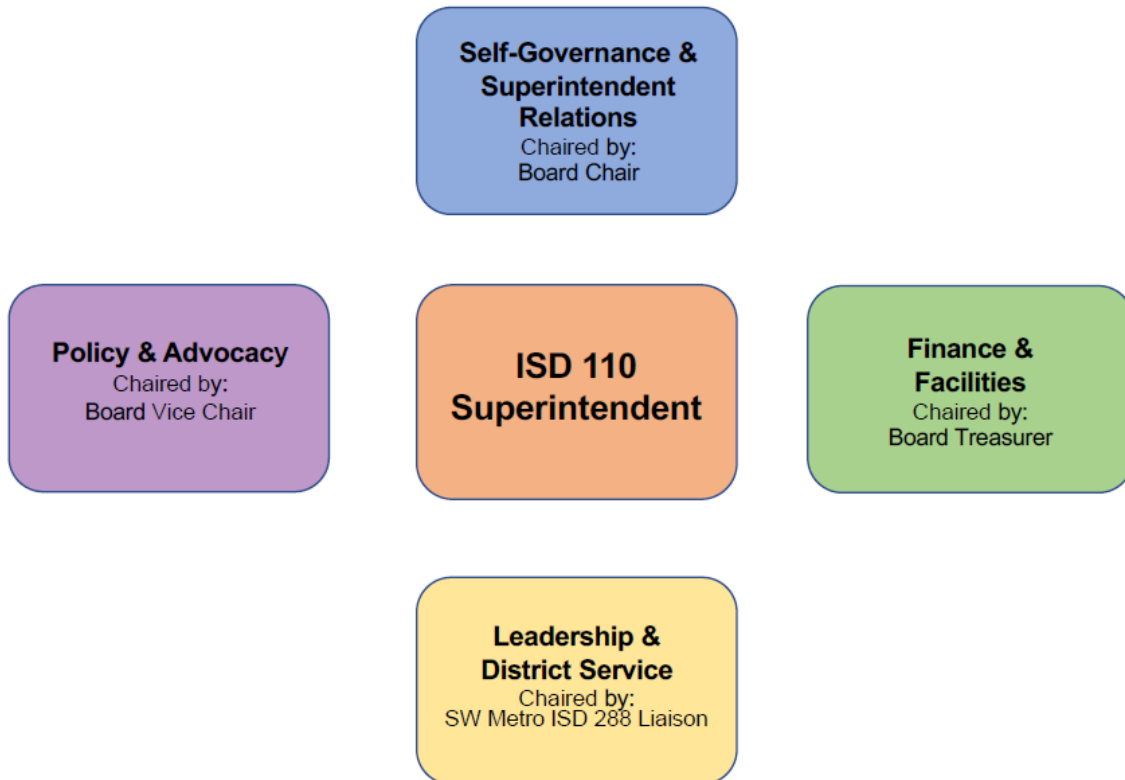
The Waconia School Board usually meets in **regular business session** at 7:00 PM on the 2nd Monday of each month, usually in the Waconia City Council Chambers. It also usually meets in **work session** on the 4th Monday of each month, the location for which

rotates throughout ISD 110 buildings in order for Board members to get the chance to visit as a group and become familiar with all district buildings. Special meetings may also be called at various times throughout the year to discuss or conduct urgent business. In certain cases where in-person Board meetings are not possible, online meetings may be held, but whenever possible all Board members must be both seen and heard during them.

Board Committees, Advisory Councils, Task Force & Liaison Roles

School Board Committee Graphic 1

School Board Committees



Committees

There are four major ISD 110 School Board Committees:

- Finance & Facilities
- Self-Governance & Superintendent Relations
- Policy & Advocacy
- Leadership & District Service

These major committees meet monthly, and are usually attended only by those three Board members that are assigned to them in a given year. Although Board members may indicate a preference in regard to their committee assignments, final annual committee assignments are made at the discretion of the Board Chair. Board Committees are made up of only Board members and certain administrators who engage in relevant research and pre-discussion of certain aspects of Board business

and topics of concern in order to make full Board consideration of those issues more efficient.

