

# ISD 110 School Board Regular Meeting

Monday, July 28, 2025 7:00 PM

Waconia City Hall, 201 S Vine Street, Waconia, MN 55387

1. **CALL TO ORDER, ADOPTION OF AGENDA, and NOTATION OF MEMBERS IN ATTENDANCE, and PLEDGE OF ALLEGIANCE** **Presenter:** Chair Amott

2. **ANNOUNCEMENTS, ACKNOWLEDGMENTS, AND CORRESPONDENCE** **Presenter:** Chair Amott

2.A. Upcoming Meetings:

Aug. 11 Finance and Facilities 7PM @ District Office Conf. Rm B

Aug. 11 Work Session 7PM @ District Office Conf. Rm A

Aug. 25 Policy Committee 6PM @ Waconia City Hall

Aug. 25 Regular Meeting 7PM @ Waconia City Hall

3. **PUBLIC COMMENT**

4. **MINUTES OF PREVIOUS MEETING**

ISD 110 School Board Regular Meeting  
Monday, June 23, 2025 7:00 PM Central

Waconia City Hall  
201 S Vine Street  
Waconia, MN 55387

**1. CALL TO ORDER, ADOPTION OF AGENDA, and NOTATION OF MEMBERS IN ATTENDANCE, and PLEDGE OF ALLEGIANCE**

Call to order by Chair Amott 7:00 PM

Members present: Amott, Bergstrom, Kelzer-Breedon, Wilson, Rosin, Hagen, Arnita

Members absent: none

Motion by Kelzer-Breedon to adopt agenda

Bergstrom second

All in favor

Motion carried

**2. ANNOUNCEMENTS, ACKNOWLEDGMENTS, AND CORRESPONDENCE**

2.A. Upcoming Meetings:

July 9 School Board Training 5 PM @ District Office Conf. Rm C

July 28 Regular Meeting 7 PM @ City Hall

**3. PUBLIC COMMENT** none

**4. MEETING MINUTES**

Motion by Bergstrom to approve the minutes of the June 9 work session

Wilson second

All in favor

Motion carried

**5. CONSENT AGENDA**

Motion by Bergstrom to approve consent agenda items except item 5.D.

Kelzer-Breedon second

All in favor

Motion carried

5.A. Bills and Wire Transfers

5.B. Human Resource Items

5.C. ISD 110 Identified Official with Authority (IOwA) Designation for SY25-26

~~5.D. Annual MSHSL Resolution for Membership Renewal~~ (removed for separate consideration)

5.E. Renewal of Bread and Milk Vendor Agreements

5.F. Subcontractor Agreement for Speech Therapy

5.G. Joint Powers Agreement with Crown College for PSEO

5.H. Digital Display Project - High School Lobby/Cafeterial

5.I. SiteLogiq Invoice (May)

5.J. Receipts of Donation

5.D. Annual MSHSL Resolution for Membership Renewal

Motion by Kelzer-Breeden to approve Annual MSHSL Resolution for Membership Renewal

Amott second

All in favor

Motion carried

## 6. REPORTS

6.A. Southwest Metro Intermediate Report -[postponed to July meeting]

6.B. Administrative Presentation: 2025 EOY Survey Results

6.C. Finance Report

## 7. ACTION ITEMS

7.A. Determine Operating Levy Amount and Direct District Administration to Proceed with Ballot Language Preparation for a Special Election to be held November 4, 2025

Motion by Kelzer-Breeden to approve \$3,000,000 as the Operating Levy Amount and Direct District Administration to Proceed with Ballot Language Preparation for a Special Election to be held November 4, 2025

Bergstrom second

All in favor

Motion carried

7.B. Adopt the FY26 Budget

Motion by Bergstrom to Adopt the FY26 Budget

Wilson second

All in favor

Motion carried

7.C. Worker's Comp Insurance Renewal

Motion by Rosin to approve Worker's Comp Insurance Renewal

Bergstrom second

All in favor

Motion carried

7.D. Resolution Certifying the Population Estimate for the 2025 Payable 2026 Levy of Independent School District 110 Waconia Public Schools (Roll Call Vote)

Motion by Kelzer-Breeden to approve Resolution Certifying the Population Estimate for the 2025 Payable 2026 Levy of Independent School District 110 Waconia Public Schools

Hagen second

All in favor

Motion carried

7.E. Second Read Board Policies

Motion by Bergstrom to approve Second Read Board Policies

Hagen second

All in favor

Motion carried

7.E.1. 208 Development, Adoption, and Implementation of Policies

7.E.2. 413 Harassment and Violence

7.E.3. 621 Read Act

7.E.4. 906 Community Notification of Predatory Offenders

7.E.5. 101.1 Name of the School District

7.E.6. 201 Legal Status of the School Board

7.E.7. 202 School Board Officers

7.E.8. 203 Operation of the School Board - Governing Rules

7.E.9. 203.1 School Board Procedures: Rules of Order

7.E.10. 203.2 Order of the Regular School Board Meeting

7.E.11. 203.5 School Board Meeting Agendas

7.E.12. 203.6 Consent Agendas

7.E.13. 205 Open Meetings and Closed Meetings

7.E.14. 206 Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations

7.E.15. 209 Code of Ethics

7.E.16. 211 Criminal or Civil Action Against School District

7.E.17. 212 School Board Member Development

7.E.18. 214 Out of State Travel by School Board Members

8. **DISCUSSION ITEMS** none

9. **BOARD COMMITTEE REPORTS**

9.A. Self-Governance & Superintendent Relations Committee

9.B. Finance & Facilities Committee

9.C. Policy & Advocacy Committee

9.D. Schools Advocating for Fair Funding (SAFF) Representative

9.E. Southwest Metro Intermediate District 288 Representative

9.F. MSHSL Representative

9.G. Special Education Advisory Council

9.H. Community Education Advisory Council Representative

Hagen reported PreK numbers are at 159, still room for more. BV PreK is up and running, CE looking to make playground improvements, will be seeking donations. Fall brochure finalized, new Nickle Dickle T-shirt design and route.

9.I. Teaching & Learning Advisory Council Representative

9.J. City of Waconia Liaison

**10. ENTER CLOSED MEETING RE: Superintendent's Evaluation**

Motion by Kelzer-Breeden to Enter Closed Meeting for Superintendent's Evaluation (8:35pm)

Wilson second

All in favor

Motion carried

**11. ADJOURNMENT**

Motion by Wilson to adjourn

Kelzer-Breeden second

All in favor

Motion carried

Meeting adjourned at 9:14 PM

5. **CONSENT AGENDA**

**Presenter:** Chair  
Amott

5.A. Bills and Wire Transfers

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
615696	3 GUYS SEWING	06/18/2025	R	1,200.00	June
615697	ADAMS PEST CONTROL CO INC	06/18/2025	R	232.09	June
615698	AMPION PBC	06/18/2025	R	16,972.90	June
615699	APPLE INC	06/18/2025	R	7,192.00	June
615700	AVIBEN	06/18/2025	R	566.86	June
615701	BAUER, MARCUS	06/18/2025	R	100.00	June
615702	BEHRENS, CHARLES	06/18/2025	R	100.00	June
615703	BISCHOFF, KOLETON	06/18/2025	R	90.00	June
615704	BLILLIE, TALEN	06/18/2025	R	100.00	June
615705	BNR IRRIGATION SERVICES INC	06/18/2025	R	1,133.32	June
615706	CDW GOVERNMENT LLC	06/18/2025	R	5,584.23	June
615707	DAVIS, BENJAMIN	06/18/2025	R	100.00	June
615708	ENKJER, SAMSON	06/18/2025	R	45.00	June
615709	FOLLETT CONTENT SOLUTIONS LLC	06/18/2025	R	255.88	June
615710	HANSON SPORTS LLC	06/18/2025	R	4,377.20	June
615711	HEIBERGER, BENJAMIN	06/18/2025	R	45.00	June
615712	HELEN SOLAR LLC	06/18/2025	R	6,087.92	June
615713	HILLYARD/HUTCHINSON	06/18/2025	R	21,792.04	June
615714	HLS GROUP	06/18/2025	R	750.36	June
615715	HYATT, ETHAN	06/18/2025	R	130.00	June
615716	IKI INC	06/18/2025	R	49.00	June
615717	INDIANHEAD FS DISTRIBUTOR, INC	06/18/2025	R	7,402.42	June
615718	INNOVATIONAL WATER SOLUTIONS I	06/18/2025	R	573.00	June
615719	KIRKPATRICK, GEHRIG	06/18/2025	R	50.00	June
615720	KROMER COMPANY	06/18/2025	R	638.94	June
615721	MAYER LUMBER CO, INC	06/18/2025	R	3,527.43	June
615722	MEI TOTAL ELEVATOR SOLUTIONS	06/18/2025	R	791.00	June
615723	MERRITT, GEDRIC	06/18/2025	R	60.00	June
615724	MINI BIFF LLC	06/18/2025	R	99.96	June
615725	MITTELSTEADT, GRIFFIN	06/18/2025	R	45.00	June
615726	MRI SOFTWARE LLC	06/18/2025	R	754.00	June
615727	MUSIC MART	06/18/2025	R	61.30	June
615728	NASCO EDUCATION LLC	06/18/2025	R	113.90	June
615729	NEW DOMINION SCHOOL	06/18/2025	R	735.76	June
615730	PIONEER MANUFACTURING CO	06/18/2025	R	202.00	June
615731	RECTECH OUTDOOR SOLUTIONS LLC	06/18/2025	R	599.98	June
615732	REED, SCOTT	06/18/2025	R	12.00	June
615733	SCHOLASTIC BOOK FAIRS-04	06/18/2025	R	1,360.28	June
615734	SCHOOL SPECIALTY, LLC	06/18/2025	R	442.96	June
615735	SHERMAN, BENJAMIN	06/18/2025	R	50.00	June
615736	SOUTHWEST METRO INTERMEDIATE D	06/18/2025	R	13,584.00	June
615737	STEJSKAL, ELEANOR	06/18/2025	R	304.00	June
615738	STEP SAVER, INC	06/18/2025	R	560.81	June
615739	STYER, ADAM	06/18/2025	R	162.00	June
615740	TC RUNNING COMPANY LLC	06/18/2025	R	300.00	June
615741	TECH ACADEMY/THOMSEN SYSTEMS	06/18/2025	R	2,820.00	June
615742	TERRAFORM PHOENIX II ARCADIA	06/18/2025	R	420.63	June
615743	TUTER, JESSICA	06/18/2025	R	600.00	June
615744	UNITED FARMERS COOPERATIVE	06/18/2025	R	1,772.43	June
615745	UNITED STATES TREASURY	06/18/2025	R	399.05	June
615746	WABBE, LUKE	06/18/2025	R	60.00	June
615747	WILSON LANGUAGE TRAINING CORP	06/18/2025	R	353.16	June
615748	YAGER, MICHAEL	06/18/2025	R	314.37	June
615749	AMAZON CAPITAL SERVICES	06/24/2025	R	10,807.54	June
615750	BCI CONSTRUCTION INC	06/25/2025	R	5,506.07	June
615751	CHOICE ELECTRIC	06/25/2025	R	27,955.54	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
615752	SITELOGIQ, INC	06/25/2025	R	63,056.25	June
615754	SYSTEMS MANAGEMENT & BALANCING	06/25/2025	R	456.00	June
615755	BATTERIES R US	06/26/2025	R	1,139.97	June
615756	BEHRENS, CHARLES	06/26/2025	R	100.00	June
615757	BISCHOFF, KOLETON	06/26/2025	R	90.00	June
615758	BLILIE, ALEC	06/26/2025	R	150.00	June
615759	BLILIE, TALEN	06/26/2025	R	100.00	June
615760	CATALYST SOURCING SOLUTIONS	06/26/2025	R	781.70	June
615761	CDW GOVERNMENT LLC	06/26/2025	R	27,253.96	June
615762	CHOICE ELECTRIC	06/26/2025	R	90.39	June
615763	DAVIS, BENJAMIN	06/26/2025	R	50.00	June
615764	EDER, NOLAN	06/26/2025	R	50.00	June
615765	ENGKJER, SAMSON	06/26/2025	R	170.00	June
615766	GAME ONE	06/26/2025	R	1,092.63	June
615767	GRAINGER	06/26/2025	R	517.11	June
615768	GROGAN, MICHAEL	06/26/2025	R	60.00	June
615769	H&B SPECIALIZED PRODUCTS	06/26/2025	R	643.75	June
615770	HILLYARD/HUTCHINSON	06/26/2025	R	22,916.01	June
615771	HYATT, ETHAN	06/26/2025	R	210.00	June
615772	IGNITED! CONSULTING LLC	06/26/2025	R	2,400.00	June
615773	IMAGE GRAPHICS PREMIER APPLICA	06/26/2025	R	589.00	June
615774	IVERSON, LEIGHTON	06/26/2025	R	100.00	June
615775	JOHNSON, CHASE	06/26/2025	R	270.00	June
615776	KENNEDY & GRAVEN, CHARTERED	06/26/2025	R	150.00	June
615777	KIRKPATRICK, GEHRIG	06/26/2025	R	50.00	June
615778	KOCH SCHOOL BUS SERVICE, INC	06/26/2025	R	565,257.52	June
615779	LANGE, JEFF	06/26/2025	R	115.00	June
615780	LANO EQUIPMENT INC	06/26/2025	R	284.49	June
615781	LOAD'EM UP TRAILER RENTAL & SA	06/26/2025	R	2,030.55	June
615782	LOFFLER COMPANIES	06/26/2025	R	570.03	June
615783	MACKENTHUN'S FINE FOODS	06/26/2025	R	3,510.59	June
615784	MERRITT, GEDRIC	06/26/2025	R	140.00	June
615785	OCCUPATIONAL HLTH CNTRS MN PC	06/26/2025	R	306.00	June
615786	PARTS CITY WACONIA	06/26/2025	R	78.99	June
615787	PAUSCH, COLTEN	06/26/2025	R	100.00	June
615788	PLANSOURCE BENEFITS ADMIN INC	06/26/2025	R	3,218.53	June
615789	PREP TIME PRINTING	06/26/2025	R	1,337.00	June
615790	RABE, CARSON	06/26/2025	R	160.00	June
615791	REED WHOLESALE & OCS	06/26/2025	R	665.40	June
615792	RIECK, COLTON	06/26/2025	R	120.00	June
615793	SAFARI ISLAND COMMUNITY CENTER	06/26/2025	R	63,425.72	June
615794	SALDEN, KYLEIGH	06/26/2025	R	300.00	June
615795	SCHOOL SPECIALTY, LLC	06/26/2025	R	156.43	June
615796	SOCIAL CLUB SIMPLE	06/26/2025	R	20.00	June
615797	SOUTHWEST METRO INTERMEDIATE D	06/26/2025	R	17,139.84	June
615798	STAPLES ADVANTAGE	06/26/2025	R	841.70	June
615799	STEVENS, CHARLES	06/26/2025	R	50.00	June
615800	WABBE, LUKE	06/26/2025	R	50.00	June
615801	WAYNE DAUWALTER PLUMBING	06/26/2025	R	906.00	June
615802	WILLKOMM, RITTER	06/26/2025	R	90.00	June
615803	WINNIE, STANLEY	06/26/2025	R	60.00	June
615804	WINSTED SOLAR LLC	06/26/2025	R	7,808.72	June
615805	YAGER, MICHAEL	06/26/2025	R	130.00	June
615806	EYE MED-FIDELITY SECURITY LIFE	06/30/2025	R	1,938.70	June
615807	MN SCHOOL EMPLOYEES ASSOCIATIO	06/30/2025	R	513.82	June
615808	NCPERS GROUP LIFE INS	06/30/2025	R	96.00	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
615809	SCHOOL SERVICE EMPLOYEES	06/30/2025	R	815.42	June
615810	APPLE FINANCIAL SERVICES	07/01/2025	R	40,000.00	July
615811	GAME ONE	07/01/2025	R	54.19	July
615812	GENESIS TECHNOLOGIES, INC.	07/01/2025	R	2,500.00	July
615813	GOVERNMENT LEASING & FINANCE I	07/01/2025	R	94,165.63	July
615814	INFINITE CAMPUS, INC	07/01/2025	R	69,989.60	July
615815	INTEGRATED SYSTEMS CORPORATION	07/01/2025	R	13,271.04	July
615816	LVC COMPANIES INC	07/01/2025	R	380.00	July
615817	MASMS	07/01/2025	R	150.00	July
615818	PERRY WEATHER	07/01/2025	R	2,600.00	July
615819	QUADIENT LEASING USA INC	07/01/2025	R	650.22	July
615820	SCHOOLS ADVOCATING FOR FAIR FU	07/01/2025	R	6,240.00	July
615821	SECURLY, INC.	07/01/2025	R	4,456.50	July
615822	SKYWARD ACCOUNTING DEPT	07/01/2025	R	27,888.00	July
615823	SPED FORMS, LLC	07/01/2025	R	15,570.99	July
615824	US POSTAL SERVICE	07/01/2025	R	1,649.35	July
615825	WACONIA PATRIOT	07/01/2025	R	277.40	July
615826	WACONIA CHAMBER OF COMMERCE	07/01/2025	R	155.00	July
615827	METRONET	07/03/2025	R	1,865.59	July
615828	MOSYLE CORPORATION	07/03/2025	R	4,350.50	July
615829	SAND CREEK EAP LLC	07/03/2025	R	9,602.28	July
615830	TECH CHECK LLC	07/03/2025	R	285,956.26	July
615831	WISEIDENTITY, LLC	07/03/2025	R	4,512.00	July
615832	ADAMS PEST CONTROL CO INC	07/03/2025	R	262.33	July
615833	ANTHEM SPORTS, LLC	07/03/2025	R	81.27	July
615834	APPLE INC	07/03/2025	R	4,935.00	July
615835	AVIBEN	07/03/2025	R	260.71	July
615836	BIFFS, INC	07/03/2025	R	2,115.50	July
615837	BNR IRRIGATION SERVICES INC	07/03/2025	R	7,945.54	July
615838	BOB'S REPAIR OF MAYER INC.	07/03/2025	R	2,312.61	July
615839	BOOTLACE CONSTRUCTION	07/03/2025	R	45,445.00	July
615840	BSN SPORTS LLC	07/03/2025	R	1,499.13	July
615841	CANON FINANCIAL SERVICES INC	07/03/2025	R	890.18	July
615842	CDW GOVERNMENT LLC	07/03/2025	R	20,360.00	July
615843	COR ROBOTICS LLC	07/03/2025	R	840.00	July
615844	COUNTRYSIDE FLAGPOLE	07/03/2025	R	6,640.00	July
615845	ESS BROTHERS & SONS INC	07/03/2025	R	448.00	July
615846	GREAT MINDS PBC	07/03/2025	R	3,666.00	July
615847	HANSON SPORTS LLC	07/03/2025	R	2,529.80	July
615848	HELEN SOLAR LLC	07/03/2025	R	7,438.91	July
615849	HILDI INC	07/03/2025	R	700.00	July
615850	HILLYARD/HUTCHINSON	07/03/2025	R	14,723.12	July
615851	HUSTLE & HEART SPORTS	07/03/2025	R	810.00	July
615852	IEA, INC	07/03/2025	R	706.29	July
615853	INDUSTRIAL FABRICATION SERVICE	07/03/2025	R	10,135.00	July
615854	INGINA LLC	07/03/2025	R	2,058.00	July
615855	INNOVATIVE GRAPHICS	07/03/2025	R	918.00	July
615856	KIDCREATE STUDIO	07/03/2025	R	1,920.00	July
615857	KKC TAE KWON DO	07/03/2025	R	672.00	July
615858	LAKESHORE LEARNING MATERIALS L	07/03/2025	R	784.64	July
615859	LANO EQUIPMENT INC	07/03/2025	R	7,765.37	July
615860	LOWDEN, MICHELLE	07/03/2025	R	900.00	July
615861	MACKENTHUN'S FINE FOODS	07/03/2025	R	391.53	July
615862	MINI BIFF LLC	07/03/2025	R	99.96	July
615863	NAHAN, SHELLY	07/03/2025	R	1,104.00	July
615864	OFFICE OF MNIT SERVICES	07/03/2025	R	61.95	July

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615865	RENNEBERG HARDWOODS INC.	07/03/2025	R	3,085.10	July
615866	SAFARI ISLAND COMMUNITY CENTER	07/03/2025	R	280.00	July
615867	SATOR SPORTS, INC.	07/03/2025	R	27.28	July
615868	SCHOOL SPECIALTY, LLC	07/03/2025	R	138.03	July
615869	SHRED-N-GO - 446138	07/03/2025	R	165.00	July
615870	SMIRTHWAITE USA LLC	07/03/2025	R	204.00	July
615871	SOUTHSIDE REFEREES LLC	07/03/2025	R	3,893.00	July
615872	SPORTS UNLIMITED	07/03/2025	R	2,430.00	July
615873	STAPLES ADVANTAGE	07/03/2025	R	768.96	July
615874	TECH ACADEMY/THOMSEN SYSTEMS	07/03/2025	R	3,854.00	July
615875	TINTES, MATTHEW	07/03/2025	R	1,190.00	July
615876	TRUE MECHANICAL LLC	07/03/2025	R	1,717.72	July
615877	UNIVERSAL PRODUCTION MUSIC	07/03/2025	R	4,524.00	July
615879	BLFPA	07/09/2025	R	100.00	July
615880	BOND TRUST SERVICES CORP	07/09/2025	R	712.50	July
615881	BPAA	07/09/2025	R	100.00	July
615882	CENTENNIAL LAKES - CLLL	07/09/2025	R	100.00	July
615883	GAMBLERS FASTPITCH	07/09/2025	R	100.00	July
615884	JOSTENS	07/09/2025	R	126.20	July
615885	MASSP	07/09/2025	R	1,770.00	July
615886	NASSP-NAT'L ASSOC OF SECONDARY	07/09/2025	R	385.00	July
615887	OMGAA	07/09/2025	R	100.00	July
615888	PERA	07/09/2025	R	1,420.39	July
615889	RYFSA	07/09/2025	R	100.00	July
615890	SAFETYFIRST PLAYGROUND MAINT	07/09/2025	R	3,003.00	July
615891	SHELBURNE ADVERTISING INC.	07/09/2025	R	913.00	July
615892	TRAINING ROOM, INC	07/09/2025	R	2,294.46	July
615893	WBAFSA	07/09/2025	R	100.00	July
615894	WELCOME NEIGHBOR, INC	07/09/2025	R	495.00	July
615895	WESTONKA RECREATIONAL ASSOC	07/09/2025	R	100.00	July
615896	AFFINETY SOLUTIONS, INC	07/11/2025	R	230.00	July
615897	CDW GOVERNMENT LLC	07/11/2025	R	6,166.00	July
615898	COMMERCIAL KITCHEN SERVICES	07/11/2025	R	2,229.30	July
615899	COUNTRYSIDE CUSTOM APPAREL	07/11/2025	R	1,069.04	July
615900	CREATIVE COMPASS CONSULTING	07/11/2025	R	3,000.00	July
615901	DEMCO, INC	07/11/2025	R	94.93	July
615902	ECM PUBLISHERS, INC	07/11/2025	R	730.88	July
615903	FRANKLIN PRINTING INC	07/11/2025	R	1,235.60	July
615904	FRATTALLONES	07/11/2025	R	557.85	July
615905	GATEWAY MUSIC FESTIVALS & TOUR	07/11/2025	R	18,513.00	July
615906	GONGOLL ROOFING LLC	07/11/2025	R	13,075.00	July
615907	GOOSE LAKE AUTO PARTS	07/11/2025	R	295.46	July
615908	GRAND, TAYLOR	07/11/2025	R	612.00	July
615909	HIGH POINT NETWORKS, LLC	07/11/2025	R	230.00	July
615910	HOLT PETERSON BUS	07/11/2025	R	30,115.50	July
615911	JT FLOOR COVERING INSTALL LLC	07/11/2025	R	1,452.00	July
615912	LEE'S REFRIGERATION LLC	07/11/2025	R	252.50	July
615913	LOFFLER COMPANIES	07/11/2025	R	2,769.19	July
615914	MN SAFETY COUNCIL	07/11/2025	R	483.00	July
615915	NEW DOMINION SCHOOL	07/11/2025	R	7,725.48	July
615916	SCHOOL SPECIALTY, LLC	07/11/2025	R	110.90	July
615917	SQUIRES,WALDSPURGER & MACE PA	07/11/2025	R	417.00	July
615918	ST JOHNS UNIVERSITY	07/11/2025	R	29,529.70	July
615919	UNIQUE MOVERS LLC	07/11/2025	R	2,500.00	July
615920	WEX BANK	07/11/2025	R	528.10	July
615921	AMAZON CAPITAL SERVICES	07/15/2025	R	1,807.04	July

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
615922	BCI CONSTRUCTION INC	07/15/2025	R	107,664.42	July
615923	CHOICE ELECTRIC	07/15/2025	R	139,650.00	July
615924	SITELOGIQ, INC	07/15/2025	R	110,348.44	July
615925	ST CLOUD REFRIGERATION INC	07/15/2025	R	47,080.48	July
615926	SVL INC	07/15/2025	R	662,520.50	July
615927	COOL AIR MECHANICAL, INC.	07/16/2025	R	1,267,300.00	July
615928	AMPION PBC	07/16/2025	R	18,899.62	July
615929	AVANT ASSESSMENT, LLC	07/16/2025	R	498.00	July
615930	BLILIE, ALEC	07/16/2025	R	50.00	July
615931	BLILIE, TALEN	07/16/2025	R	100.00	July
615932	CARVER COUNTY PARKS & RECREATI	07/16/2025	R	1,418.40	July
615933	CARVER CO 4-H FEDERATION	07/16/2025	R	564.00	July
615934	CDW GOVERNMENT LLC	07/16/2025	R	24,780.00	July
615935	COLONY PLAZA, INC	07/16/2025	R	446.15	July
615936	CONCRETE CUTTING & CORING	07/16/2025	R	3,900.00	July
615937	CRANKSHOOTER	07/16/2025	R	578.88	July
615938	ECM PUBLISHERS, INC	07/16/2025	R	53.75	July
615939	GRAINGER	07/16/2025	R	261.08	July
615940	GREAT MINDS PBC	07/16/2025	R	1,175.00	July
615941	GROGAN, MICHAEL	07/16/2025	R	95.00	July
615942	HILLYARD/HUTCHINSON	07/16/2025	R	8.62	July
615943	HLS GROUP	07/16/2025	R	249.92	July
615944	HOUSE OF PRINT	07/16/2025	R	7,031.17	July
615945	HYATT, ETHAN	07/16/2025	R	210.00	July
615946	INGINA LLC	07/16/2025	R	2,280.00	July
615947	JOHNSON, CHASE	07/16/2025	R	200.00	July
615948	JOHNSON, CLAYTON	07/16/2025	R	50.00	July
615949	KEARNEY, ANDREW	07/16/2025	R	150.00	July
615950	KIRKPATRICK, GEHRIG	07/16/2025	R	155.00	July
615951	LANO EQUIPMENT INC	07/16/2025	R	2,092.86	July
615952	MASSP	07/16/2025	R	295.00	July
615953	MAYER LUMBER CO, INC	07/16/2025	R	2,998.49	July
615954	MEI TOTAL ELEVATOR SOLUTIONS	07/16/2025	R	1,185.00	July
615955	MERRITT, GEDRIC	07/16/2025	R	60.00	July
615956	MN SAFETY COUNCIL	07/16/2025	R	46.00	July
615957	NYHAMMER, CADE	07/16/2025	R	95.00	July
615958	NYSTROM, JACKSON	07/16/2025	R	60.00	July
615959	RABE, CARSON	07/16/2025	R	150.00	July
615960	RIECK, COLTON	07/16/2025	R	50.00	July
615961	SHERMAN, BENJAMIN	07/16/2025	R	50.00	July
615962	SOCIAL CLUB SIMPLE	07/16/2025	R	40.00	July
615963	SOUTHSIDE REFEREES LLC	07/16/2025	R	3,048.00	July
615964	SOUTHWEST METRO INTERMEDIATE D	07/16/2025	R	71,844.93	July
615965	TWIN CITIES SOCCER LEAGUES	07/16/2025	R	2,550.00	July
615966	WM CORPORATE SERVICES INC	07/16/2025	R	3,108.35	July
615967	YAGER, MICHAEL	07/16/2025	R	212.88	July
615968	ZERO GRAVITY TRAMPOLINE PARK L	07/16/2025	R	1,350.00	July
615969	21ST CENTURY SPORTS LLC	07/17/2025	R	7,752.00	July
615970	AJ'S RECYCLING INC	07/17/2025	R	1,200.00	July
615971	ALLEN, STEPHANY	07/17/2025	R	1,200.00	July
615972	ALPHA WIRELESS COMMUNICATIONS	07/17/2025	R	378.00	July
615973	ALZA, DIEGO	07/17/2025	R	540.00	July
615974	AMPLIFY EDUCATION INC	07/17/2025	R	3,140.07	July
615975	AQUA NORTH SOLUTIONS LLP	07/17/2025	R	2,640.00	July
615976	ARMSTRONG, LISA	07/17/2025	R	15.65	July
615977	BEHRENS, CHARLES	07/17/2025	R	100.00	July

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
615978	BELL, ANTHONY	07/17/2025	R	200.00	July
615979	BURMAN, FRED	07/17/2025	R	360.00	July
615980	COMMUNITY CLUB TOURS	07/17/2025	R	208.00	July
615981	CULLIGAN BOTTLED WATER	07/17/2025	R	270.00	July
615982	ELEVATED PERFORMANCE 4U	07/17/2025	R	2,384.80	July
615983	EMI AUDIO	07/17/2025	R	422.91	July
615984	FOLLETT SOFTWARE llc	07/17/2025	R	6,878.40	July
615985	FRONTLINE TECH GROUP LLC	07/17/2025	R	17,322.67	July
615986	GET MORE MATH	07/17/2025	R	630.00	July
615987	GROGAN, MICHAEL	07/17/2025	R	70.00	July
615988	GRUDT, PAUL	07/17/2025	R	180.00	July
615989	HANSON SPORTS LLC	07/17/2025	R	3,169.20	July
615990	HAZLEDINE, CARLA	07/17/2025	R	57.40	July
615991	HEYRMAN, CHAD	07/17/2025	R	360.00	July
615992	HOFFMAN, MICHAEL	07/17/2025	R	240.00	July
615993	HUSTLE & HEART SPORTS	07/17/2025	R	488.00	July
615994	HYATT, ETHAN	07/17/2025	R	70.00	July
615995	INSTRUCTIONAL EMPOWERMENT INC	07/17/2025	R	13,770.00	July
615996	ISENSEE, SAMANTHA	07/17/2025	R	720.00	July
615997	JOHNSON, CLAYTON	07/17/2025	R	50.00	July
615998	KEEGAN, KEVIN	07/17/2025	R	480.00	July
615999	KNOWBE4 INC	07/17/2025	R	6,929.53	July
616000	KOOSMANN, JACK	07/17/2025	R	360.00	July
616001	LANO EQUIPMENT INC	07/17/2025	R	298.48	July
616002	LERFALD, DOUGLAS	07/17/2025	R	720.00	July
616003	LITERACY RESOURCES LLC	07/17/2025	R	199.36	July
616004	MASSP	07/17/2025	R	1,770.00	July
616005	MESPA	07/17/2025	R	972.00	July
616006	METRO ELEVATOR	07/17/2025	R	10,881.00	July
616007	MID-COUNTY CO-OP	07/17/2025	R	862.90	July
616008	MUSIC THEATRE INTERNATIONAL	07/17/2025	R	900.00	July
616009	NAHAN, SHELLY	07/17/2025	R	1,050.00	July
616010	NESVIG, REBEKAH	07/17/2025	R	63.75	July
616011	POSITIVE PHYSICS LLC	07/17/2025	R	699.00	July
616012	POWERSCHOOL GROUP LLC	07/17/2025	R	37,800.96	July
616013	POZEGA, JUSTIN	07/17/2025	R	360.00	July
616014	REALLY GOOD STUFF LLC	07/17/2025	R	263.92	July
616015	SALIB, CODY	07/17/2025	R	600.00	July
616016	SCHOLLA, TIA	07/17/2025	R	180.00	July
616017	SCHOMMER, JAMES	07/17/2025	R	180.00	July
616018	SJODIN, TYLER	07/17/2025	R	1,080.00	July
616019	STORMS WELDING & MFG	07/17/2025	R	996.50	July
616020	TEAMGENIUS	07/17/2025	R	5,550.37	July
616021	WM CORPORATE SERVICES INC	07/17/2025	R	103.90	July
616022	WOYNO & ASSOCIATES LLC	07/17/2025	R	1,440.00	July
616023	YAGER, MICHAEL	07/17/2025	R	100.00	July
202401251	LIFE INS CO OF NORTH AMERICA	06/13/2025	W	4,241.50	June
202401256	ONEBRIDGE BENEFITS, INC.	06/13/2025	W	4,446.22	June
202401258	XCEL ENERGY	06/24/2025	W	25,095.11	June
202401261	INTERNAL REVENUE SERVICE	06/30/2025	W	275,497.29	June
202401262	LIFE INS CO OF NORTH AMERICA	06/30/2025	W	6,244.52	June
202401263	MN DEPT OF REVENUE	06/30/2025	W	44,480.95	June
202401264	MN TEACHERS RETIREMENT ASSN	06/30/2025	W	152,224.85	June
202401265	PERA	06/30/2025	W	40,678.44	June
202401266	AVIBEN	06/30/2025	W	73,554.59	June
202401267	ONEBRIDGE BENEFITS, INC.	06/30/2025	W	9,299.59	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
202401268	DOMINO'S PIZZA	06/30/2025	W	150.79	June
202401269	ALDI	06/30/2025	W	116.01	June
202401271	DOLLAR TREE	06/30/2025	W	255.04	June
202401272	TARGET BANK	06/30/2025	W	1,238.67	June
202401274	HOME DEPOT	06/30/2025	W	367.96	June
202401275	CARVER COUNTY PARKS & RECREATI	06/30/2025	W	33.00	June
202401277	GB1 LEADERSHIP LLC	06/30/2025	W	109.00	June
202401278	MSHSL	06/30/2025	W	52.00	June
202401283	JIMMY JOHNS	06/30/2025	W	365.72	June
202401286	PANGEA CAFE	06/30/2025	W	136.61	June
202401287	VISTAPRINT USA	06/30/2025	W	27.98	June
202401288	MN HISTORICAL SOCIETY	06/30/2025	W	2,160.00	June
202401289	USA INFLATABLES	06/30/2025	W	2,968.45	June
202401290	MN DEPT OF HEALTH	06/30/2025	W	180.00	June
202401291	E3 SPORT APPAREL LLC	06/30/2025	W	1,023.10	June
202401292	URBAN AIR ADVENTURE PARK	06/30/2025	W	1,837.49	June
202401293	MN VALLEY ELECTRIC CORP	06/30/2025	W	38,748.31	June
202401294	MSHSCA	06/30/2025	W	200.50	June
202401297	AMF SOUTHTOWN LANES	06/30/2025	W	1,905.61	June
202401299	VALLEYFAIR	06/30/2025	W	8,346.09	June
202401301	ART OF EDUCATION UNIV LLC	06/30/2025	W	76.00	June
202401304	US POSTAL SERVICE	06/30/2025	W	8.20	June
202401305	SAME DAY AWARDS	06/30/2025	W	354.96	June
202401306	WACONIA CHAMBER OF COMMERCE	06/30/2025	W	35.00	June
202401307	MONKEY WRENCH PRODUCTIONS LLC	06/30/2025	W	223.00	June
202401310	THE LOOP AT CHASKA	06/30/2025	W	300.00	June
202401311	ROCKET SCIENCE GROUP, LLC	06/30/2025	W	300.00	June
202401312	CASEY'S GENERAL STORE	06/30/2025	W	107.94	June
202401314	HALLA GREENS GOLF COURSE	06/30/2025	W	345.00	June
202401315	EQUIPARTS CORP	06/30/2025	W	250.03	June
202401317	SSLS	06/30/2025	W	19.98	June
202401319	DOUBLE TREE HOTEL	06/30/2025	W	462.36	June
202401329	SECURITY BANK & TRUST CO	06/30/2025	W	96.95	June
202401330	AUTHORIZE.NET	06/03/2025	W	20.00	June
202401331	EDUTRAK LLC	06/03/2025	W	5,388.23	June
202401332	ONEBRIDGE BENEFITS, INC.	06/16/2025	W	954.00	June
202401333	BRI PARENT, INC	06/30/2025	W	643.82	June
202401335	PMA SECURITIES LLC	06/16/2025	W	251.39	June
202401337	T-MOBILE	06/30/2025	W	850.00	June
202401338	QUADIENT FINANCE USA, INC	06/30/2025	W	1,000.00	June
202401339	AT&T MOBILITY	06/26/2025	W	294.76	June
202401340	XCEL ENERGY	06/26/2025	W	94.74	June
202401341	CENTERPOINT ENERGY	06/25/2025	W	20,930.56	June
202401342	BOND TRUST SERVICES CORP	06/26/2025	W	12,213,627.78	June
202500003	INTERNAL REVENUE SERVICE	07/15/2025	W	193,631.27	July
202500005	MN DEPT OF REVENUE	07/15/2025	W	31,279.19	July
202500006	MN TEACHERS RETIREMENT ASSN	07/15/2025	W	137,910.42	July
202500007	PERA	07/15/2025	W	13,850.62	July
202500008	AVIBEN	07/15/2025	W	46,730.89	July
202500013	INTERNAL REVENUE SERVICE	07/15/2025	W	63,306.45	July
202500015	MN DEPT OF REVENUE	07/15/2025	W	10,964.79	July
202500016	MN TEACHERS RETIREMENT ASSN	07/15/2025	W	19,337.31	July
202500017	PERA	07/15/2025	W	22,908.30	July
202500018	AVIBEN	07/15/2025	W	11,551.65	July
242500147	BAUNE, KEITH	06/20/2025	A	360.00	June
242500148	BENHAM, DANIEL	06/20/2025	A	30.98	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
242500149	CLAUSEN, SHANE	06/20/2025	A	360.00	June
242500150	EGGERS, DAVID	06/20/2025	A	600.00	June
242500151	PINGEON, SARA	06/20/2025	A	30.80	June
242500152	RAETHER, KELLY JO	06/20/2025	A	905.87	June
242500153	SABOL, JILL	06/20/2025	A	360.00	June
242500154	SCHANK, BARBARA	06/20/2025	A	360.00	June
242500155	SEIM, LINDSAY	06/20/2025	A	142.94	June
242500156	SHERMAN, MONICA	06/20/2025	A	120.40	June
242500157	WEINZIERL, KRISTIN	06/20/2025	A	325.00	June
242500158	ESTERBERG, JACOB	06/27/2025	A	375.83	June
242500159	SELTZ, ANDREW	06/27/2025	A	300.00	June
242500160	STACKEN, RON	06/27/2025	A	300.00	June
242500161	VANDERLINDE, LEE	06/27/2025	A	150.00	June
242500162	DELANEY, DAVID	06/30/2025	A	127.35	June
242500163	EISCHENS, SARA	06/30/2025	A	360.00	June
242500164	FOLTZ, KARI	06/30/2025	A	411.60	June
242500165	JENSEN, STEVEN	06/30/2025	A	180.00	June
242500166	MERRITT, JENNIFER	06/30/2025	A	360.00	June
242500167	MUELLER, RYAN	06/30/2025	A	176.38	June
242500168	OVERBY, MARY	06/30/2025	A	153.28	June
242500169	RAETHER, KELLY JO	06/30/2025	A	180.00	June
242500170	SPERLE-BERG, MICHELLE	06/30/2025	A	246.40	June
242500171	THOMAS, MATTHEW	06/30/2025	A	210.00	June
242500172	VAN EYLL, TONI	06/30/2025	A	216.30	June
242500173	ALMQUIST, TERENCE	06/30/2025	A	50.00	June
242500174	BRAUN, TRACY	06/30/2025	A	180.00	June
242500175	CLEMENSEN, THOMAS	06/30/2025	A	296.09	June
242500176	JENSEN, STEVEN	06/30/2025	A	180.00	June
242500177	JUNG, SAMANTHA	06/30/2025	A	360.00	June
242500178	KUBE, GREGORY	06/30/2025	A	300.00	June
242500179	RAETHER, KRISTOPHER	06/30/2025	A	300.00	June
242500180	SPARBY, PAUL	06/30/2025	A	206.78	June
242500181	TORDOFF, PAUL	06/30/2025	A	360.00	June
242500182	WORTZ, HOLLY	06/30/2025	A	369.00	June
242500183	WOYNO, IVAN	06/30/2025	A	244.72	June
242500184	ABDIMALIK, HANA	06/30/2025	A	75.00	June
242500185	ALMQUIST, TERENCE	06/30/2025	A	597.54	June
242500186	BOSCH, ALAN	06/30/2025	A	300.00	June
242500187	BRAUN, TRACY	06/30/2025	A	123.55	June
242500188	DEVAAN, KHUZANA	06/30/2025	A	360.00	June
242500189	GENZ, MEGAN	06/30/2025	A	308.00	June
242500190	LARSON, LORRAINE	06/30/2025	A	581.07	June
242500191	MARTINI, JED	06/30/2025	A	62.83	June
242500192	MATHWIG, DANIEL	06/30/2025	A	212.98	June
242500193	SCHWARTZ, ALYCIA	06/30/2025	A	550.00	June
242500194	SWANSON, ANN	06/30/2025	A	360.00	June
242500195	WURZER, BONNIE	06/30/2025	A	583.23	June