Advisory Councils

Certain School Board members are also assigned by the Board Chair to school district Advisory Council positions, such as:

- ISD 110 Advisory Council (ISD110AC)
- Special Education Advisory Council (SEAC)
- Teaching & Learning Advisory Council (TLAC)
- Community Education Advisory Council
- Technology Advisory Council
- Chemical Abuse Community Advisory Council
-

These Board advisory bodies meet at varying times throughout the year, depending on the group and its work and purpose. They consist of administrators, staff, students, parents, and/or community members who serve as sources of internal and external input for the purpose of advising and making recommendations to the School Board in regard to school district policy and issues.

Task Forces

In addition, certain Board members may be assigned by the full Board or the Board Chair to serve on special temporary **task forces** to research or accomplish a uniquely specialized task on behalf of the Board. These task forces may be comprised of just Board members, or any combination of Board members, administrators, staff, parents, students, and community members, depending on the task to be accomplished.

Liaison Roles

Finally, certain Board members are assigned by the Board Chair to act as ISD 110 School Board Liaisons to various external organizations with whom ISD 110 has a business, governmental, and/or advocacy relationship. These organizations include:

- The City Councils serving the cities of Waconia, Minnetrista, New Germany, St. Bonifacius, and Victoria
- Southwest Intermediate School District 288
- HEROES Coalition
- Schools for Equity in Education (SEE)
- District 110 Foundation
- Minnesota School Boards Association (MSBA)
- Carver County Leaders
- Minnesota State High School League (MSHSL)
- Elementary and Middle School Parent-Teacher Organizations (PTOs)
- Booster organizations

Agendas

While all School Board members may provide input and request to add an item to any agenda, School Board meeting and work session individual agendas are primarily determined by the ISD 110 School Board Calendar of business and are developed and tentatively finalized by the Board Chair and Superintendent, whenever possible, at least 5 days prior to scheduled meetings so that all Board members have the chance to review and request additions or subtractions from them. In the case of a special meeting, the final meeting agenda, according to Minnesota law, must be posted for the public at least 72 hours prior to a scheduled meeting, along with the date, time, and location of the meeting. Copies of agendas and materials relating to agenda items (other than items related to a closed session) that are not protected by MDGPA must also be available for public view during the meeting. In the case of online meetings, all Board members must be able to be both seen and heard whenever possible, and agenda items for a special meeting must be made available to the public for online viewing.

If a Board member wishes to add an item to a future agenda, the Board member is encouraged to contact the Board Chair and/or Superintendent to make a request for consideration. If a Board member wishes to add an agenda item to the meeting agenda at the beginning of that actual meeting, they must make a motion to add the item, must obtain a second to that motion, and achieve a majority vote of the full Board for the item to be added to the agenda. Conversely, a Board member may also make a motion to remove items from the agenda. If a second motion is obtained and a majority vote achieved, the item may be removed from the agenda. Motions may also be made by Board members at various points during the meeting to table agenda items for later discussion. This is usually done if it is determined that meeting time is running short and more discussion is required, and/or that more information is needed before determinative discussion can be completed and a full informed vote can be taken by the Board. If further information is needed, the item can be tabled and referred to administration and/or a Board Committee or Advisory Council for additional consideration and further recommendation to the full Board in a future meeting.

Members of the public who wish to place an item on the agenda must make a request to the School Board Chair or Superintendent in a timely manner. The person making the request is encouraged to state their name, address, purpose of the item, action desired, and pertinent background information. The Chair and Superintendent shall determine whether to place the matter on the tentative agenda. The ISD 110 School Board also allows public comment during the first ten minutes of its regular business meetings each month.

Minutes of all publicly posted School Board meetings and work sessions of the whole Board should be taken and recorded by the Board Clerk or other designee in the absence of the Clerk.