Totals for checks 17,977,705.66

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	General	1,064,559.09	0.00	2,021,559.54	3,086,118.63
02	Food Service	27,603.41	0.00	28,245.78	55,849.19
04	Community Service	73,770.98	0.00	113,337.49	187,108.47
06	Building Construction	0.00	0.00	2,434,037.70	2,434,037.70
07	Debt Redemption	0.00	0.00	12,214,340.28	12,214,340.28
45	OPEB Irrevocable Trust Fund	0.00	0.00	251.39	251.39
***	Fund Summary Totals ***	1,165,933.48	0.00	16,811,772.18	17,977,705.66

\*\*\*\*\* End of report \*\*\*\*\*

5.B. Human Resource Items:

**Presenter:** Jeni  
Super, Director of  
Human Resources

**Waconia Public Schools  
Independent School District No. 110  
Waconia, Minnesota**

**BOARD OF EDUCATION**

Regular Meeting – July 28, 2025

**AGENDA SECTION: APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**

**AGENDA ITEM:** Human Resources Recommendations

**ITEM ADDED BY:** Jeni Super, Director of Human Resources

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**Employment**

<b>Krummel-Walter, Talon</b> Replacement	Instrumental and Classroom Music Teacher WMS Long Term Substitute <b>Attach K</b>	
<b>McKellip, Bailey</b> Replacement	Grade 4 Teacher 1.0 FTE; 184 Days <b>Attach K</b>	BV
<b>Mosier, Carrie</b> Replacement	Teacher Assistant (ECFE) 4.5 Hours/Day; 175 Days	ECFE
<b>Paulsen, Terri Lee</b> New	Teacher Assistant (Preschool) 5 hours/day; 175 Days	ESC
<b>Ristow, Madelline</b> Replacement	Educational Assistant (SPED) 4 Hours/day; 175 Days	ESC
<b>Serum, Tammy</b> Replacement	School Counselor 1.0 FTE; 184 Days <b>Attach K</b>	WHS
<b>Soppeland, Payton</b> Replacement	Special Education Teacher 1.0 FTE; 184 Days <b>Attach K</b>	WMS

<b>Tackmann, Lori</b> New	Teacher Assistant (ECFE) 4.5 Hours/Day; 175 Days	ECFE
<b>Wilkerson Hardy, Payten</b> Replacement	Educational Assistant (SPED) 6.5 hours/day; 175 Days	BV

### **Employee Status Changes**

**Butler, Laura**, Occupational Therapist, from 0.6 FTE to 1.0 FTE at ESC

**Jaede, Laura**, Preschool Teacher, from 7.5 hours/day to 8 hours/day at WEC

**Lemke, Amber**, Preschool Teacher, from 6.5 hours/day to 8 hours/day at WEC

**Leonard, Jessica**, Educational Assistant (SPED), from 3 hours/day at WLC to 5 hours/day at ESC

**Russell, Melissa**, ECFE Teacher Assistant, from 6.5 hours/day to 8 hours/day at ECFE

**Weber, Mary**, Preschool Teacher, from 7.5 hours/day to 8 hours/day at WEC

### **Leaves of Absence**

**Jaede, Laura**, Preschool Teacher at ECFE

### **Extended Leave of Absence**

### **Retirements/Resignations/Terminations**

**Forster, Shar**, Administrative Assistant III at Comm Ed

**Molencamp, Kirsten**, Educational Assistant (SPED) at BV

**Simanovich, Aleksandr**, Technology Manager at ESC

It is recommended that the ISD 110 Board of Education approve the above human resource actions as proposed.

5.C. PSEO Administration Contract with Ridgewater  
College

**Presenter:** Pam  
Carman, Director of  
Finance and  
Operations

**Ridgewater College**  
**PSEO ADMINISTRATION CONTRACT**  
**Fiscal Year 2026**

Ridgewater College and School District 110 Waconia High School have determined that secondary students who have attained the Sophomore, Junior or Senior rank benefit from a post-secondary educational experience and, therefore, have entered into this contract for services. It is understood that this contract in no way limits the liability of the high school as the primary educational provider.

The cost to provide this educational service will be determined as follows:

1. The School District shall be invoiced at the rate of \$241.33 per semester credit, (which includes tuition, fees, textbooks and standard course fees)
2. I.S.D. will be invoiced on a semester basis and shall remit payment within 30 days of invoice date.
3. The school district will ensure that any student taking courses that require a laptop computer will have adequate computing resources provided to them by the I.S.D. or through their own resources to meet the course requirement.
4. Students may not register for a number of credits that would cause an overload status.
5. Expenses associated with providing disability accommodations are not reflected in the above costs. The cost of providing these accommodations will be handled on a student-by-student basis via a separate agreement.
6. Students will be subject to the policies and procedures of Ridgewater College.
7. The student must complete the POST-SECONDARY ENROLLMENT OPTIONS PROGRAM FORM with the assistance of the appropriate high school staff and submit the form to the Admissions Office at the appropriate Ridgewater College Campus.
8. Students are allowed to drop with a 100% refund through the 10<sup>th</sup> day of the semester. Withdrawals after the 10<sup>th</sup> day of the semester require full payment for the contracted amount.

**The above named school district authorizes Ridgewater College to provide educational services for the school year beginning July 1, 2025 and ending June 30, 2026.**

School District Authorized Representative:

Pamela S. Carman

Print Name

Pamela S. Carman

Sign Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Billing E-mail Address

\_\_\_\_\_  
Ridgewater College Representative

\_\_\_\_\_  
Date

RETURN TO: Ridgewater College  
Business Office  
2101 15<sup>th</sup> Avenue NW  
Willmar, MN 56201

5.D. Sitelogiq Invoice (June)



INVOICE

Project #: PUBMID-006344

MN - Waconia - LTFM - PSA - Phase I

BILLING DATE	6/30/2025
PERIOD TO:	6/30/2025
ACCOUNT NUMBER	102640
INVOICE NUMBER	16489
AMOUNT DUE	\$ 110,348.44

**INVOICE TO:**  
**Waconia Public Schools**  
 ATTN: Brian Gersich  
 512 Industrial Blvd  
 Waconia, MN 55387  
[bgersich@isd110.org](mailto:bgersich@isd110.org)

**PLEASE REMIT PAYMENT TO:**  
 SitelogIQ Inc. - Accounts Receivables Midwest  
 IDS Center  
 80 South 8th Street, Suite 1850  
 Minneapolis, MN 55402

DETACH HERE - RETURN TOP PORTION WITH YOUR PAYMENT - RETAIN THIS COPY FOR YOUR RECORDS



BILLING DATE	6/30/2025
PERIOD TO:	6/30/2025
ACCOUNT NUMBER	102640
INVOICE NUMBER	16489
AMOUNT DUE	\$ 110,348.44

TERMS:	30 DAYS UPON RECEIPT

Waconia Public Schools

Program	Fund	Description	Project Amount	Percent Complete	Previously Billed	Current Billing	Cumulative Billing
		Design Document Phase	\$ 2,206,968.74	100%	\$ 2,206,968.74		\$ 2,206,968.74
		Construction Implementation Phase	\$ 788,203.13	68%	\$ 425,629.42	\$ 110,348.44	\$ 535,977.86
		Post Construction	\$ 157,640.63	0%	\$ -	\$ -	\$ -
							\$ -
			\$ 3,152,812.50	87%	\$ 2,632,598.16	\$ 110,348.44	\$ 2,742,946.60

DIRECT INQUIRIES AND CORRESPONDENCE TO:

**Joshua Evenson**  
 320.296.4264  
[Joshua.evenson@sitelogiq.com](mailto:Joshua.evenson@sitelogiq.com)

SitelogIQ, Inc - Accounts Receivables Midwest  
 IDS Center 80 South 8th  
 Suite 1850  
 Minneapolis, MN 55402

PAY THIS AMOUNT IN US DOLLARS



\$ 110,348.44

5.E. Receipts of Donation

6. **REPORTS**

6.A. Administrative Presentation: Dr. Jeff Horton,  
SW Metro

7. **ACTION ITEMS**

7.A. Resolution Calling for Special Election Nov. 4, **Presenter:** Dr. Brian  
2025 (ROLL CALL VOTE) Gersich

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 110 (Waconia Public Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on July 28, 2025 at 7:00 p.m. at the Waconia City Hall.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF APPROVING A NEW REFERENDUM REVENUE AUTHORIZATION AND CALLING A SPECIAL ELECTION THEREON

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on July 28, 2025.

---

School District Clerk

Member \_\_\_\_\_ introduced the following resolution and moved its adoption, which motion was seconded by Member \_\_\_\_\_:

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF APPROVING A NEW REFERENDUM REVENUE AUTHORIZATION AND CALLING A SPECIAL ELECTION THEREON

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 110 (Waconia Public Schools), Minnesota (the School District) as follows:

It is hereby found, determined and declared as follows:

1. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to increase the School District's general education revenue by \$731 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2025 for taxes payable in 2026 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

2. The question on the approval of the new referendum revenue authorization of the School District shall be submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held on Tuesday, November 4, 2025, between the hours of 7:00 a.m. and 8:00 p.m.

4. The School District's combined polling places and the precincts served by the polling places, as established and designated by resolution of the Board pursuant to Minnesota Statutes, Section 205A.11, are hereby designated for this special election.

5. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) provided to each County Auditor at least eighty-four (84) days before the date of the special election; (b) provided to the Commissioner of Department of Education of the State of Minnesota (the Commissioner) at least seventy-four (74) days before the date of the special election; (c) mailed to every taxpayer in the School District, at least fifteen (15) days but no more than forty-five (45) days prior to the date of the special election; (d) posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; and (e) published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week before the date of the special election. The Notice of Special Election shall be prepared in substantially the following form:

[The remainder of this page is intentionally left blank]

**NOTICE OF SPECIAL ELECTION**

**INDEPENDENT SCHOOL DISTRICT NO. 110  
(WACONIA PUBLIC SCHOOLS), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 110 (Waconia Public Schools), Minnesota, on November 4, 2025, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following question:

**School District Question  
Approval of New School District Referendum Revenue Authorization**

The board of Independent School District No. 110 (Waconia Public Schools), Minnesota has proposed to increase the School District’s general education revenue by \$731 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2025 for taxes payable in 2026 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

- YES**     Shall the new referendum revenue authorization proposed by the board of
- NO**        Independent School District No. 110 (Waconia Public Schools),  
Minnesota be approved?

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A  
PROPERTY TAX INCREASE**

**PASSAGE OF THIS REFERENDUM WILL RESULT IN AN INCREASE IN YOUR  
PROPERTY TAXES**

For the ballot question, the property tax portion of the revenue authorized will require an estimated referendum tax rate of 0.070875% for taxes payable in 2026 of the referendum market value of all classes of taxable property in the School District, as defined by Minnesota Statutes, Section 126C.01, Subdivision 3, which excludes certain agricultural property, seasonal property and post-secondary student housing.

The projected annual dollar increases for typical residential homesteads, apartments, commercial-industrial properties, and most other classes of property within the School District are as shown in the table below, subject to an annual increase at the rate of inflation.

Agricultural property will pay taxes for the proposed referendum based only on the value of the house, garage and one acre of land. Seasonal recreational residential property (*i.e.*, cabins) will pay no taxes for the proposed referendum.

The figures in the following table are based on School District taxes for the new referendum revenue authorization only and do not include tax levies for other purposes:

Property Type	Estimated Market Value	Estimated Taxes for Proposed Referendum	
		Annual	Monthly
Residential Homesteads, Apartments and Commercial- Industrial	\$100,000	\$71	\$6
	\$200,000	\$142	\$12
	\$300,000	\$213	\$18
	\$400,000	\$283	\$24
	\$500,000	\$354	\$30
	\$600,000	\$425	\$35
	\$700,000	\$496	\$41
	\$800,000	\$567	\$47
	\$900,000	\$638	\$53
	\$1,000,000	\$709	\$59
	\$1,250,000	\$886	\$74
\$1,500,000	\$1,063	\$89	

The polling places and precincts served by the polling places for the special election will be as follows:

<b><u>Combined Polling Place:</u></b>	<b><u>Precincts Served:</u></b>
New Germany City Hall New Germany, Minnesota	This combined polling place serves all territory in Independent School District No.110 located in the City of New Germany; Hollywood Township and Camden Township; Carver County, Minnesota.
Waconia Ice Arena Waconia, Minnesota	This combined polling place serves all territory in Independent School District No.110 located in the City of Waconia; City of Victoria; Hancock, Benton, Dahlgren, Waconia, Laketown, Watertown, and San Francisco Townships; Carver County, Minnesota.
St. Bonifacius City Hall St. Bonifacius, Minnesota	This combined polling place serves all territory in Independent School District No.110 located in the City of St. Bonifacius; Carver County, and the City of Minnetrista, Hennepin County, Minnesota.

All qualified electors residing in the School District may cast their ballots at the polling places listed above during the polling hours specified above.

A voter must be registered to vote to be eligible to vote in the special election. Unregistered individuals may register to vote at the polling places on Election Day.

Dated: July 28, 2025.

BY ORDER OF THE SCHOOL BOARD

/s/ \_\_\_\_\_, Clerk

[The remainder of this page is intentionally left blank.]

6. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting any other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.

7. The Clerk is authorized and directed to cause a printed ballot for the question to be prepared in accordance with Minnesota Statutes, Section 205A.08, Subdivision 5 and the rules of the secretary of state for use at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election. The ballot shall be in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:


[The remainder of this page is intentionally left blank.]

**Special Election Ballot  
School District Ballot  
Independent School District No. 110  
(Waconia Public Schools), Minnesota**

**November 4, 2025**

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**Instructions to Voters**

To vote, completely fill in the oval(s) next to your choice(s) like this: 

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To vote for a question, fill in the oval next to the word "Yes" for that question.  
To vote against a question, fill in the oval next to the word "No" for that question.

**School District Question**

**Approval of New School District Referendum Revenue Authorization**

The board of Independent School District No. 110 (Waconia Public Schools), Minnesota has proposed to increase the School District's general education revenue by \$731 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2025 for taxes payable in 2026 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

- YES**    Shall the new referendum revenue authorization proposed by the board of  
 **NO**      Independent School District No. 110 (Waconia Public Schools),  
Minnesota be approved?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A  
PROPERTY TAX INCREASE**

(Reverse side of ballot)

OFFICIAL BALLOT

November 4, 2025

---

Judge

---

Judge

(The ballot is to be initialed by two judges)

8. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, upon request, furnish in accordance with Minnesota Statutes, Section 204D.04 a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit or certified check in an amount equal to the value of the purchase.

9. At least forty-six (46) days before the special election, the Clerk shall prepare and have ready for use absentee ballots and shall mail absentee ballots to voters on the permanent absentee ballot list in accordance with Minnesota Statutes, Section 203B.04. Subdivisions 4 and 5.

10. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held on the day of a statewide election and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

11. The Board shall appoint election judges and alternates in accordance with Minnesota Statutes, Section 204B.21. The appointments will be made at least twenty-five (25) days before the special election.

12. Pursuant to Minnesota Statutes, Section 206.83, the Clerk shall provide for testing of the optical scan voting system at least three (3) days before the voting equipment is used and shall cause notice of the time and place of the test to be published in the School District's official newspaper at least five (5) days before the test.

13. Pursuant to Minnesota Statutes, Section 206.85, Subdivision 1(6), where an electronic voting system is being used at a counting center, the Clerk shall cause notice of the exact location of the counting center to be published in a legal newspaper during the week preceding the week of election and in the newspaper of widest circulation the day preceding the election or, if the newspaper is only published weekly, once during the week preceding the election.

14. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day, November 7, 2025, and the tenth day, November 14, 2025, after the special election for the purpose of canvassing the results thereof.

15. Pursuant to Minnesota Statutes, 126C.17, Subdivision 9(e) and Section 205A.07, Subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of the results of the special election and to provide the certified vote totals for the ballot question in written form within fifteen (15) days after the results have been certified by the Board.

16. Pursuant to Minnesota Statutes, Section 211A.02, Subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's web site as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of web site where such reports are made available. Such reports must remain available on the web site for four (4) years from the date first posted.

17. Any obligations of the Clerk described herein may be undertaken by a County Auditor or other election official authorized by state law, acting on the Clerk's behalf, as the official in charge of elections in accordance with Minnesota election laws. The Board hereby authorizes the Clerk to work with the County Auditor or other authorized election official in accomplishing the obligations described hereunder when necessary, appropriate, and desirable.

Upon vote being taken thereon, the following voted in favor thereof

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

7.B. 10-Year LTFM Resolution Fiscal Year (FY) 27  
(ROLL CALL VOTE)

**Presenter:** Pam  
Carman, Director of  
Finance and  
Operations



## MEMORANDUM

**TO:** ISD 110 School Board

**FROM:** Pam Carman, Director of Finance & Operations

**DATE:** July 28, 2025

**SUBJECT:** 10-Year LTFM Approval - Waconia ISD 110 - Fiscal Year (FY) 27

---

The Board annually approves the Long-Term Facilities Maintenance (LTFM) Ten-Year Plan and submits it to MDE for approval by the Commissioner of Education. Approval of the resolution ensures our participation in the LTFM revenue program, inclusion on the Payable 2026 tax levy, and provides funding for expenditures in the 2026-27 school year.

The ten-year plan represents a prioritization of deferred maintenance projects needed to protect the public investment in district facilities. The deferred maintenance projects are planned and coordinated to address educational adequacy in support of the strategic plan. The debt plan that will be used by MDE to place payments on the 2025 Payable 2026 levy is included as part of the LTFM ten-year plan.

**SCHOOL BOARD RESOLUTION  
INDEPENDENT SCHOOL DISTRICT NO. 110  
ADOPTING THE SCHOOL DISTRICT'S FISCAL YEAR (FY) 27  
LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

**WHEREAS**, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2024, section 123B.595, subd. 4 states a school district or intermediate district must annually adopt and approve a ten-year LTFM facilities plan by July 31 for commissioner approval.

**WHEREAS**, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

School Board Member \_\_\_\_\_ moved for the resolution adoption and the motion was duly seconded by School Board Member \_\_\_\_\_ and, upon vote being thereon, the following voted in favor of the motion:

And the following voted against \_\_\_\_\_.

**THEREFORE, BE IT RESOLVED THAT**, the School Board of Independent School District No. 110 approves and adopts the attached ten-year Long-Term Facilities Maintenance plan for FY 27 on the \_\_\_\_\_ of \_\_\_\_\_, 2025.

---

SCHOOL BOARD CLERK SIGNATURE



Division of School Finance  
400 NE Stinson Blvd.  
Minneapolis, MN 55413

## Fiscal Year (FY) 2027 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

ED-02477-011  
Due: July 31, 2025

**General Information:** Minnesota school districts, intermediate school districts, cooperative districts, joint powers applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2024, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2025. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

### Identification Information

Name of District, Intermediate/Cooperative/Joint Powers <b>Waconia Public Schools</b>	District Number and Type: <b>110</b>	Date Submitted:
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### Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2024, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2024, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2024, section 123B.595, subd. 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2024, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2024, section 123B.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2027 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2024, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2024, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2024, section 123B.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2027 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2024, section 123B.595, subd. 10, paragraph (a), clauses (1), (2) and (4) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2024, section 123B.595, subd. 11. **Effective FY 2025 and if applicable, provisions for a gender-neutral, single-user restroom are included in The LTFM plan (Finance Code 384 must be used with Course Code 684).**
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.41, subd. 3[2024]).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2024]). **The district’s ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.**


### Certification of Statement of Assurances

Signature – <b>Must be signed</b> by Superintendent or Cooperative Unit Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
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FY 27 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/10/2025										
110 <= Type in School District Number														
WACONIA PUBLIC SCHOOL DISTRICT														
Calculations for Ten Year Projection														
	Pay 26	Change only if requiring levy adjustments	Payable 2025 LLC Certification	Current Estimate										
	LLC #	FY 2025	FY 2026	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	
26b	411													
27														
27a	413													
27b	765			1,480,085	1,291,973	1,295,963	1,287,825	1,295,700	1,411,725	491,138	491,138	1,451,888	952,350	
28	767			-	-	-	-	-	-	-	-	-	-	
29	416			214,469	215,963	223,475	230,987	238,499	246,011	253,522	261,034	262,912	262,912	
30	417		1,619,490	1,694,554	1,507,936	1,519,438	1,518,812	1,534,199	1,657,736	744,660	752,172	1,714,800	1,215,262	
31	418		2,744,428	2,753,496	2,574,255	2,622,847	2,659,310	2,711,786	2,872,412	1,996,426	2,041,027	3,012,928	2,513,390	
32	419													
33	420		2,744,428	2,753,496	2,574,255	2,622,847	2,659,310	2,711,786	2,872,412	1,996,426	2,041,027	3,012,928	2,513,390	
34	421		9,488	9,488	-	-	-	-	-	-	-	-	-	
35	422		2,753,916	2,762,984	2,574,255	2,622,847	2,659,310	2,711,786	2,872,412	1,996,426	2,041,027	3,012,928	2,513,390	
36	35	2023	49,167,159	49,167,159	49,335,566	51,308,988	53,361,348	55,495,802	57,715,634	60,024,259	62,425,229	64,922,239	67,519,128	
37	54		4,374.81	4,374.84	4,319.74	4,274.57	4,230.27	4,177.75	4,177.75	4,177.75	4,177.75	4,177.75	4,177.75	
38	424		11,238.70	11,238.61	11,420.97	12,003.30	12,614.18	13,283.65	13,814.99	14,367.59	14,942.29	15,539.99	16,161.59	
39	425		13,579.10	13,579.10	13,765.66	14,420.42	15,209.99	15,818.00	16,451.00	17,109.00	17,793.00	18,505.00	19,245.00	
40	426		16,702.29	16,702.29	17,275.90	18,313.93	19,316.69	20,088.86	20,892.77	21,728.43	22,597.11	23,501.35	24,441.15	
41	427		67.29%	67.29%	66.11%	65.54%	65.30%	66.12%	66.12%	66.12%	66.12%	66.12%	66.12%	
42	428		32.71%	32.71%	33.89%	34.46%	34.70%	33.88%	33.88%	33.88%	33.88%	33.88%	33.88%	
43	423		1,706,200	1,606,104	1,561,040	1,561,040	1,561,040	1,561,040	1,561,040	1,561,040	1,561,040	1,561,040	1,561,040	
44	429		558,120	525,391	529,048	537,905	541,650	528,811	528,829	528,826	528,806	528,821	528,810	
45	431		-	-	-	-	-	-	-	-	-	-	-	
46	432		558,120	525,391	529,048	537,905	541,650	528,811	528,829	528,826	528,806	528,821	528,810	
47	435		2,195,795	2,237,592	2,045,207	2,084,942	2,117,660	2,182,976	2,343,584	1,467,600	1,512,222	2,484,107	1,984,580	
48	Debt Service Portion of Revenue (non-grandfather districts *)													
49	763+764+765+766			1,480,085	1,291,973	1,295,963	1,287,825	1,295,700	1,411,725	491,138	491,138	1,451,888	952,350	
50	767			651,630	652,050	651,840	651,210	650,108	653,783	651,578	648,900	-	-	
51	768			2,131,715	1,944,023	1,947,803	1,939,035	1,945,808	2,065,508	1,142,715	1,140,038	1,451,888	952,350	
52	436			1,606,104	1,561,040	1,561,040	1,561,040	1,561,040	1,561,040	1,142,715	1,140,038	1,451,888	952,350	
53	438			525,391	529,048	537,905	541,650	528,811	528,829	387,112	386,190	491,844	322,613	
54	439			1,080,713	1,031,992	1,023,135	1,019,390	1,032,229	1,032,211	755,603	753,847	960,043	629,737	
55	440			525,611	382,983	386,763	377,995	384,768	504,468	-	-	-	-	
56	General Fund Portion of Revenue (non-grandfather districts *)													
57	441			631,269	630,233	675,044	720,275	765,979	806,905	853,711	900,990	1,561,040	1,561,040	
58	442			-	-	-	-	-	-	418,325	421,003	109,153	608,690	
59	443			-	-	-	-	-	-	141,714	142,616	36,977	206,197	
60	444			-	-	-	-	-	-	276,611	278,387	72,176	402,493	
61	445			631,269	630,233	675,044	720,275	765,979	806,905	435,386	479,987	1,451,888	952,350	
62	446			631,269	630,233	675,044	720,275	765,979	806,905	711,997	758,374	1,524,063	1,354,843	
48	Debt Service Portion of Revenue (grandfather districts *)													
* MPLS, Anoka, Bloomington, Robbinsdale, Rochester, St. Paul, Duluth				763+764+765+766										



 Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only										ED - 02478-11
<b>Instructions:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2024, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.												
<b>District Info. (REQUIRED) Enter Information</b>		<b>District Info. (REQUIRED) Enter Information</b>										
District Name: <b>Waconia Public Schools</b>		Date: <b>7/28/2025</b>										
District Number: <b>0110</b>		Email: <b>pcarman@isd110.org</b>										
District Contact Name: <b>Pamela Carman</b>												
Contact Phone #: <b>952-442-0602</b>												
Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2025 (base year)	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>												
<b>Finance Code Category (1)</b>												
347	Physical Hazards	\$21,985	\$20,300	\$25,350	\$26,111	\$26,894	\$27,701	\$28,532	\$29,388	\$30,269	\$31,178	\$32,113
349	Other Hazardous Materials	\$15,221	\$13,250	\$2,652	\$2,732	\$2,814	\$2,898	\$2,985	\$3,075	\$3,167	\$3,262	\$3,360
352	Environmental Health and Safety Management	\$14,652	\$11,350	\$81,443	\$83,886	\$86,403	\$88,995	\$91,665	\$94,415	\$97,247	\$100,165	\$103,170
358	Asbestos Removal and Encapsulation	\$35,025	\$39,970	\$19,096	\$19,669	\$20,259	\$20,867	\$21,493	\$22,138	\$22,802	\$23,486	\$24,190
363	Fire Safety	\$26,315	\$35,522	\$36,707	\$37,808	\$38,943	\$40,111	\$41,314	\$42,554	\$43,830	\$45,145	\$46,500
366	Indoor Air Quality	\$1,115	\$1,500	\$1,061	\$1,093	\$1,126	\$1,159	\$1,194	\$1,230	\$1,267	\$1,305	\$1,344
<b>Total Health and Safety Capital Projects - Category (1)</b>		\$114,313	\$121,892	\$166,310	\$171,299	\$176,438	\$181,731	\$187,183	\$192,799	\$198,583	\$204,540	\$210,677
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year - Additional Revenue</b>												
<b>Finance Code Category (2)</b>												
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$3,624,710	\$9,737,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects \$100,000 or More - Category (2)</b>		\$3,624,710	\$9,737,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>												
<b>Finance Code Category 3 (a)</b>												
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Remodeling for Approved Voluntary Pre-K Projects - Category 3(a)</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Remodeling for Gender-Neutral Single-User Restrooms</b>												
<b>Finance/Course Codes Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025</b>												
<b>Finance Code 384 and Course Code 684 MUST USE BOTH</b>												
Remodeling for gender-neutral single user restroom per site.		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Remodeling for Gender-Neutral Single User Projects - Category 3(b)</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Accessibility</b>												
<b>Finance Code Category (4)</b>												
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Accessibility Projects - Category (4)</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Deferred Capital Expenditures and Maintenance Projects</b>												
<b>Finance Code Category (5)</b>												
368	Building Envelope	\$0	\$0	\$41,380	\$40,156	\$41,361	\$42,602	\$43,880	\$45,196	\$46,552	\$185,000	\$0
369	Building Hardware and Equipment	\$67,998	\$73,473	\$105,000	\$115,000	\$124,712	\$131,787	\$135,915	\$147,999	\$160,000	\$170,000	\$0
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$64,905	\$72,430	\$112,543	\$65,000	\$75,000	\$85,000	\$95,000	\$105,000	\$115,000	\$125,000	\$0
380	Mechanical Systems	\$29,323	\$111,862	\$105,000	\$115,000	\$125,000	\$135,000	\$145,000	\$155,000	\$160,000	\$175,000	\$0
381	Plumbing	\$14,311	\$14,311	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems (normally below \$100,000 unless the school chooses not to receive additional revenue for \$100K or more roofing project/site/year - pending 2025 Legislation)	\$68,366	\$37,200	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0
384	Site Projects	\$205,842	\$197,845	\$90,000	\$158,589	\$167,764	\$179,859	\$189,927	\$197,717	\$203,887	\$215,000	\$0
<b>Total Deferred Capital Expenditures and Maintenance Projects - Category (5)</b>		\$450,745	\$507,121	\$463,923	\$503,745	\$543,837	\$584,248	\$619,722	\$660,912	\$695,439	\$880,000	\$0
<b>Deferred Capital Expenditures for Roofing Projects - Additional Revenue for \$100,000 or more project/site/year</b>												
<b>Finance Code Category (6)</b>												
383	Roofing Systems -pending 2025 Legislation and if passed effective FY 2027											
<b>Total Deferred Capital Expense and Maintenance - Category (6)</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Annual 10-Year Plan Expenditures</b>		\$4,189,768	\$10,366,913	\$630,233	\$675,044	\$720,275	\$765,979	\$806,905	\$853,711	\$894,022	\$1,084,540	\$210,677
<b>Fund Balance Section</b>												
<b>Fund 01</b>		<b>FY 25 and 26 Revenue Projection Model Revenue</b>				<b>FY 27 Revenue Projection Model Ten-Year Spreadsheet</b>						
Beginning Fund Balance 01-467-XX		\$416,267	\$447,307	\$447,307	\$447,307	\$447,307	\$447,307	\$447,306	\$447,306	\$447,306	\$454,274	\$930,774
LTFM Fiscal Year Revenue - Levy		\$596,098	\$629,013	\$630,233	\$675,044	\$720,275	\$765,979	\$806,905	\$853,711	\$900,990	\$1,561,040	\$1,561,040
LTFM Fiscal Year Revenue - AID if Applicable		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Revenue Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LEVY Page 10, Line 421 LTFM Deduction for applicable Cooperative/Intermediate Member District Levy		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT if applicable - Special Legislation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures		\$565,058	\$629,013	\$630,233	\$675,044	\$720,275	\$765,979	\$806,905	\$853,711	\$894,022	\$1,084,540	\$210,677
<b>Ending Fiscal Year Fund Balance 01-467-XX</b>		\$447,307	\$447,307	\$447,307	\$447,307	\$447,307	\$447,306	\$447,306	\$447,306	\$454,274	\$930,774	\$2,281,137
<b>Fund 06</b>												
Beginning Fund Balance 06-467-XX		\$4,096,993	\$9,912,953	\$250,053	\$250,053	\$250,053	\$250,053	\$250,053	\$250,053	\$250,053	\$250,053	\$250,053
LTFM Fiscal Year Bonded Revenue		\$9,340,670	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Revenue Other		\$100,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Transfers		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures		\$3,624,710	\$9,737,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Ending Fiscal Year Fund Balance 06-467-XX</b>		\$9,912,953	\$250,053	\$250,053	\$250,053	\$250,053	\$250,053	\$250,053	\$250,053	\$250,053	\$250,053	\$250,053
End of worksheet												

7.C. Resolution Approving SW Metro Intermediate School District No. 288's Safe School Program and Authorizing the Inclusion of A Proportionate Share of This Program in the District's Application for Safe School Revenue (ROLL CALL VOTE)

**Presenter:** Pam Carman, Director of Finance and Operations

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD OF  
SCHOOL DISTRICT #  
(City)

STATE OF MINNESOTA

Pursuant to due call and notice thereof, School Board meeting of School District No. [REDACTED], State of Minnesota, was held on [REDACTED], at [REDACTED] pm, for the purpose, in part, of approving the SW Metro Intermediate School District No. 288's Safe School Program and authorizing the inclusion of a proportionate share of Intermediate School District's Safe School Program in the district's application for Safe Schools Revenue.

Director [REDACTED] introduced the following resolution and moved its adoption:

RESOLUTION APPROVING SW METRO INTERMEDIATE SCHOOL DISTRICT NO. 288'S SAFE SCHOOL PROGRAM AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THIS PROGRAM IN THE DISTRICT'S APPLICATION FOR SAFE SCHOOL REVENUE

BE IT RESOLVED by the School Board of District No. [REDACTED], State of Minnesota, as follows:

1. The School Board of SW Metro Intermediate School District No. 288 has approved a Safe School program for the Fiscal Year 2027 in the amount of **\$214,125**. The various components of the program budget include costs for a School Resource Officer, safety equipment, and non-instructional technology hardware.
2. The proportionate share of the cost of the intermediate school district's Safe School program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district Safe School program times a percentage that weighs the two components of each member district's portion of the total Special Education Tuition billing and Vocational billing. The Safe School costs shall be funded through annual levy. The inclusion of this proportionate share in the district's Safe School revenue application for the fiscal year 2026 is hereby approved, subject to approval by the Commissioner of Education.
3. Upon receipt of the proportionate share of Safe School revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Director [REDACTED] and, upon vote taken thereon, the following voted in favor thereof: [REDACTED]

And the following voted against the same: \_\_\_\_\_

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

I, the undersigned, being the duly qualified and acting Clerk of School District No. \_\_\_\_\_, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. \_\_\_\_\_, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a FULL, TRUE AND COMPLETE TRANSCRIPT INsofar AS THE SAME RELATES TO THE APPROVAL OF SW Metro Intermediate School District's Safe School Program in the district's application for Safe School revenue.