➤ *Sources:*

ISD 110 Policies 203.5, 203.6, and 204 - School Board Meeting Agendas, Consent Agendas, and Minutes

<https://isd110.org/sites/default/files/files/content/203-5-school-board-meeting-agendas-nov-2019.pdf>

<https://isd110.org/sites/default/files/files/content/203-6-consent-agendas-may-2016.pdf>

<https://isd110.org/sites/default/files/files/content/204-school-board-meeting-minutes-september-2017.pdf>

ISD Policy 213 School Board Committees

<https://isd110.org/sites/default/files/files/content/213-school-board-committees-may-2016.pdf>

Meeting Protocols

All speakers at ISD 110 School Board hearings and meetings must be recognized by the Chair and given the floor before speaking – this includes Board Members, Superintendent, guest presenters, and members of the public who are addressing the Board at its hearings and meetings. The Chair should allow only one speaker at a time and reserves the right to limit the amount of time for each speaker, as well as to limit the amount of time allowed to debate a particular issue or agenda item. In addition, any Board member may make a motion to end debate on an issue by making a motion to “move the previous question” (also referred to as “calling the question”). This motion to “move the previous question” must be recognized by the Chair and seconded by another Board member. It must then receive a two-thirds vote of all Board members present in order to pass and for debate on the issue to end.

At public hearings, which are held specifically to seek public input in regard to a particular issue, the purpose of the meeting is for members of the public to address the School Board. An example of a legally required annual public hearing that the school district must hold is the Truth in Taxation hearing held in December of each year. A public hearing is a chance for members of the public to engage in dialogue with the School Board on a specific issue.

By contrast, regular School Board meetings, work sessions, or committee meetings are defined as meetings of the School Board to conduct the business of the school district in public view. They are business meetings taking place in public, not public meetings. It is thus a privilege, not a right, to address the School Board during its business, committee, and work session meetings. That said, the ISD 110 School Board sets aside the first ten minutes of its regular monthly business meetings for public comment, and can at its discretion allow limited public comment at other times.

In all cases, however, anyone present at any School Board hearings and meetings are expected to conduct themselves in a respectful, constructive manner and keep to the issue at hand whenever possible. Personal attacks by anyone addressing the School Board are unacceptable and will not be tolerated. The Chair should call inappropriate statements and personal attacks out of order, and the speaker’s privilege to speak may be revoked, and if they persist with inappropriate behavior they may be asked to leave.

In addition, any School Board member or the Superintendent (an ex-officio member of the School Board) can raise a point of order or point of information at any time during any meeting if they feel that an incorrect or inappropriate statement or action has been made by anyone, including another School Board member. All Board members should keep in mind and adhere to the ISD 110 School Board Code of Ethics, and if a Board member continues to speak or act inappropriately they can be subject to censure, disavowal of their conduct, or removal from the School Board.

The Chair will rule on the point of order or point of information according to *Robert's Rules of Order* and established policy, protocols, and Minnesota state law, including the Minnesota Government Data Practices Act ("MGDPA") and the Open Meeting Law ("OML"), which prohibit certain information from being discussed or released during a public meeting. If comments or discussion would violate the law, the Chair should declare the comments out of order and end or redirect the discussion.

➤ *Sources:*

ISD 110 Policy 206 - Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings, and Data Privacy Considerations

<https://isd110.org/sites/default/files/files/content/206-public-participation-school-board-meetings-nov-2019.pdf>

ISD Policy 207 - Public Hearings

<https://isd110.org/sites/default/files/files/content/207-public-hearings-nov-2019.pdf>

ISD 110 Policy 209 – Code of Ethics

<https://isd110.org/sites/default/files/files/content/209-code-ethics-november-2017.pdf>

Mick Waldspurger, Rupp, Anderson, Squires, & Waldspurger, P.A., *Effective Governance: Understanding the Rights, Responsibilities, and Risks of Being a School Board Member*, 4 June 2020

Minnesota Government Data Practices Act (MGDPA)

<https://www.revisor.mn.gov/statutes/cite/13>

Robert's Rules of Order. <https://robertsrules.org/motions.html>

Open Meeting Law & School Board Communications

One of the most difficult but important aspects of serving as a School Board member is to understand and abide by the complex rules embodied within the Minnesota Open Meeting Law <https://www.revisor.mn.gov/statutes/cite/13D>. The law itself has been clarified by several court decisions, but nevertheless there remain several gray areas, and so it is best if school boards and their individual members err on the side of caution

at all times.

Put simply, the Open Meeting Law requires that School Boards and other government decision-making bodies conduct the business of doing the public's work within the public view. There are exceptions when a meeting can be closed, but they are few. The only times when a School Board may close a meeting are:

- When strategizing during employee contract negotiations
- When discussing individual student or employee information that is not classified as public
- When discussing the potential sale or purchase of property by the district
- When discussing legal action being taken by or against the school district and information is subject to attorney-client privilege
- When engaging in Board-related governance training.

Open Meeting Law does not just apply to verbal discussions, it also applies to electronic communications, such as e-mail, text messages, conference calls, chat rooms, and social media posts.

Can you talk to Board members outside of a Board meeting? Yes. You can certainly socialize and even be friends with your School Board colleagues. But you must be careful that you do not discuss any School Board matters if you have a quorum (which for ISD 110 is four or more Board members) of your Board participating in the discussion. And even if you do not have a quorum present, you must make certain that those present do not then leave that discussion and strike up the same conversation with other Board members not initially present. That is called a "serial" meeting of Board members, which can also violate the Open Meeting Law. It is also for this reason that ISD 110 Board Committees do not have more than three Board members assigned to them – to avoid the presence of a quorum and to keep the committee itself within the appropriate role of researching and recommending discussion/action to the full Board, without the quorum-required authority to make decisions or take action itself as a committee.

In regard to electronic communications, School Board members may use email, text messages, social media messaging, or other sources to communicate with each other, but these methods cannot be used to discuss Board business, to influence votes on issues, or to avoid Open Meeting requirements. You should be particularly careful to avoid sequential email, texts, social media, or group chat conversations that end up or could end up including a quorum or more of the full Board. Communications like these which preclude the community from hearing Board debate on school district issues are problematic, and also open up all of these means of communication, even those otherwise deemed to be private means, to public data requests.

Two hard and fast rules of thumb for School Board email communication is that when sending an email, if you feel you must send it to three or more other Board members, send it instead to the Superintendent, who can then distribute the information on your behalf to those who may need it, or present it instead at a Board or committee meeting. In addition, if you receive an email to all Board members from anyone, DO NOT send a

reply using “Reply All” function. If you must reply, send your reply only to the initial sender. Most intra-board communication within the full board is usually in regard to scheduling and the distribution of general information – but there should not be discussion of the information distributed outside of full Board or committee meetings.

When the full Board receives an email from a member of the public, ISD 110 School Board’s protocol is to allow the Superintendent and/or Board Chair sufficient time to reply where appropriate on behalf of the full Board. If you receive an email as an individual Board member from a member of the public about a district issue, you should reply that you appreciate the inquiry and that you are forwarding it to and/or consulting with the Superintendent in regard to it. Most inquiries received by the Board are managerial in nature or involve a district issue that the Superintendent has more experience with addressing, and so Board members should refer inquiries to the Superintendent whenever possible.

Your School Board email is generally public. As a result, anything you send or receive is subject to public view (with of nonpublic data under the MGDPA redaction). Do not use your private email, social media accounts, and personal devices for School Board communication. If you do, those accounts and devices can also become subject to a public data request. If you have questions about Open Meeting Law requirements and scenarios, ask the Board Chair or Superintendent for advice, and if further clarification is necessary, they can consult with ISD 110’s legal counsel.