WITNESS MY HAND officially as such Clerk this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Clerk

School District No. \_\_\_\_\_

SWMetro Intermediate District #288						
2025 Pay 2026 for 2027						
(For Fiscal School Year 2027)						
Pay 26 Levy Amounts						
District	School #	Usage	LTFM Levy	Lease Levy	Safe Schools Levy	Total
Norwood Young America	108	2.33%	\$ 4,122.45	\$ 10,804.18	\$ 5,224.51	\$ 20,151.15
Waconia	110	6.41%	\$ 11,346.07	\$ 29,735.95	\$ 14,379.23	\$ 55,461.26
Watertown-Mayer	111	3.14%	\$ 5,554.58	\$ 14,557.52	\$ 7,039.49	\$ 27,151.59
Eastern Carver County	112	14.09%	\$ 24,952.55	\$ 65,396.00	\$ 31,623.15	\$ 121,971.70
<i>Burnsville (associate)</i>	191	1.87%	\$ 3,306.88	\$ 8,666.71	\$ 4,190.91	\$ 16,164.49
<i>Bloomington (associate)</i>	271	2.71%	\$ 4,800.67	\$ 12,581.65	\$ 6,084.04	\$ 23,466.36
Belle Plaine	716	3.67%	\$ 6,496.85	\$ 17,027.03	\$ 8,233.66	\$ 31,757.54
Jordan	717	4.62%	\$ 8,180.45	\$ 21,439.44	\$ 10,367.34	\$ 39,987.23
Prior Lake-Savage	719	9.05%	\$ 16,017.10	\$ 41,977.85	\$ 20,298.98	\$ 78,293.93
Shakopee	720	26.65%	\$ 47,191.61	\$ 123,680.43	\$ 59,807.40	\$ 230,679.45
New Prague	721	5.43%	\$ 9,618.03	\$ 25,207.07	\$ 12,189.23	\$ 47,014.33
Buffalo-Hanover-Montrose	877	12.37%	\$ 21,907.66	\$ 57,415.90	\$ 27,764.26	\$ 107,087.83
Tri City United	2905	7.66%	\$ 13,570.09	\$ 35,564.68	\$ 17,197.80	\$ 66,332.57
<b>Total</b>		<b>100.00%</b>	<b>\$ 177,065.00</b>	<b>\$ 464,054.40</b>	<b>\$ 224,400.00</b>	<b>\$ 865,519.40</b>
			\$ 177,065.00	\$ 464,054.40	\$ 224,400.00	\$ 865,519.40
<b>Pay 25 Amounts</b>			<b>\$ 152,065.00</b>	<b>\$ 461,412.00</b>	<b>\$ 224,400.00</b>	<b>\$ 837,877.00</b>
Usage Calculation						
SWMetro Usage	School #	FY25 SpEd Gen Ed Cost	FY25 CTE Tuition	Total	Usage %	
Norwood Young America	108	\$ 151,513.33	\$ -	\$ 151,513.33	2.328%	
Waconia	110	\$ 275,587.09	\$ 141,417.50	\$ 417,004.59	6.408%	
Watertown-Mayer	111	\$ 204,148.56	\$ -	\$ 204,148.56	3.137%	
Eastern Carver County	112	\$ 622,683.75	\$ 294,402.50	\$ 917,086.25	14.092%	
<i>Burnsville (associate)</i>	191	\$ 116,896.27	\$ 4,642.00	\$ 121,538.27	1.868%	
<i>Bloomington (associate)</i>	271	\$ 168,424.89	\$ 8,015.00	\$ 176,439.89	2.711%	
Belle Plaine	716	\$ 155,760.04	\$ 83,020.00	\$ 238,780.04	3.669%	
Jordan	717	\$ 221,330.80	\$ 79,327.00	\$ 300,657.80	4.620%	
Prior Lake-Savage	719	\$ 579,054.88	\$ 9,625.00	\$ 588,679.88	9.046%	
Shakopee	720	\$ 1,290,572.93	\$ 443,870.00	\$ 1,734,442.93	26.652%	
New Prague	721	\$ 346,090.91	\$ 7,402.50	\$ 353,493.41	5.432%	
Buffalo-Hanover-Montrose	877	\$ 805,176.73	\$ -	\$ 805,176.73	12.373%	
Tri City United	2905	\$ 498,744.27	\$ -	\$ 498,744.27	7.664%	
<b>Total</b>		<b>\$ 5,435,984.45</b>	<b>\$ 1,071,721.50</b>	<b>\$ 6,507,705.95</b>	<b>100.00%</b>	

7.D. Resolution Approving SW Metro Intermediate School District No 288's Long-Term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate Share of Those Projects in the District's Application for Long-Term Facility Maintenance Revenue (ROLL CALL VOTE)

**Presenter:** Pam Carman, Director of Finance and Operations

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD OF  
SCHOOL DISTRICT # [REDACTED]  
(City)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, School Board meeting of School District No. [REDACTED], State of Minnesota, was held on [REDACTED], at [REDACTED] pm, for the purpose, in part, of approving the SW Metro Intermediate School District No. 288's Long-Term Facility maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance.

Director [REDACTED] introduced the following resolution and moved its adoption:

RESOLUTION APPROVING SW METRO INTERMEDIATE SCHOOL DISTRICT NO. 288'S LONG-TERM FACILITY MAINTENANCE PROGRAM BUDGET AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG-TERM FACILITY MAINTENANCE REVENUE

BE IT RESOLVED by the School Board of District No. [REDACTED], State of Minnesota, as follows:

1. The School Board of SW Metro Intermediate School District No. 288 has approved a long-term facility maintenance program budget for its facilities for the Fiscal Year 2027 in the amount of **\$168,957**. The various components of the program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district programing its long-term facility maintenance revenue application.
3. The proportionate share of the cost of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a percentage that weighs the two components of each member district's portion of the total Special Education Tuition billing and Vocational billing. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue

application for the fiscal year 2027 is hereby approved, subject to approval by the Commissioner of Education.

4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Director [redacted] and, upon vote taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

I, the undersigned, being the duly qualified and acting Clerk of School District No. [redacted], State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. [redacted], held on the date therein indicated, with the original of said minutes on file in my office, and the same is a FULL, TRUE AND COMPLETE TRANSCRIPT INsofar AS THE SAME RELATES TO THE APPROVAL OF SW Metro Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this [redacted] day of [redacted], 2025

[redacted]  
Clerk

School District No. [redacted]

7.E. Student and Family Handbooks

**Presenter:** Matt  
Thomas, Director of  
Communications



**WACONIA**  
PUBLIC SCHOOLS ISD 110

2025-26  
ECFE  
Family Handbook



**Explore Your Passions. Create Your Success.**

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# WELCOME

Waconia Community Education is excited to welcome you and your child to Waconia Early Childhood Family Education. We are dedicated to offering quality learning experiences for you and your child.

This handbook is intended to be a resource for you throughout the 2025–2026 school year. We have included important contact information as well as descriptions of services and policies that apply to families in the ECFE program.

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. ECFE classes offer:

- A terrific place for you and your child to play and learn together
- Education, support and friendships with other parents and caregivers
- 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

Waconia School Community Education  
(952) 442-0610  
[www.waconiacommunityed.org](http://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



## Mission Statement

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

## Vision Statement

ISD 110 commits to:

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

## Core Values

### Respect

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

### Collaboration

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

### Inclusiveness

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

### Empathy

We listen and act with genuine care.

### Resilience

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

## Strategic Directions

### Student Outcomes

Delivering high-quality instruction that advances academic excellence.

### Student and Staff Experience

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

### Systems and Structures

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

# CONTACT INFORMATION

## Early Childhood Key Contacts

### Director of Community Ed.

Steven Jensen  
[sjensen@isd110.org](mailto:sjensen@isd110.org)



### Early Childhood Manager

Renee Sorgenfrie  
[rsorgenfrie@isd110.org](mailto:rsorgenfrie@isd110.org)



### Administrative Assistant

Brenda Buesgens  
[bbuesgens@isd110.org](mailto:bbuesgens@isd110.org)



## District Contacts

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

## School Board Contacts

All seven members of the ISD 110 School Board can be contacted at once by sending an email to [schoollboardmembers@isd110.org](mailto:schoollboardmembers@isd110.org).

# CONTACT INFORMATION

## ECFE Teachers

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



**VANESSA  
SCHULTZ**  
CHILDREN'S  
TEACHER

---

📞 952-442-0613  
✉️ [vschultz@isd110.org](mailto:vschultz@isd110.org)



**HEATHER  
CARLSON**  
CHILDREN'S  
TEACHER

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📞 952-442-0613  
✉️ [hcarlson@isd110.org](mailto:hcarlson@isd110.org)



**LAUREN  
MCQUILLAN**  
PARENT  
EDUCATOR

---

📞 952-442-0613  
✉️ [lmcquillan@isd110.org](mailto:lmcquillan@isd110.org)



**CHRISTINE  
PEDRETTI**  
PARENT  
EDUCATOR

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📞 952-442-0613  
✉️ [cpedretti@isd110.org](mailto:cpedretti@isd110.org)

# GENERAL 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-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 their 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 they express.
- 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 they were 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. Early childhood staff will encourage children back to the 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 helps 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, playhouses, dolls, blocks, transportation toys, and animals are used for role-playing activities. Dramatic play 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 which they use to problem solve and develop judgment.

# GENERAL INFORMATION

## 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 goodbye, 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, or 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 the 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, thereby 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.

# GENERAL INFORMATION

## 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 their 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 are 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.
- Children must exit and enter the building with their adult. Please be cautious when teaching children usage of the Handicapped entry/exit buttons as these can allow freedom to enter vehicle areas without adult guidance.
- Our parking lot is used by many district programs and we want to ensure children's safety. Please hold child hands in these areas to ensure safety. If you need assistance we are happy to help, just ask our friendly faculty.

# GENERAL INFORMATION

## 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

Our program includes child snack time as an important part of the children's classroom routine. It provides a time when all the children can gather around and begin to socialize with other children and develop self-help skills.

Minnesota Department of Health regulations require that all food brought to school for children be commercially prepared or it can be fresh produce. We encourage you to bring nutritious options. Celebration foods like birthday treats, may be brought to be shared with the class. Please let staff know in advance. Individual teachers may have special guidelines due to allergies and you will be notified in that case.

Parents with children who have food allergies, please help us keep your child safe by checking snack labels before they are served at each class time.

## Allergies

In any given school year we may have students and staff with life threatening allergies to bee stings, peanuts and/or tree nuts. Although we can store emergency medications and treatments with your help 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. 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. In an effort to keep children and adults safe we ask that you frequently remind your child never to share any part of their lunch or snack.

## Birth Date Guidelines

For both ECFE and preschool classes, please select your class based on your child's age by Sept. 1, 2025. This age requirement aligns with district kindergarten age requirements.

# GENERAL INFORMATION

## Registration / Tuition

Register online or stop into the Early Childhood office during business hours. Tuition will be collected during 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 an 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 5-day advance notice. Credit vouchers may be given for special events that are canceled due to weather in the event that they can't be rescheduled.

## Safety Guidelines

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

# GENERAL INFORMATION

## 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

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 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.

## 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.

## Evaluations

At least once a year, parents will be asked to fill out an evaluation form to provide feedback on their 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.

# GENERAL INFORMATION

## Home Visit / 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 Coaching Request Form](#)

[Parent Resource Page](#)

## Early Childhood Advisory Council

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

## 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, use [this link](#). If you need assistance, call (952) 442-0613.

# GENERAL INFORMATION

## 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.

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

## Lost and Found

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

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

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





**WACONIA**  
PUBLIC SCHOOLS ISD 110

**2025-26  
Wildcat Preschool  
Family Handbook**



**Explore Your Passions. Create Your Success.**

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# WELCOME!

Dear Wildcat Families,

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

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

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

Thank you for choosing Waconia Wildcat Preschool!

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



## Mission Statement

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

## Vision Statement

ISD 110 commits to:

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

## Core Values

### Respect

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

### Collaboration

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

### Inclusiveness

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

### Empathy

We listen and act with genuine care.

### Resilience

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

## Strategic Directions

### Student Outcomes

Delivering high-quality instruction that advances academic excellence.

### Student and Staff Experience

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

### Systems and Structures

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

# CONTACT INFORMATION

## Early Childhood Key Contacts

### Director of Community Ed.

Steven Jensen  
[sjensen@isd110.org](mailto:sjensen@isd110.org)



### Early Childhood Manager

Renee Sorgenfrie  
[rsorgenfrie@isd110.org](mailto:rsorgenfrie@isd110.org)



### Administrative Assistant

Brenda Buesgens  
[bbuesgens@isd110.org](mailto:bbuesgens@isd110.org)



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

## District Contacts

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

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

# ABOUT US

## About Us

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

## We Believe...

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

## Pyramid Model

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



## Parent Aware

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

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

# OUR TEACHERS

## Our Teachers

All staff members are experienced early childhood educators. Each session is staffed by a licensed teacher and qualified assistant teachers. Waconia Wildcat Preschool also offers a speech pathologist and an Early Childhood Special Education instructor. All educators participate in a continuous program of inservice education and studies for professional advancement in early childhood education.

### LINDSAY HACKMAN



I have been teaching since 2017. I love preschool because it's incredible to see the amount of growth in these tiny humans. They are truly amazing and learn and grow so quickly. My husband and I live in Waconia with our three girls and Cavapoo, Coach. Outside of school, my family and I like to play outside, go on walks, read, play games, and attend collegiate and professional sporting events as well as our Waconia Wildcat athletics.

### AMBER LEMKE



I live in Waconia with my husband and two children. We enjoy taking trips, playing outside, bike rides, and reading books. I am a huge college basketball fan. I love teaching preschool and having that "aha" moment with each child that enters my classroom. I am excited to spend the year with you.

### DAWN HUGHES



I have been working in the Waconia early childhood program since 2014. I live in Waconia with my husband and we have three daughters. We enjoy taking trips, camping, boating and playing board games together. I enjoy watching my preschool friends learn and grow every year!

### MARY WEBER



I have been teaching at Waconia Wildcat Preschool 20+ years. Preschool is a fun place to play, read stories, learn about ourselves and others, be a great friend, dance and sing, and learn to love school. I live in St. Bonifacius with my family. I have two daughters, one son, and my husband is a teacher as well. We like to play games together, go camping, play outdoors, read books, and travel across the United States on our summer vacation.

### LAURA JAEDE



I have been working with preschoolers since my first job in 2014 and as a teacher since finishing grad school in 2019. I live in Eden Prairie with my husband and our adorable dog, Mable. We are expecting twin girls this fall! When I'm not working I am usually outside, playing with my nieces and nephew, or relaxing at home with my family.

### JILL NIELSEN



This will be my second year at Southview. I taught Pre-K for 23 years in Eden Prairie. I live in Waconia (20 years) with my husband Mike and daughter Maddie who is a senior at Waconia High School. My oldest son Daniel currently lives in Fargo, North Dakota. In my spare time, I love fishing and boating around Lake Waconia.

## General Curriculum Information

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

**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.

## Parental Curriculum Review

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

# TUITION

## General Tuition Information

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

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

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

## Scholarships

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

## Past Due Tuition Policy

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

## Cancellation Policy

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

# SCHOOL CLOSINGS

## General Information

If inclement weather forces District leaders to cancel in-person instruction during the 2025–26 school year, parents/guardians will be notified via email, text message and a recorded phone call. Families are reminded to login to Infinite Campus to make sure their contact information is up to date and accurate in order to ensure that they receive timely weather-related information via phone, text and email.

## Cancellations

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

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

## Late Starts/Early Dismissals

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

## Absences/Attendance

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

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

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

## Addressing Concerns

For concerns that you would like to be addressed.

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

## Early Childhood Advisory Council

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

## Allergies

In any given school year we may have students and staff with life threatening allergies to bee stings, peanuts and/or tree nuts. Although we can store emergency medications and treatments with your help 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. 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. In an effort to keep children and adults safe we ask that you frequently remind your child never to share any part of their lunch or snack.

## When to Keep Your Child Home

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

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

## Immunizations

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

## Medical Emergencies

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

## Express Drop-Off & Pick-Up

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

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

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

At pick up, parents will queue up in a line and wait for a staff person to bring your child to the car. You will need to get out of the car to buckle your child into their car seat. Then quickly return to your seat and proceed to the exit.

Heavy congestion is likely, so your patience and help to keep traffic flowing is imperative.

## Transportation

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

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

### Possible Consequences for Misconduct on the Bus

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

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

### Severe Clause

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

## Assessments

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

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

## Classroom Visits

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

## Communication

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

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

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

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

## Conferences

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

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

## Custody Determination

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

## Behavior Guidance

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

## Special Education Services

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

## Early Childhood Screening

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

Screening appointments:

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

To schedule an appointment, go to:

[Early Childhood Screening](#) or call (952) 442-0613.

## Snack Time

All Wildcat Preschool sessions include snack time as an important learning time of our day. Families take turns providing nutritious snacks for their child's class. Guidelines will be shared with parents by classroom teachers. All food brought into school for children is required to be commercially prepared. All classrooms are peanut free. Individual classrooms may have additional guidelines due to allergies and you will be notified in that case.

## Backpacks

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

## Dressing for School

We ask that you dress your child comfortably for play. It is our desire that children participate fully in large muscle opportunities, art, sensory play, science experiences and nature play, which can be messy. Please supply jackets, snow pants, boots, mittens, and hats as needed. 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.

## Field Trips

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

## Toilet Training

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

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

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

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

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

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

We understand that each child arrives at this milestone differently. Therefore, we will allow 4 weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable in the classroom, we will discuss next steps with the guardians.

**A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents after the first 4 weeks of school.**

## KidSpace

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

## Lost & Found

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

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

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

## Outdoor Play

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.

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

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

## Medication Policy

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

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

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

## Holidays

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

## Photos & Video

We take many photos in class. A portion of these photos are used as part of our curriculum and classroom management. Other photos are used in promotional literature or on our 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.

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

## Safety Guidelines/Drills

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

## Mandated Reporting

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

# DISTRICT POLICIES

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

## Policy 501 – School Weapons

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

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

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

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

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

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

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## Policy 503 – Student Attendance

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

# DISTRICT POLICIES

## Policy 504 – Student Dress and Appearance

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

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

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

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## Policy 506 – Discipline Policy

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

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## Policy 507 – Corporal Punishment

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

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## Policy 508 – Extended School Year for Students with IEP

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

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## Policy 509 – Enrollment of Non-resident Students

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

# DISTRICT POLICIES

## Policy 510 – Student Activities

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

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## Policy 511 – Student Fundraising

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

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## Policy 512 – School Sponsored Student Publications and Activities

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

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## Policy 513 – Student Promotion Retention and Program Design

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

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## Policy 514 – Bullying Prohibition

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

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## Policy 515 – Protection and Privacy of Pupil Records

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

# DISTRICT POLICIES

## Policy 516 – Student Medication

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

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## Policy 517 – Student Recruiting

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

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## Policy 518 – DNR and DNI Orders

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

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## Policy 519 – Interviews of Students by Outside Agencies

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

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## Policy 520 – Student Surveys

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

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## Policy 521 – Student Disability Nondiscrimination

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

# DISTRICT POLICIES

## Policy 522 – Student Sex Nondiscrimination

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

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## Policy 524 – Internet Acceptable Use

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

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## Policy 525 – Violence Prevention Applicable to Students and Staff

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

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## Policy 526 – Hazing Prohibition

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

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

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

---

## Policy 528 – Student Parental Family and Marital Status Nondiscrimination

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

# DISTRICT POLICIES

## Policy 529 – Staff Notification of Violent Behavior by Students

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

---

## Policy 530 – Immunization Requirements

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

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## Policy 531 – Pledge of Allegiance

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

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

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

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

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

# DISTRICT POLICIES

## Policy 533 – Wellness

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

[View full policy.](#)

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## Policy 534 – School Meals

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

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## Policy 535 – Accommodation of Students with Life Threatening Allergies

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

# DISTRICT POLICIES

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

## Policy 102 – Equal Educational Opportunity

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

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

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

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## Policy 401 – Equal Employment Opportunity

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

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## Policy 404 – Employment Background Checks

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

---

## Policy 413 – Harassment and Violence

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

# DISTRICT POLICIES

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## Policy 419 – Tobacco-Free Environment

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

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## Policy 421 – Gifts to Employees and School Board Members

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

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## Policy 609 – Religion

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

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## Policy 613 – Graduation Requirements

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

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## Policy 698 – Teaching of Controversial Topics

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

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## Policy 709 – Student Transportation Safety Policy

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

# DISTRICT POLICIES

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

## Policy 801 – Equal Access to Facilities

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

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## Policy 806 – Crisis Management Policy

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

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## Policy 903 – Visitors to School District Buildings Sites

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



**WACONIA**  
PUBLIC SCHOOLS ISD 110

## 2025-26 Elementary Student & Family Handbook

BAYVIEW ELEMENTARY  
LAKETOWN ELEMENTARY  
SOUTHVIEW ELEMENTARY



**Explore Your Passions. Create Your Success.**

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# WELCOME!

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 7:30 a.m. – 3:45 p.m. Another way you can contact the school is through email. The email 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 school district.

Warm regards,  
Ann Swanson, Bayview Elementary Principal  
Keith Baune, Laketown Elementary Principal  
Dr. Khuzana DeVaun, Southview Elementary Principal

## #WeAreONE10

## Mission Statement

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

## Vision Statement

ISD 110 commits to:

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

## Core Values

### Respect

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

### Collaboration

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

### Inclusiveness

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

### Empathy

We listen and act with genuine care.

### Resilience

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

## Strategic Directions

### Student Outcomes

Delivering high-quality instruction that advances academic excellence.

### Student and Staff Experience

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

### Systems and Structures

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

# CONTACT INFORMATION

## School Contacts

### Bayview Elementary

24 S. Walnut Street  
Main Office: 952-442-0630  
Secretary: Ann Bohanon  
Receptionist: Jennifer McMerty  
[isd110.org/bayview](http://isd110.org/bayview)  
Principal: Ann Swanson  
[aswanson@isd110.org](mailto:aswanson@isd110.org)



### Laketown Elementary

960 Airport Road  
Main Office: 952-442-0690  
Secretary: Genell Siemens  
Receptionist: Kim Olson  
[isd110.org/laketown](http://isd110.org/laketown)  
Principal: Keith Baune  
[kbaune@isd110.org](mailto:kbaune@isd110.org)



### Southview Elementary

225 West 4th Street  
Main Office: 952-442-0620  
Secretary: Kristen Glander  
Receptionist: Amy Burkhart  
[isd110.org/southview](http://isd110.org/southview)  
Principal: Dr. Khuzana DeVaan  
[kdevaan@isd110.org](mailto:kdevaan@isd110.org)



## District Contacts

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

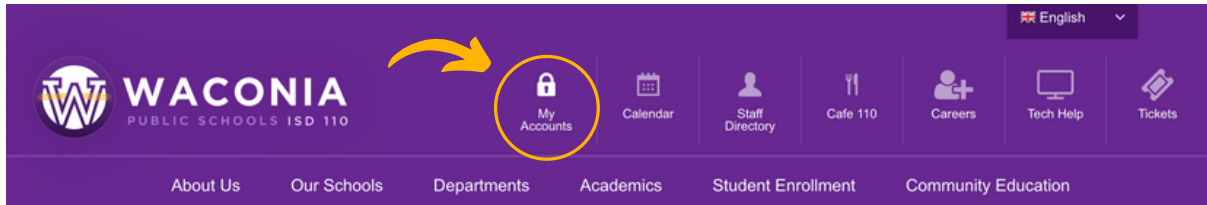
## School Board Contacts

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

# ONLINE TOOLS

## My Accounts Portal

The “My Accounts” portal is a single sign-on feature that can be accessed on the District homepage (isd110.org) and gives families access to a variety of online tools including Infinite Campus, Schoology, back to school forms, activities registration, student meal accounts, and more.



## Infinite Campus Family Portal (Grades K–12)



Waconia Public Schools provides Infinite Campus Family Portal to students, and parents/guardians of students attending our schools. Campus Family Portal allows you to better understand, monitor, and participate in the educational process with real-time access to student information for the current school year. Parents and students can access announcements, assignments, attendance, grades, report cards, schedules, and more.

To access your Infinite Campus account, first log into the My Accounts Portal with your district issued username and password. After enrolling, parents/guardians receive an email containing My Accounts Portal access instructions. Once logged into the My Accounts Portal, click on the Infinite Campus Family Portal tile to access your account.

## Schoology Learning (Grades 3–12)



Schoology learning allows parents to view specific digital resources being used in the classroom. Schoology is available to students and families in grades 3–12. Once logged into Schoology, you can view digital handouts, presentations, as well as tests and class announcements. Staff will communicate Schoology expectations with students and families.

To access your Schoology account, first log into the My Accounts Portal with your district issued username and password. After enrolling, parents/guardians receive an email containing My Accounts Portal access instructions. Once logged into the My Accounts Portal, click on the Schoology tile to access your account.

# SCHOOL CLOSINGS

## General Information

If inclement weather forces District leaders to cancel in-person instruction during the 2025–26 school year, the first two instances would result in no-school days for students. Any subsequent weather-related closures would result in the District implementing a flex-learning day. Students in grades 5–12 would use their devices to access learning plans on Schoology. Families with students in grades K–4 would receive learning plans via email from teachers that morning.

## Cancellations

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

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

Inclement weather cancellations typically include the following:

- Classes and programs at all Pre K–12 schools, and Waconia Learning Center
- Early Childhood Family Education (ECFE)
- Early Childhood Special Education (ECSE)
- Before & after-school programs and extra-curricular activities
- Field trips and school events
- Community Ed classes, events, practices, and games
- Kids' Company childcare
- Building events (open houses, conferences, etc)
- Permits held by outside organizations (i.e. Girl Scouts, Associations, Clubs, etc) for meetings and activities in a school building are canceled. Contact the organizer with questions.
- Athletics cancellations are decided on an individual basis. Schedule changes are posted online at [metrowestconference.org](http://metrowestconference.org).

## Late Starts / Early Dismissals

It's possible that District leaders will decide to start school late or dismiss students early and cancel after-school activities due to weather conditions that are expected to worsen throughout the school day. Parents and guardians will be notified in the same manner as described above in the cancellations section. If a two-hour late start is called, a student's bus will arrive at their bus stop exactly two hours after their normally scheduled pick-up time.

## Update Your Contact Information

Families are reminded to login to Infinite Campus to make sure their contact information is up to date and accurate in order to ensure that they receive timely weather-related information via phone, text and email.

# SCHOOL PROCEDURES

The following school procedures are organized alphabetically and may vary slightly from school to school. Please also refer to the District Policies section, which starts on page 23.

## Absences / Attendance

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. Attendance will be taken at 8 a.m. Students not in their classroom by 8 a.m. will be marked tardy.

Excused absences include but are not limited to: illness, doctor appointments, death in the family/funeral, family emergencies, and family vacations. 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.

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.

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

## Addressing Concerns

For concerns that you would like to be addressed. Please follow the following protocol:

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



# SCHOOL PROCEDURES

## Allergies

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. 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. In an effort to keep children and adults safe we ask that you frequently remind your child never to share any part of their lunch or snack.

## 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 7:40–7:50 a.m. Morning recess takes place between 7:40–7:50 a.m. Students report to classrooms by 7:55 a.m.

## Assessments

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

What if I choose to not 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 schools to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate.

Parent/Guardian Participation Guide and Refusal Information:  
[English Version](#) | [Spanish Version](#)

## Band

Fifth graders have the opportunity to participate in the Fifth Grade Band Program. Students receive regular instructional lessons and have the opportunity to perform several times during the school year.



# SCHOOL PROCEDURES

## 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. Motorized bicycles are not to be ridden to school as in Minnesota the minimum age to ride a motorized bicycle is 15.

## 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.

## 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.

### Possible Consequences for Misconduct on the Bus

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

- First Bus Report: 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.

### Severe Clause

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

# SCHOOL PROCEDURES

## Cell Phones / Electronic Devices

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 School Board Policy 524 regarding Internet Acceptable Use and Safety. Violations of this policy are subject to disciplinary action.

## Classroom Assignment

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 do not 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. Classroom assignments are based on many educational considerations, parent, and teacher input. The principal has the final authority on all placements.

## Code of Conduct

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.

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.

All buildings and staff will adhere to the procedures outlined in [School Board Policy 506](#) regarding discipline.



# SCHOOL PROCEDURES

## 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](http://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.

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

## Curriculum

All students receive instruction in these core subjects: Language Arts (reading, language, spelling, handwriting), Mathematics, Social Studies, and Science. In addition, specialists in the following areas provide regular instruction: Physical Education, Art, Music, and Library & Media Technology Skills.

### Parental Curriculum Review

It is the policy of the school district to provide evidence-based curricula aligned to Minnesota Standards as determined by the Minnesota Department of Education (MDE). Per Minnesota Statute 120B.20, each school district shall have a procedure for a parent, guardian, or an adult student (18 years of age or older), to review the content of the instructional materials. If objections are made to the content, the school district shall make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school district does not meet the concerns of the parent, guardian, or adult student. The school district is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction. School personnel may evaluate and assess the quality of the student's work.

### Process for Addressing a Concern:

1. In a timely manner, contact the classroom teacher to review the course or unit outcomes and accompanying instructional resources. Discuss areas of concern to seek clarification.
2. If concerns persist, contact the building principal. If necessary, the classroom teacher and building principal may work together to make reasonable arrangements for alternative instruction.
3. If the concern is not addressed to your satisfaction, contact the Director of Educational Services to discuss a citizen's request for reconsideration of materials.
4. If the concern is still not addressed to your satisfaction, contact the Superintendent.

## Custody Determination

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

## Discipline / Behavior

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.

## Dismissal / Early Pick-Up

Regular dismissal is at 2:30 p.m. If you are picking up your child during school hours, you must 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. If you plan to pick-up your child at the end of the day instead of having them ride the bus, please notify the office no later than 1:00 p.m.

## Donations

For the 2024-25 school year, the District's three elementary schools are moving away from a mandatory student activity fee and instead asking families for donations that will be used to fund things such as parties, classroom t-shirts, reward day, pictures, red folders, and planners. Families looking to donate can do so online when filling out their back-to-school forms, or by stopping at the PTO table at Open House with cash or check.

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.

## Dress Code

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, which can be found in [School Board Policy 504](#). Gym shoes are required for Physical Education classes (shoes may be kept at school if necessary). Students must wear appropriate outerwear according to weather seasons. Please label your child's clothing in order that we are able to return lost items.

## Drop-Off / Pick-Up Location

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

## Emergency Contact Information

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. It is the parent's/guardian's responsibility to notify the school of any change of address, telephone number, or emergency numbers. 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.

## Emergency Preparedness

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.

## Emergency School Closings

Weather related school closings, late starts or early dismissals are communicated to parents via Infinite Campus Messenger (voice call, text and email) and posted on the school website as well as various local television stations. 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. A parent/guardian is responsible for informing the teacher of any changes in your emergency plan that may occur during the school year. See page 7 in this handbook for more information.

## Family Life Education

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.

## Field Trips

Parents/guardians shall be informed of all field trip experiences scheduled for the students prior to the activity. If parents/guardians have any questions about the experience, they should contact the classroom teacher.

Parent chaperones are determined by the homeroom teacher. Parents are not to attend field trip activities unless they are an assigned chaperone for the activity. Non-classroom students are not to attend school-sponsored activities. Parent chaperones will be asked to supply information for a background check to be completed prior to the field trip.

An instructional field trip is considered to be an enhanced learning experience and has connections to curriculum units. There are also supplemental field trips that are more focused on recreation and community building. Parents may be asked to pay for supplemental field trips, however scholarships will be available. No student will be denied the opportunity to attend a field trip based on a financial hardship.

# SCHOOL PROCEDURES

## Food Service

Waconia Public Schools participates in the National School Breakfast and Lunch Program. Our Nutrition Services Department 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 [myschoolmenus.com/organizations/2207](http://myschoolmenus.com/organizations/2207).

### Free Meals

Every student is eligible to receive one free breakfast and one free lunch meal per school day. In order to qualify as a free meal, the student must take a serving of a fruit or vegetable. Families may want to consider placing funds in their student's meal account to pay for guest meals.

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.

## 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 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.

## Injury or Illness

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.

## KidSpace

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

## Lost & Damaged Materials

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.

## Lost & Found

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

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

Unclaimed lost and found items are donated to a local agency on a regular basis as communicated by the school.

## Medication Policy

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

- Prescription and non-prescription medication prescribed for longer than two school days require a completed and signed authorization from the student's parent/guardian and physician.
- Written notification must include: Student name, dosage and route of administration, name of medication, termination date of administration, time and frequency of administration, reason for medication, and possible side effects.
- Prescription and non-prescription medication must be in the prescription or over the counter container. The pharmacy, if requested, will divide the medication for home and school into two bottles with proper labels.
- Parents are encouraged to bring medication (especially controlled substances such as ADHD medication) to the 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.
- 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.

## Multilingual Learners (ML) Program

The mission of the ML program is to ensure equity and access to a high-quality education for multilingual learners to reach their greatest potential. ML teachers will develop, implement, and evaluate research-based language instruction education programs for multilingual learners to attain English proficiency based on the WIDA English Language Development (ELD) standards and achieve state academic content standards.

## 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 and are held in person. If you are unable to attend in person, contact your child's teacher for available options. You will sign up for a time 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: Arrive to the meeting on time; Make a list before you come of items you want to discuss, or questions you'd like answered; Ask for clarification of any information the teacher gives that you don't understand; Follow-up with the teacher in the weeks to come

## Parent Teacher Organization (PTO)

A Parent Teacher Organization is designed to enhance the home-school relationship. 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.

## Parties and Special Activities

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 and/or winter). 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.

## Personal Belongings

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.

## Pledge of Allegiance

Students are given the opportunity to recite the pledge of allegiance on a daily basis via the morning announcements or as part of the individual classroom morning meetings.

## Recess

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:

1. The temperature is at or below  $-10^{\circ}$  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 (Student)

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.

## Registration (Student)

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. 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.

# SCHOOL PROCEDURES

## Report Cards

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.

## Safety Patrol

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.

## Special Education Services

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.

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.

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.

Parents/guardians, teachers, counselors, etc. on behalf of a student may make requests for special education services.

## Student Surveys

Under the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, Waconia Public Schools is required 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.

## 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.

Title IX Coordinator: Director of Human Resources Enid Schonewise | (952) 442-0645 | [eschonewise@isd110.org](mailto:eschonewise@isd110.org)

# SCHOOL PROCEDURES

## Transportation

**Bicycles:** 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.

**Busing:** 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.

**Parent/Guardian Transportation:** 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.

**Walking:** Students who walk to school are reminded to follow the pedestrian safety rules. The rules include:

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

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.

## Tutoring Services

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.

## Videotaping and Filming

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.

## Volunteering

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. Confidentiality is a must when volunteering in our classrooms and schools.

## Weapons

It is the policy of Waconia Public Schools to maintain a positive, safe learning and working environment and school zone. 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. The prohibition specifically includes all school-sponsored activities such as field trips, or co-curricular activities wherever they occur.

Please refer to [School Board Policy 501](#) for further information.

## Yearbooks

Each spring students are given an opportunity to purchase yearbooks. These special memory books bring smiles to children, parents, and staff members.



# DISTRICT POLICIES

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

## Policy 501 – School Weapons

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

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

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

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

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

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

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## Policy 503 – Student Attendance

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

# DISTRICT POLICIES

## Policy 504 – Student Dress and Appearance

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

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

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

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## Policy 506 – Discipline Policy

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

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## Policy 507 – Corporal Punishment

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

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## Policy 508 – Extended School Year for Students with IEP

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

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## Policy 509 – Enrollment of Non-resident Students

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

# DISTRICT POLICIES

## Policy 510 – Student Activities

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

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## Policy 511 – Student Fundraising

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

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## Policy 512 – School Sponsored Student Publications and Activities

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

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## Policy 513 – Student Promotion Retention and Program Design

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

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## Policy 514 – Bullying Prohibition

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

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## Policy 515 – Protection and Privacy of Pupil Records

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

# DISTRICT POLICIES

## Policy 516 – Student Medication

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

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## Policy 517 – Student Recruiting

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

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## Policy 518 – DNR and DNI Orders

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

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## Policy 519 – Interviews of Students by Outside Agencies

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

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## Policy 520 – Student Surveys

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

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## Policy 521 – Student Disability Nondiscrimination

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

# DISTRICT POLICIES

## Policy 522 – Student Sex Nondiscrimination

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

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## Policy 524 – Internet Acceptable Use

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

---

## Policy 525 – Violence Prevention Applicable to Students and Staff

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

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## Policy 526 – Hazing Prohibition

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

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

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

---

## Policy 528 – Student Parental Family and Marital Status Nondiscrimination

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

# DISTRICT POLICIES

## Policy 529 – Staff Notification of Violent Behavior by Students

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

---

## Policy 530 – Immunization Requirements

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

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## Policy 531 – Pledge of Allegiance

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

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

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

---

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# DISTRICT POLICIES

## Policy 533 – Wellness

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

[View full policy.](#)

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## Policy 534 – School Meals

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

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## Policy 535 – Accommodation of Students with Life Threatening Allergies

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



# DISTRICT POLICIES

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

## Policy 102 – Equal Educational Opportunity

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

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

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

---

## Policy 401 – Equal Employment Opportunity

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

---

## Policy 404 – Employment Background Checks

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

---

## Policy 413 – Harassment and Violence

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

# DISTRICT POLICIES

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## Policy 419 – Tobacco-Free Environment

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

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## Policy 421 – Gifts to Employees and School Board Members

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

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## Policy 609 – Religion

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

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## Policy 613 – Graduation Requirements

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

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## Policy 698 – Teaching of Controversial Topics

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

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## Policy 709 – Student Transportation Safety Policy

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

# DISTRICT POLICIES

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

## Policy 801 – Equal Access to Facilities

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

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## Policy 806 – Crisis Management Policy

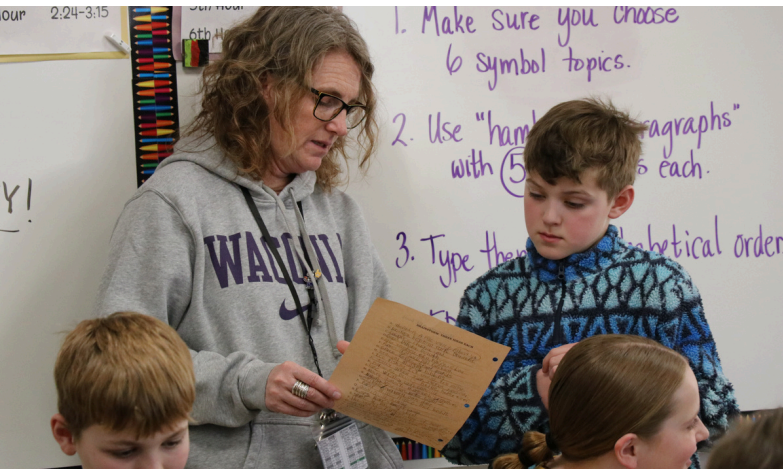
The purpose of this Crisis Management Policy is to act as a guide for school district administration, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy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

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## Policy 903 – Visitors to School District Buildings Sites

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





**WACONIA**  
PUBLIC SCHOOLS ISD 110

## 2025-26 Waconia Middle School Student & Family Handbook



**Explore Your Passions. Create Your Success.**

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# WELCOME!