➤ *Sources:*

ISD 110 Policy 205 – Open Meetings and Closed Meetings

<https://isd110.org/sites/default/files/files/content/205-open-meetings-and-closed-meetings-nov-2019.pdf>

Mick Waldspurgen, Rupp, Anderson, Squires, & Waldspurgen, P.A., *Effective Governance: Understanding the Rights, Responsibilities, and Risks of Being a School Board Member*, 4 June 2020

New York State School Boards Association, *New School Board Member Handbook: A Guide to Surviving Your First Year*. 2017

Minnesota Open Meeting Law <https://www.revisor.mn.gov/statutes/cite/13D>

MSBA Closed Meeting Law Summary

<http://www.mnmsba.org/Portals/0/MSBA-ClosedMeetingChart-8-13-2019.pdf>

Minnesota Government Data Practices Act (MGDPA)

<https://www.revisor.mn.gov/statutes/cite/13>

SCHOOL BOARD TRAINING & GOALS

Training

New School Board members are required to attend Phase I (School Board Basics) & Phase II (School Board Finance & Management) as soon as possible after being elected to the School Board. Training is provided through the Minnesota School Boards Association (MSBA). School Board officers are strongly encouraged to attend MSBA Board Officer Training sessions. MSBA also offers various networking, training, and legislative advocacy opportunities throughout the year that Board members are encouraged to attend. Schools for Equity in Education (SEE), a statewide advocacy organization specializing in resource fairness in which ISD 110 School Board retains a membership, also offers several informational and advocacy opportunities throughout the year, particularly prior to and during each session of the Minnesota State Legislature.

In addition, the ISD 110 School Board occasionally contracts with outside consultants in order to improve its own knowledge, professionalism, efficiency & effectiveness, cultural competency, and collegial relationships. Recent past consultant led training sessions were held with Dennis Cheesebrow from *Teamworks International*, and Mick Waldspurger, an attorney from the law firm Rupp, Anderson, Squires, & Waldspurger, P.A. Materials from those training sessions have been incorporated into this Handbook.

Board member training is critical to building a shared focus and cultural competency strong enough to maintain members' commitment to leading long-term improvement efforts. Although internal Board training is focused on the Board member's role within the context of school improvement, participation in external Board member networking opportunities allows Board members to learn from the successes and experiences of other school boards, and helps to gain a broader understanding of public education issues.

➤ *Sources:*

Minnesota School Boards Association (MSBA) <http://www.mnmsba.org/>

MS 127A.19 <https://www.revisor.mn.gov/statutes/cite/127A.19>

Schools for Equity in Education (SEE) <http://www.schoolsforequity.org/>

Dennis Cheesebrow, *Teamworks International*

Mick Waldspurger, Rupp, Anderson, Squires, & Waldsburger, P.A., *Effective Governance: Understanding the Rights, Responsibilities, and Risks of Being a School Board Member*, 4 June 2020

Iowa Association of School Boards Member Handbook

<https://www.sd13.org/Downloads/School%20District%2013%20Board%20Member%20Handbook%201.pdf>

Minnesota Department of Education (MDE)

<https://education.mn.gov/MDE/index.html>

Minnesota Office of the Revisor of Statutes <https://www.revisor.mn.gov/>

ISD 110 District Policies <https://isd110.org/about-us/district-policies>

School Board Goals

As part of its pledge to strive for continuous improvement of Waconia Public Schools, the ISD 110 School Board should set annual goals for itself by October 30 of each year that align with the Superintendent's goals and the ISD 110 Strategic Plan and Strategic Roadmap, and the Board Calendar of business as much as possible.

APPENDICES

BIBLIOGRAPHY

ISD 110 CHAIN OF COMMAND ORGANIZATION FLOW CHART

ISD 110 DISTRICT ACADEMIC CALENDAR

TRAINING & RESOURCES

BIBLIOGRAPHY

Cheesebrow, Dennis. *Teamworks International*.

Iowa Association of School Boards. *School Board Member Handbook*.

<https://www.sd13.org/Downloads/School%20District%2013%20Board%20Member%20Handbook%201.pdf>

Minnesota Department of Education (MDE). <https://education.mn.gov/MDE/index.html>

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<https://www.revisor.mn.gov/>

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<http://www.mnmsba.org/>

National Education Association (NEA). <https://www.nea.org/>

New York State School Boards Association. *New School Board Member Handbook: A Guide to Surviving Your First Year*, 2017.

Robert's Rules of Order. <https://robertsrules.org/>

Schools for Equity in Education (SEE). <http://www.schoolsforequity.org/>

Waconia School Board Code of Ethics

<https://isd110.org/sites/default/files/files/content/209-code-ethics-november-2017.pdf>

Waconia School Board Membership and Officers

<https://isd110.org/about-us/school-board>

Waconia Public Schools Mission, Vision, Core Values, and Theory of Action

<https://www.waconiacommunityed.org/sites/default/files/files/content/mission-vision-core-values-theory-action.pdf>

Waconia School Board Policies

<https://isd110.org/about-us/district-policies>

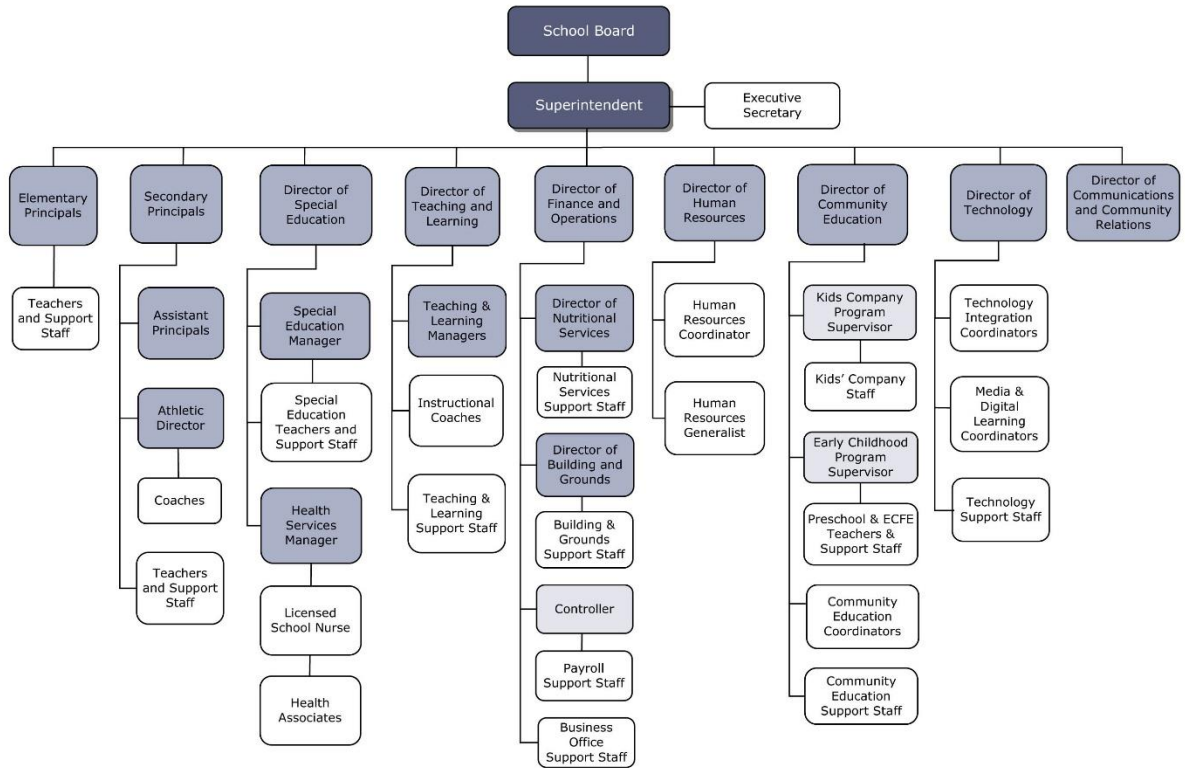
Waconia Public Schools Strategic Roadmap

<https://isd110.org/about-us/isd-110-strategic-roadmap>

Waldspurger, Mick, of Rupp, Anderson, Squires, & Waldspurger, P.A. *Effective Governance: Understanding the Rights, Responsibilities, and Risks of Being a School Board Member*, 4 June 2020.