Dear Parents and Students,

Waconia Middle School is committed to a high quality, inclusive educational environment where learning is our core priority.

As the building principal, I have great personal pride to have the opportunity to lead our amazing students, collaborate with our talented staff, and build strong relationships with our caring community. Waconia Middle School is a great place to learn and grow.

Students in Grades 6–8 will experience many opportunities for creative and unique learning experiences, learn in a safe and caring environment, collaborate with talented and dedicated staff, experience high levels of rigor and achievement, and build many lifelong memories and positive relationships.

Waconia Middle School’s student enrollment continues to grow annually and currently varies between 915–950 students. We often experience the most growth in 6th grade with many new students joining the school district at the start of middle school. With three ISD 110 elementary schools combining in 6th grade, it is an opportune time to become a Wildcat!

Please come by the school office or contact me directly with any questions or concerns. Thank you again for the continued opportunity to work with your children.

Shane Clausen  
Waconia Middle School Principal

## HELPFUL LINKS

[2025–26 ISD 110 Academic Calendar](#)

[2025–26 WMS Calendar](#)

[2025–26 WMS Schedules](#)

[ISD 110 Directory](#)

## Mission Statement

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

## Vision Statement

ISD 110 commits to:

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

## Core Values

### Respect

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

### Collaboration

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

### Inclusiveness

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

### Empathy

We listen and act with genuine care.

### Resilience

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

## Strategic Directions

### Student Outcomes

Delivering high-quality instruction that advances academic excellence.

### Student and Staff Experience

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

### Systems and Structures

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

# CONTACT INFORMATION

## School Administration

### Principal

Shane Clausen  
sclausen@isd110.org



### Assistant Principal

Jamie Hise  
jhise@isd110.org



### Dean of Students

Marty Fleming  
mfleming@isd110.org



Main Office: 952-442-0650  
WMS Attendance Line: 952-442-0660  
Fax: 952-442-0659

## District Contacts

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

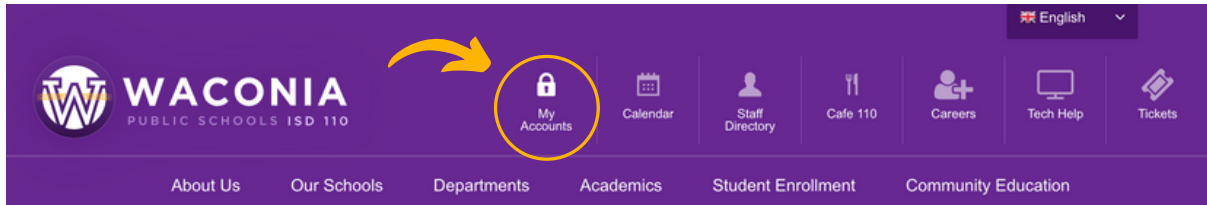
## School Board Contacts

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

# ONLINE TOOLS

## My Accounts Portal

The “My Accounts” portal is a single sign-on feature that can be accessed on the District homepage (isd110.org) and gives families access to a variety of online tools including Infinite Campus, Schoology, back to school forms, activities registration, student meal accounts, and more.



## Infinite Campus Family Portal (Grades K–12)



Waconia Public Schools provides Infinite Campus Family Portal to students, and parents/guardians of students attending our schools. Campus Family Portal allows you to better understand, monitor, and participate in the educational process with real-time access to student information for the current school year. Parents and students can access announcements, assignments, attendance, grades, report cards, schedules, and more.

To access your Infinite Campus account, first log into the My Accounts Portal with your district issued username and password. After enrolling, parents/guardians receive an email containing My Accounts Portal access instructions. Once logged into the My Accounts Portal, click on the Infinite Campus Family Portal tile to access your account.

## Schoology Learning (Grades 3–12)



Schoology learning allows parents to view specific digital resources being used in the classroom. Schoology is available to students and families in grades 3–12. Once logged into Schoology, you can view digital handouts, presentations, as well as tests and class announcements. Staff will communicate Schoology expectations with students and families.

To access your Schoology account, first log into the My Accounts Portal with your district issued username and password. After enrolling, parents/guardians receive an email containing My Accounts Portal access instructions. Once logged into the My Accounts Portal, click on the Schoology tile to access your account.

# SCHOOL CLOSINGS

## General Information

If inclement weather forces District leaders to cancel in-person instruction during the school year, the first two instances would result in no-school days for students. Any subsequent weather-related closures would result in the District implementing a flex-learning day. Students in grades 5–12 would use their devices to access learning plans on Schoology. Families with students in grades K–4 would receive learning plans via email from teachers that morning.

## Cancellations

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

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

Inclement weather cancellations typically include the following:

- Classes and programs at all Pre K–12 schools, and Waconia Learning Center
- Early Childhood Family Education (ECFE)
- Early Childhood Special Education (ECSE)
- Before & after-school programs and extra-curricular activities
- Field trips and school events
- Community Ed classes, events, practices, and games
- Kids' Company childcare
- Building events (open houses, conferences, etc)
- Permits held by outside organizations (i.e. Girl Scouts, Associations, Clubs, etc) for meetings and activities in a school building are canceled. Contact the organizer with questions.
- Athletics cancellations are decided on an individual basis. Schedule changes are posted online at [metrowestconference.org](http://metrowestconference.org).

## Late Starts / Early Dismissals

It's possible that District leaders will decide to start school late or dismiss students early and cancel after-school activities due to weather conditions that are expected to worsen throughout the school day. Parents and guardians will be notified in the same manner as described above in the cancellations section. If a two-hour late start is called, a student's bus will arrive at their bus stop exactly two hours after their normally scheduled pick-up time.

## Update Your Contact Information

Families are reminded to login to Infinite Campus to make sure their contact information is up to date and accurate in order to ensure that they receive timely weather-related information via phone, text and email.

## “The Wildcat Way” at Waconia Middle School

At Waconia Middle School, we follow The Wildcat Way—demonstrating Kindness, Responsibility, Respect, and Integrity every day. These actions align with our district’s core values of: Respect, Collaboration, Inclusiveness, Empathy, and Resilience.

### **Core Value: RESPECT**

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

The Wildcat Way...

- **Kindness:** Include others and brighten someone’s day.
- **Responsibility:** Be dependable and accountable to yourself and others.
- **Respect:** Listen carefully, speak thoughtfully, and value differences.
- **Integrity:** Stand up for what’s right and treat everyone fairly.

### **Core Value: COLLABORATION**

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

The Wildcat Way...

- **Kindness:** Be friendly, helpful, and work well with others.
- **Responsibility:** Try your best and contribute to group success.
- **Respect:** Appreciate different perspectives and work cooperatively.
- **Integrity:** Build trust by making honest, fair decisions.

### **Core Value: INCLUSIVENESS**

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

The Wildcat Way...

- **Kindness:** Make others feel seen, accepted, and supported.
- **Responsibility:** Motivate others and help everyone succeed.
- **Respect:** Listen with openness and include all voices.
- **Integrity:** Treat everyone with equity and create a welcoming environment.

### **Core Value: EMPATHY**

We listen and act with genuine care.

The Wildcat Way...

- **Kindness:** Show you care through your words and actions.
- **Responsibility:** Consider how your choices impact others.
- **Respect:** Be patient, fair, and appreciative of others.
- **Integrity:** Be honest and supportive, even in hard moments.

### **Core Value: RESILIENCE**

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

The Wildcat Way...

- **Kindness:** Encourage others and stay positive.
- **Responsibility:** Keep trying and do your best—even when it’s tough.
- **Respect:** Stay fair and kind during challenges.
- **Integrity:** Make strong choices, even when no one is watching.

## **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.

## **Parental Curriculum Review**

It is the policy of the school district to provide evidence-based curricula aligned to Minnesota Standards as determined by the Minnesota Department of Education (MDE). Per Minnesota Statute 120B.20, each school district shall have a procedure for a parent, guardian, or an adult student (18 years of age or older), to review the content of the instructional materials. If objections are made to the content, the school district shall make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school district does not meet the concerns of the parent, guardian, or adult student. The school district is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction. School personnel may evaluate and assess the quality of the student's work.

## **Athletics and Activities**

Sports and Fine Arts activities are organized through the District 110 Athletic and Activities Office. Most sports activities at the sixth-grade level are largely intramural and sponsored by District 110 Community Education. 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 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 sport-qualifying physical examination form and register online at [www.waconiaactivities.com](http://www.waconiaactivities.com)

Seventh and eighth grade students are eligible to try out for high school teams in the following sports if the high school program needs numbers and if the student meets a performance qualification to try out: boys and girls cross country, boys and girls swimming & diving, wrestling, dance, and gymnastics. Eighth graders are also eligible to try out for girls' hockey and girls lacrosse if there is a need for numbers and the students meet a performance qualification to participate.

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

## **School Publications & News Media**

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.

## **Student & Parent Communication During School Day**

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 the staff's permission. Parents should not expect students 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 student(s) outside of school time whenever possible.

## Process for Addressing Concerns

Please follow the following protocol to address concerns:

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

## Title IX Information

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 Coordinator  
Jeni Super, 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](#)

## **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 psychologist, 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. 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 individuals 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:  
Sara Eischens, Health Services Manager  
seischens@isd110.org  
952-442-0625  
512 Industrial Blvd. Waconia, MN 55387

## 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 Middle 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.

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.

## 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. If items remain in the lost and found without being claimed, they will be donated to charity during winter break and summer break.

## School Communications

### Report Cards

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

### Parent Conferences

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

### 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.



# SCHOOL PROCEDURES

## GENERAL INFORMATION

### Food Service

Waconia Public Schools participates in the National School Breakfast and Lunch Program. Our Nutrition Services Department 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 [myschoolmenus.com/organizations/2207](http://myschoolmenus.com/organizations/2207).

#### Free Meals

Every student is eligible to receive one free breakfast and one free lunch meal per school day. In order to qualify as a free meal, the student must take a serving of a fruit or vegetable. Families may want to consider placing funds in their student's meal account to pay for guest meals.

### Snacks / Celebration Treats

To keep a clean school environment, candy, snacks, pop, energy drinks, coffee drinks, or other treats should not be consumed in the halls or locker area commons. With the exception of water in resealable containers, food and drinks other than water should only be consumed in the lunchroom. 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. Students and parents are prohibited from ordering food and drinks and having them delivered by a company during the school day.

### 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 aiseways must be avoided. Childcare services before and after those hours may be provided by Community Education's Kids Company Program. Contact CE at 952-442-0610 to make arrangements.

### Daily Schedules

The school does not provide student supervision before 8:05 AM or after 3:20 PM. Students should not be on-site unless students are present as part of an organized school activity or have a prearranged plan to work with a teacher. [Click here](#) to review all WMS schedules.



## Testing & 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 student achievement with regard to the Minnesota Academic Standards. They also measure academic growth from year to year.

[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(s) 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](#)

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

### 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.)

# SCHOOL PROCEDURES

## ACADEMICS

### Grading

#### 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 each trimester for core and encore classes. Support and enrichment type classes may be graded as pass/fail based on participation. Academic grades will measure the level of content mastery.

#### 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 trimester 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.

<b>Waconia Middle School Guidelines for Weighting Academic Grades</b>	
<b><u>Summative (<math>\geq 60\%</math>)</u></b>	<b><u>Formative (<math>\leq 40\%</math>)</u></b>
<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 trimester. 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"> <li>● Unit Assessments, including Mid-Unit Assessments (quizzes/tests) for long units</li> <li>● Major Performance Tasks, including products, performances, and projects (i.e. essays, artwork, visual representations, models, multimedia, oral presentations, lab reports, live or recorded performances)</li> </ul>	<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"> <li>● Independent practice on daily work (daily assignments and practice), including online programs that are student-driven and managed</li> <li>● Collaborative group tasks that receive a shared grade</li> <li>● Brief progress checks are used to inform instruction (i.e. short quizzes, reviews, warm-ups, cool-downs)</li> </ul>

## Grading

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.

NG (No Grade) No numerical computation.

I Incomplete. A plan must be worked out with the teacher to complete the coursework.

F Fail. Does affect numerical computation

## 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 multiple 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

### Honor Rolls

At the end of each grading period, students are recognized for their efforts in the classroom.

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 trimester honor roll recognition.

Honor rolls will be published 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 3.665 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. Additional academic achievement awards may also be presented based on administrative discretion.

### Wildcat Way Tickets

As part of Waconia Middle School's PBIS (Positive Behavior Interventions and Supports) implementation, students can be recognized in real-time by staff for demonstrating Kindness, Respect, Responsibility, and Integrity using a positive ticket system. Tickets are submitted to the front office, and further recognition is awarded through drawings that occur every other week.

### Character Counts

Waconia Middle School's student character recognition program, available to all WMS students, includes recognition for those displaying remarkable character. Character actions recognized for nomination by WMS staff members include incidents of going above and beyond the daily expectations or consistently demonstrating actions of Kindness, Respect, Responsibility, and Integrity.

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 Behavior Management

Our purpose in student behavior management is twofold: first, to maintain a safe and productive learning environment for all students, faculty, and staff that adheres to respect, responsibility, kindness, and integrity. Second, to encourage students to develop self-management as a life skill. Therefore, our discipline practices are intended to be instructive and protective rather than punitive.

Students are required to participate in and answer questions regarding investigative matters related to student conduct that involves a violation of school expectations. Corrective measures will be applied based on the level of severity of the student's behavioral infraction. Corrective measures will take into consideration the number of times the student has been reported for violating a behavioral expectation and the impact of the behaviors on the overall school environment.

When students are referred to the administration and corrective measures are necessary, families will be notified of the incident(s) and invited to partner on solutions.

### Minor 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.

- 4 Behavior Tickets
- Bus Misconduct – Minor infractions
- Cell Phone/Electronic Device Violation
- Computer/Internet Misconduct
- Disorderly Behavior
- Dress Code Violation
- Inappropriate Behavior
- Insubordination
- Lunchroom Misconduct
- Physical Aggression
- Truancy– repeated tardiness to class/school

### Major Behaviors

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

- Bus Misconduct – repetitive and/or dangerous violations
- Cell Phone/Electronic Device Violation – repetitive violations
  - Use of an image-capturing device, such as a cell phone, in a restroom and/or locker rooms most often results in a suspension
- Computer/Internet Misconduct – repetitive behaviors and/or high impact on the school environment
  - Electronic impersonation of students and/or ISD 110 staff (social media sites and/or unauthorized site login) most often results in a suspension
- Disorderly Behavior
- Fighting

(Continued on next page)

## Student Behavior Management

### Major Behaviors Continued

- Harassment – Physical/Sexual/Verbal
  - “Pantsing” or the intentional removal of another student’s clothing most often results in a suspension
- Illegal Substances or Paraphernalia
- Inappropriate Behavior – repetitive behaviors and/or high impact on the school environment
- Insubordination – repetitive behaviors and/or high impact on the school environment
- Lunchroom Misconduct – repetitive behaviors and/or high impact on the school environment
- Physical Aggression – repetitive behaviors and/or high impact on the school environment
- Theft
- Threat
- Truancy – repetitive behaviors and/or leaving school property without authorization
- Vandalism
- Weapons Policy Violation

## Grounds for Dismissal

No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

A pupil may be dismissed on any of the following grounds:

1. willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
2. willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school-sponsored extracurricular activities; or
3. willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

If a pupil’s total days of removal from the school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil’s parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

## 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 third behavior ticket is recorded for a particular student, that student will receive a written reminder that they have three 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 fourth 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.
7. If a student receives multiple detentions during a trimester 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, may 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 when used as a weapon in the school will also constitute a violation of the Weapons Policy.

## 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 a 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.

## **Bullying Policy**

### **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 employees 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 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, a 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, the 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 are 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.

## Student Dress Policy

The appearance of a student is primarily the responsibility of the individual and his/her parents/guardians in accordance with School Board policy number 504. District 110 students are expected to maintain an appearance that is not distracting to other students or the learning environment. It is important to communicate and maintain fair and consistent expectations for all students.

The school does not permit 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.

Clothing must cover areas from one armpit across to the other armpit, down to approximately mid-thighs, applicable to front and back. Tops must have shoulder straps. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the requirements of the dress requirements.

When, in the judgment of the 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. The school administration reserves the right to allow or prohibit student attire.

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

- Going without shoes;
- Wearing undergarments as outer garments;
- Wearing shirts without sleeves or straps;
- Wearing clothing that does not provide coverage from armpit to armpit to approximately mid-thighs applicable to front and back;
- Wearing see-through or mesh garments without appropriate coverage underneath that meet the requirements of the dress requirements;
- Wearing headwear during the school day including but not limited to hats, caps, bandanas, or hoods worn up during school hours unless approved on a school-wide dress-up day, religious needs, or approved health reasons;
- Wearing clothing with language that is lewd, vulgar or obscene;
- Wearing apparel promoting products or activities that are illegal for use by minors (including tobacco, use of drugs, and/or alcohol advertising);
- Wearing 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.

Student Dress Policy continued on next page.

## **Student Dress Policy**

Inappropriate dress consequences:

- 1st Offense
  - Student is reminded of expectations
  - Incident is documented in student information system
  - Clothing modifications are made as necessary
  
- 2nd Offense
  - Student is reminded of expectations
  - Incident is documented in student information system
  - Clothing modifications are made as necessary
  - Parent/Guardian is notified
  
- 3rd Offense
  - Student is reminded of expectations
  - Incident is documented in student information system
  - Clothing modifications are made as necessary
  - Parent/Guardian is notified
  - Detention or appropriate consequence
  
- Additional offenses
  - After the third incident within one school year, the behavior will be considered insubordination. When situations arise that are not specifically covered in this policy, the building administrator(s) will interpret the situation in light of the spirit and/or intent of this policy.

## **School Locker Policy**

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 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 practicable 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.