ISD 110 CHAIN OF COMMAND ORGANIZATION FLOW CHART

District 110 Organizational Chart



December 2020

TRAINING & RESOURCES

Education and Other Organizations

Minnesota Department of Education (MDE). <https://education.mn.gov/MDE/index.html>

Minnesota School Boards Association (MSBA)
<http://www.mnmsba.org/>

Robert's Rules of Order.
<https://robertsrules.org/>
<https://robertsrules.org/motions.html>

Schools for Equity in Education (SEE). <http://www.schoolsforequity.org/>

Private Training Materials

Cheesebrow, Dennis. *Teamworks International*.

Waldspurger, Mick, of Rupp, Anderson, Squires, & Waldsburger, P.A. *Effective Governance: Understanding the Rights, Responsibilities, and Risks of Being a School Board Member*, 4 June 2020.

Internal Resources

Links to:

[Board Calendar](#)

[ISD 110 Strategic Roadmap](#)

[Board Finance Google Folder](#)

Long-Term Planning Model

Board Goals Statement

3. Public Comment at Board Meetings

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat.

§ 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 - 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 - 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 - 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.

- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 - 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 - 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

- 1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.

2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a

designated person, the matter should be referred to the superintendent.

3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Open Meeting Law)

Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Board Policy Adopted April 14, 1997

Revised: November 12, 2001, April 11, 2005, July 2007, April 2009, June 2011, November 2012, August 2015, November 2019

Independent School District No. 110
Waconia, MN

TIME, PLACE, AND MANNER RESTRICTIONS AND PROCEDURES FOR PUBLIC SCHOOL BOARD MEETINGS AND PUBLIC COMMENTS

Welcome. The School Board welcomes input from community members, including letters, emails, and phone calls. For those who prefer to address the School Board directly, the School Board typically sets aside up to thirty minutes for public comment at regular School Board meetings, but not at study sessions or special meetings. Time for public comment at regular School Board meetings is not a requirement of the law; it is something the School Board chooses to provide. The School Board would like to provide the community with some general information about public comment sessions, including the purpose of a public comment session, the procedures that apply, and prohibited conduct.

Purpose. The purpose of a public comment period is to give community members an opportunity to provide input directly to the School Board about issues that fall within the School Board's authority. To fulfill this purpose, comments must be directed to the School Board. Public comment is not a time for citizens to speak to the community or to the audience. For this reason, public comment sessions will not be recorded or livestreamed.

Written Request to Speak. Individuals who want to speak during a public comment session must submit a written request to speak before 3:00 p.m. on the day of the School Board meeting. Requests must be submitted by email to the following email address: _____.

- The written request must state: (1) the individual's name, (2) the individual's home address, (3) whether the individual has a child attending school in the District, (4) whether the individual is employed by the District, and (5) the agenda item, if any, that the individual wishes to discuss during the public comment period.
- In the event that more than ten individuals submit a written request to speak during the public comment session, the School Board will give first priority to individuals who reside in the District, have a child attending school in the District, or are employed by the District. The School Board will give second priority to individuals who wish to address a specific item that is on the agenda for that meeting. After these priorities have been applied, any remaining openings to speak – up to the total of ten individuals – will be determined by lot.

Speakers Must Be Recognized. The School Board Chair will call speakers to the microphone and will recognize one speaker at a time. Only those individuals who have been recognized by the School Board Chair will be allowed to speak during the public comment period. The School Board Chair will rule out of order individuals who have not been recognized.

Time Limits. The public comment period will be held open for up to thirty (30) minutes in total. This time limit is necessary in order to ensure that the School Board is able to conduct its business during the meeting in an orderly, efficient, and timely fashion. Each speaker is permitted to speak for up to three (3) minutes in total. One speaker may not give time to another speaker. Any person who does not get a chance to speak is encouraged to submit written

comments to the School Board. Email addresses for School Board members are listed on the District's website.

Cumulative Presentations. Speakers are encouraged to avoid repeating comments that other speakers have made. Redundant presentations are not helpful and can deprive other individuals of the opportunity to speak during the public comment session.

Prohibited Conduct. The following conduct is prohibited during a public School Board meeting, including during the public comment period:

- Speakers may not discuss or disclose any private educational data on any current or former student as defined in Minnesota Statutes section 13.32. As a result, speakers may not identify any current or former student during public comment. The only exception is that a parent who is speaking may choose to discuss private educational data on his or her own child.
- Speakers may not make allegations, charges, or complaints against any student or employee. If a person wishes to make an allegation or to file a charge or complaint against a student or employee, the person should make the allegation, charge, or complaint to the Superintendent in writing or in a private meeting, or to the individual designated in District policy to receive the allegation, charge, or complaint.
- Speakers may not make comments or gestures that are threatening, profane, lewd, vulgar, obscene, harassing, or abusive.
- Speakers may not make personal attacks against others, including, but not limited to, any student, parent, community member, employee, or School Board member.
- Speakers may not make comments that would violate federal or state law, including laws protecting the privacy rights of an individual.
- Speakers may not make comments related to pending contract negotiations or to pending litigation to which the District is a party, including grievance proceedings.
- Speakers may not campaign for or against a political candidate during any part of a public school board meeting.
- Speakers may not promote or advertise products that are for sale or purchase, unless the Board has invited the speaker to present on the product as an agenda item.
- Members of the public may not engage in conduct that materially and substantially disrupts any part of a School Board meeting, or that otherwise impedes the School Board's ability to conduct its business in an orderly and efficient fashion. The following are examples of conduct that is materially and substantially disruptive or that otherwise

impedes the School Board's ability to conduct its business in an orderly and efficient fashion:

- Making comments that incite violence;
- Making comments that reasonably instill fear;
- Interrupting a speaker who has been recognized by the School Board Chair;
- Making comments from the audience when the person making comments has not been recognized by the School Board Chair;
- Interrupting the School Board Chair or any other School Board member or school official who is speaking;
- Holding up a sign or displaying a banner, regardless of the content of the sign or banner;
- Clapping, cheering, booing, vocalizing approval, or vocalizing disapproval for a speaker during the speaker's presentation, unless a School Board member or school official is presenting an award to a person or is describing an honor or award that a person received;
- Addressing the audience rather than the School Board;
- Bringing a weapon into the meeting room or onto school property, except as allowed under Minnesota law;
- Violating room capacity requirements; and
- Violating any law or District policy.

Violations. If a speaker violates any of established procedure or engages in any prohibited conduct, the Board Chair will rule the speaker out of order.

- If the speaker is presenting to the School Board, the Board Chair may require the speaker to immediately end his or her presentation.
- If the speaker persists in violating any procedure or rule, the speaker will be directed to leave the premises and not to return, a no trespass order may be issued, and a referral may be made to law enforcement.
- If repeated disruptions occur during the public comment period, the School Board Chair may call a recess and order that the room be cleared until the meeting resumes.

- If repeated disruptions occur, any School Board member may make a motion to immediately end the public comment period. If the motion passes, citizens may use alternative avenues of communication to share their views with the School Board, including written communications.
- If repeated disruptions occur during multiple meetings, the School Board may vote to suspend public comment at meetings and to require that all public comments be in writing.

Disorderly Conduct. The District will refer potential incidents of disorderly conduct to law enforcement. Minnesota Statutes section 609.72 states:

Whoever does any of the following in a public or private place . . . knowing, or having reasonable grounds to know that it will, or will tend to, alarm, anger or disturb others or provoke an assault or breach of the peace, is guilty of disorderly conduct, which is a misdemeanor:

* * * * *

(3) engages in offensive, obscene, abusive, boisterous, or noisy conduct or in offensive, obscene, or abusive language tending reasonably to arouse alarm, anger, or resentment in others.

Superintendent Response After Public Comment. Following public comments, the School Board Chair may ask the Superintendent or a designee to respond or provide clarifying information to the School Board. As a general matter, the School Board will not act on any comments that were made during a meeting and do not relate directly to an agenda item for the meeting.

Use of School Property. All property of the District, including District parking lots and other grounds, are considered to be school property. Individuals or groups may not use school property for any purpose that has not been authorized by the District. Any use of school property must comply with District Policy 902 and all administrative procedures related to that policy.