## Personal Property, Cell Phones & Electronic Devices

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 8:30 AM–3:15 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 be asked to turn off the device before giving it to a staff member and will experience the following consequences:

- First offense: The device is turned into the main office and picked up by the student at the end of the day.
- Second offense: The device is turned into the office and a parent or guardian is contacted to pick up the device. Devices will be locked in a safe location for parents and guardians to pick up at their convenience. Detention may also be assigned.
- Third offense: The device is turned into the main office and a parent is contacted to pick up the device and meet with the school administration. Devices will be locked in a safe location for parents and guardians to pick up at their convenience. Detention or suspension will be assigned for repeated insubordination.

Students are prohibited from photographing, recording, or making any electronic record of other students, staff, or visitors without the express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students at bus stops, on busses, during the school day, during instructional and non-instructional time, or while participating in school events.

## 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 are expected to be on the school WIFI, and 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 of 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.

## 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.

Some eye-opening statistics:

- If your student misses 15 days of school for each of their three middle school years, they have missed the equivalent of one quarter of a middle school year.
- If your student misses 10 days of school per year Kindergarten through 8th grade, they have missed the equivalent of a half a year of school.
- A student is considered chronically absent when they have missed 10% or more of the school year. That equates to 17 school days or more at WMS.

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

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 they need 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 Excused 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

## Attendance Policy

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 and parents should find missed assignments on the Schoology Website associated with their child's classrooms or at the online "Parent Portal" section of our Infinite Campus Student Information Management Computer System. Work missed because of absence(s) 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. It is best to allow teachers time to reteach and adjust assignments for the student when they have returned to health and have returned to school.

### 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.

### 5 Unexcused Absences

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

### 7 Unexcused Absences: Truancy Pre-Diversion

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

### 10 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.

## Bus Information & Expectations

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

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 students, drivers, 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 so as to not come into contact with other students.
7. Students must not consume food or drinks other than water 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:

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

Bus Information & Expectation continued on next page.

## **Bus Information & Expectations**

### **Dismissal from the Bus:**

Students in violation of expectations listed above may be excluded from riding the bus according to the following schedule below. Administration may use discretion to skip steps in this process based on the severity and impact of the behavior.

- **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 a 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.

## WMS Health Services

The WMS Health Services office can be reached at (952) 442-0654 or [wmsnurse@isd110.org](mailto:wmsnurse@isd110.org).

## 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.

## 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 the last episode
- Diarrhea – 24 hours after the last episode
- Undiagnosed rash
- Breathing difficulties

## Infectious Diseases

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](#).

## 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 and possible side effects.

## Medications

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. Secondary students are allowed to self-carry non-prescription pain relievers such as ibuprofen or acetaminophen.

[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 the date of disease.
- Meningococcal (meningitis) – required for seventh-grade

## Screenings

Vision or hearing screenings are done if a parent/guardian or teacher requests a screening.

## Access to Space for Mental Health Care Via Telehealth

To the extent space and staff are available, ISD 110 will provide an enrolled secondary school student (gr. 6–12) with access to a private space to receive mental health care through telehealth from a licensed mental health provider. If staff is available, this may occur during the school day or before/after school on days when students are in session.

A student may use their own pre-approved device or a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.

To request access to a space for a telehealth appointment, please complete the [Request for Telehealth Google Form](#). A school counselor, health services, or designee will review the request and you will be notified if approved along with logistics.

Minn. Stat. § 121A.26 (Access to Space for Mental Health Care through Telehealth. Questions may be directed to Sara Eischens, RN, LSN, PHN, Health Services Manager at [seischens@isd110.org](mailto:seischens@isd110.org) or (952-442-0625).

## Questions

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

## Adult & 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 for having visitors in our school. For the protection of all students, adult visitors must report to the office upon entering the building, sign-in, and wear a visible visitor's badge.

## Fire, Severe Weather & Lockdown Drills

Emergency drills are scheduled periodically, in accordance with State Fire Marshal regulations and state statute. As soon as the alarm sounds, students should follow established building protocols and act according to the directions of the supervisor and/or safety maps posted in each classroom. When outside for fire drills, students are to remain at least fifty feet from the building and wait for verbal approval from the administration before returning to their classes. Setting off false fire alarms is a violation of state law, and student violators will be suspended and prosecuted.

# DISTRICT POLICIES

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

## Policy 501 – School Weapons

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

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

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

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

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

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

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## Policy 503 – Student Attendance

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

# DISTRICT POLICIES

## Policy 504 – Student Dress and Appearance

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

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

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

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## Policy 506 – Discipline Policy

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

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## Policy 507 – Corporal Punishment

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

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## Policy 508 – Extended School Year for Students with IEP

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

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## Policy 509 – Enrollment of Non-resident Students

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

# DISTRICT POLICIES

## Policy 510 – Student Activities

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

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## Policy 511 – Student Fundraising

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

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## Policy 512 – School Sponsored Student Publications and Activities

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

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## Policy 513 – Student Promotion Retention and Program Design

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

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## Policy 514 – Bullying Prohibition

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

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## Policy 515 – Protection and Privacy of Pupil Records

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

# DISTRICT POLICIES

## Policy 516 – Student Medication

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

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## Policy 517 – Student Recruiting

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

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## Policy 518 – DNR and DNI Orders

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

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## Policy 519 – Interviews of Students by Outside Agencies

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

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## Policy 520 – Student Surveys

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

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## Policy 521 – Student Disability Nondiscrimination

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

# DISTRICT POLICIES

## Policy 522 – Student Sex Nondiscrimination

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

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## Policy 524 – Internet Acceptable Use

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

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## Policy 525 – Violence Prevention Applicable to Students and Staff

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

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## Policy 526 – Hazing Prohibition

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

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

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

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## Policy 528 – Student Parental Family and Marital Status Nondiscrimination

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

# DISTRICT POLICIES

## Policy 529 – Staff Notification of Violent Behavior by Students

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

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## Policy 530 – Immunization Requirements

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

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## Policy 531 – Pledge of Allegiance

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

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

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

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

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# DISTRICT POLICIES

## Policy 533 – Wellness

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

[View full policy.](#)

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## Policy 534 – School Meals

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

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## Policy 535 – Accommodation of Students with Life Threatening Allergies

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



# DISTRICT POLICIES

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

## Policy 102 – Equal Educational Opportunity

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

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

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

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## Policy 401 – Equal Employment Opportunity

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

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## Policy 404 – Employment Background Checks

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

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## Policy 413 – Harassment and Violence

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

# DISTRICT POLICIES

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## Policy 419 – Tobacco-Free Environment

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

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## Policy 421 – Gifts to Employees and School Board Members

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

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## Policy 609 – Religion

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

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## Policy 613 – Graduation Requirements

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

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## Policy 698 – Teaching of Controversial Topics

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

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## Policy 709 – Student Transportation Safety Policy

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

# DISTRICT POLICIES

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

## Policy 801 – Equal Access to Facilities

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

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## Policy 806 – Crisis Management Policy

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

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## Policy 903 – Visitors to School District Buildings Sites

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





**WACONIA**  
PUBLIC SCHOOLS ISD 110

**2025-26**  
**Waconia High School**  
**Student & Family Handbook**



**Explore Your Passions. Create Your Success.**

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# WELCOME!

Dear Students and Parents/Guardians,

On behalf of the teachers and staff at Waconia High School, welcome to the 2025–26 school year.

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 2025–26 school year will be almost 1,350 students, with an incoming freshman class of about 340 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](mailto:psparby@isd110.org)  
(952) 442-0670

## HELPFUL LINKS

[2025–26 ACADEMIC CALENDAR](#)

[2025–26 WHS CALENDAR](#)

[WHS STAFF 2025–26](#)

[WHS DAILY SCHEDULE](#)

## Mission Statement

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

## Vision Statement

ISD 110 commits to:

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

## Core Values

### Respect

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

### Collaboration

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

### Inclusiveness

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

### Empathy

We listen and act with genuine care.

### Resilience

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

## Strategic Directions

### Student Outcomes

Delivering high-quality instruction that advances academic excellence.

### Student and Staff Experience

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

### Systems and Structures

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

# CONTACT INFORMATION

## School Administration

### Principal

Paul Sparby  
psparby@isd110.org



### Assistant Principal

Jill Sabol  
jsabol@isd110.org



### Dean of Students

Kendra Olson  
kolson2@isd110.org



Main Office: 952-442-0670  
WHS Attendance Line: 952-442-0680  
Guidance Office: 952-442-0676  
Fax: 952-442-0679

## District Contacts

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

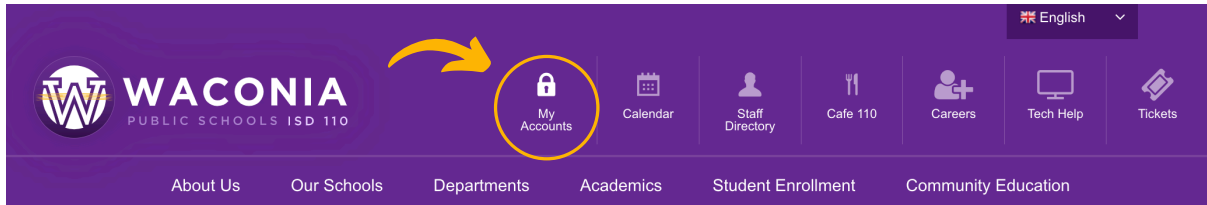
## School Board Contacts

All seven members of the ISD 110 School Board can be contacted at once by sending an email to [schoollboardmembers@isd110.org](mailto:schoollboardmembers@isd110.org).

# ONLINE TOOLS

## My Accounts Portal

The “My Accounts” portal is a single sign-on feature that can be accessed on the District homepage (isd110.org) and gives families access to a variety of online tools including Infinite Campus, Schoology, back to school forms, activities registration, student meal accounts, and more.



## Infinite Campus Family Portal (Grades K-12)



Waconia Public Schools provides Infinite Campus Family Portal to students, and parents/guardians of students attending our schools. Campus Family Portal allows you to better understand, monitor, and participate in the educational process with real-time access to student information for the current school year. Parents and students can access announcements, assignments, attendance, grades, report cards, schedules, and more.

To access your Infinite Campus account, first log into the My Accounts Portal with your district issued username and password. After enrolling, parents/guardians receive an email containing My Accounts Portal access instructions. Once logged into the My Accounts Portal, click on the Infinite Campus Family Portal tile to access your account.

## Schoology Learning (Grades 3-12)



Schoology learning allows parents to view specific digital resources being used in the classroom. Schoology is available to students and families in grades 3-12. Once logged into Schoology, you can view digital handouts, presentations, as well as tests and class announcements. Staff will communicate Schoology expectations with students and families.

To access your Schoology account, first log into the My Accounts Portal with your district issued username and password. After enrolling, parents/guardians receive an email containing My Accounts Portal access instructions. Once logged into the My Accounts Portal, click on the Schoology tile to access your account.

# SCHOOL CLOSINGS

## General Information

If inclement weather forces District leaders to cancel in-person instruction during the 2025–26 school year, the first two instances would result in no-school days for students. Any subsequent weather-related closures would result in the District implementing a flex-learning day. Students in grades 5–12 would use their devices to access learning plans on Schoology. Families with students in grades K–4 would receive learning plans via email from teachers that morning.

## Cancellations

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

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

Inclement weather cancellations typically include the following:

- Classes and programs at all Pre K–12 schools, and Waconia Learning Center
- Early Childhood Family Education (ECFE)
- Early Childhood Special Education (ECSE)
- Before & after-school programs and extra-curricular activities
- Field trips and school events
- Community Ed classes, events, practices, and games
- Kids' Company childcare
- Building events (open houses, conferences, etc)
- Permits held by outside organizations (i.e. Girl Scouts, Associations, Clubs, etc) for meetings and activities in a school building are canceled. Contact the organizer with questions.
- Athletics cancellations are decided on an individual basis. Schedule changes are posted online at [metrowestconference.org](http://metrowestconference.org).

## Late Starts / Early Dismissals

It's possible that District leaders will decide to start school late or dismiss students early and cancel after-school activities due to weather conditions that are expected to worsen throughout the school day. Parents and guardians will be notified in the same manner as described above in the cancellations section. If a two-hour late start is called, a student's bus will arrive at their bus stop exactly two hours after their normally scheduled pick-up time.

## Update Your Contact Information

Families are reminded to login to Infinite Campus to make sure their contact information is up to date and accurate in order to ensure that they receive timely weather-related information via phone, text and email.

## 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.

## Process for Addressing Concerns

Please follow the following protocol to address concerns:

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

## Parental Curriculum Review

It is the policy of the school district to provide evidence-based curricula aligned to Minnesota Standards as determined by the Minnesota Department of Education (MDE). Per Minnesota Statute 120B.20, each school district shall have a procedure for a parent, guardian, or an adult student (18 years of age or older), to review the content of the instructional materials. If objections are made to the content, the school district shall make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school district does not meet the concerns of the parent, guardian, or adult student. The school district is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction. School personnel may evaluate and assess the quality of the student's work.



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

## **School Publications & News Media**

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.

## **Videotaping, Audio Recording, Photographs**

Students may not video, photograph or make an audio recording of any staff member or student without their expressed permission. Transporting or transferring any inappropriate pictures, texts or recordings may result in suspension or further disciplinary action.

## Title IX Information

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 Coordinator  
Jeni Super, 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](#)

## 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.

## 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 Middle 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.

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.

## Senior Fees

Waconia High School charges a \$40 Senior Fee to help offset the costs of graduation events, supplies and services, including but not limited to, diploma covers, honor medals and other awards, livestreaming, decorations, printed graduation programs, and the Senior Breakfast.

## **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 \$250 per each activity.

Football and Hockey will be \$275.

Competitive clubs such as Robotics, DECA, & Jazz Bands will be \$200 each.

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

## **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.

## **Activities Offered at Waconia High School**

### **Fall Activities**

Boys Cross Country, Girls Cross Country, Boys Soccer, Girls Soccer, Football, Girls Tennis, Volleyball, Girls Swimming & Diving, Fall Musical

### **Winter Activities**

Boys Basketball, Girls Basketball, Boys Hockey, Girls Hockey, Gymnastics, Dance Team, Boys Swimming & Diving, Alpine Skiing (co-op), Show Choir, Wrestling

### **Spring Activities**

Baseball, Softball, Boys Golf, Girls Golf, Boys Track & Field, Girls Track & Field, Boys Lacrosse, Girls Lacrosse, Boys Tennis, Spring Play, Marching Band, Boys Volleyball (co-op), Clay Target

### **Other School Sponsored Clubs & Activities**

Waconia High School offers a wide range of clubs and activities for students to participate in. Please visit the official activities website at [www.waconiaactivities.org](http://www.waconiaactivities.org) for a list of clubs and activities and more information.

## 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. 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.
4. Students operating under an IEP are held accountable to the academic eligibility standards under the terms of the IEP.
5. 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.
6. Transfer students will be given a reasonable amount of time to establish their academic eligibility before being held accountable to the policy. A student shall be eligible to practice during this time.
7. A student shall also be academically eligible according to the Minnesota State High School League guidelines.

## 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.

## 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.



## 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.

## 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.



# SCHOOL PROCEDURES

## GENERAL INFORMATION

### 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.

### Food Service

Waconia Public Schools participates in the National School Breakfast and Lunch Program. Our Nutrition Services Department 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 [myschoolmenus.com/organizations/2207](http://myschoolmenus.com/organizations/2207). 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

#### Free Meals

Every student will be eligible to receive one free breakfast and one free lunch meal per school day. In order to qualify as a free meal, the student must take a serving of a fruit or vegetable. Families may want to consider placing funds in their student's meal account to pay for guest meals, a la carte items and extra meals and portions.

### 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. Violations of this policy will result in lunch detentions.

### Ordering Food From Outside Companies

Students are prohibited from ordering food and having it delivered by a company such as Jimmy John's, Uber Eats or Door Dash.



## Graduation

All seniors have the individual responsibility to verify their current credit status with the guidance department. Any questions seniors may have concerning their graduation should be cleared up during the first trimester of the school year.

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

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.

## 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.

### CREDITS

- Each class is worth 1 credit.
- 55 credits are required for graduation

### Required credits (37)

- English: 8 credits (four years)
- Social Studies: 8 credits (four years)
- Math: 7 credits (3.5 years)
- Science: 7 credits (3.5 years)
- PE: 2 credits
- Health: 1 credit
- Fine Arts: 2 credits
- Speech: 1 credit
- Senior Seminar: 1 credit

### Elective credits (18)

- Student choice

## Registration Handbook & Course Offerings

Please use the attached link for more detailed information in the WHS Registration manual regarding courses and credits.

[Waconia High School 2025–26 Registration Handbook](#)

[Waconia High School 2025–26 9th Grade Registration Handbook](#)

## Waconia Learning Center

The Waconia Learning Center 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 WLC. No transportation is provided by the school district to the WLC.

## Southwest Metro Online School

Students can pursue full-time academic status through distance learning, allowing them to earn their high school diploma online by completing elective courses along with their regular course requirements. Families can keep their relationship with their current school district. SouthWest Metro is providing the service and it will be at no cost to the students or families.

## Grade Point Averages

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.

## Honor Roll

Students obtaining a 3.666 G.P.A. or above for a trimester are eligible for Honor Roll I. Students obtaining a 3.000 G.P.A or above for a trimester are eligible for Honor Roll II. Students must be carrying a full load of credits to be eligible for the honor rolls.

## Graduating with Honors

Graduates from Waconia High School can achieve honor status, and be recognized at the commencement ceremony, by maintaining high grades and taking our most challenging courses. GPA eligibility will be determined by the student's cumulative GPA after the 2<sup>nd</sup> trimester of a student's senior year. Three levels of honor status will be recognized:

Cum Laude	3.75 – 4.0 GPA and 6 honor credits
Magna Cum Laude	3.85 – 4.0 GPA and 9 honor credits
Summa Cum Laude	3.95 – 4.0 GPA and 12 honor credits

Honor Credit Courses: Please refer to Registration Handbook for a list of honor courses

## 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.

## Withdrawal from Courses

Any program changes made will be completed only with the understanding that absolutely necessary educational needs are at stake. After a student has registered for a course and has attended the course for two (2) days, the following drop procedure must be followed:

1. Discuss the reasons for dropping with your teacher, counselor and parent.
2. If a class is dropped with a failing grade, the grade of WF (withdraw/failing) stands with no credit given.
3. If a class is dropped with a passing grade, the instructor and counselor will determine the recorded grade. The grade may be a WF or F.
4. Course changes will not be made if over- or under-loaded class settings result. The administration will determine over- and under-loading conditions.

**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.)

## Pass / Fail Option

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.

## Test Out Policy

High school students may request to test out of a math or world language course, allowing them to advance to the next level. The first step is for students to discuss the request with their counselor and complete the application. Applications must be received by the counseling office one full trimester before the start of the desired course. Even if students pass the assessment and advance to the next level, they still need to fulfill the necessary credits for graduation. Testing out of a course does not grant credit for the course being bypassed.

## Postsecondary Credit Opportunities

### Advanced Placement Courses

Advanced placement courses offer students access to rigorous college-level coursework and the opportunity to explore a subject of interest in greater depth. These introductory college courses often require more time and work, but help students develop disciplined study habits that can contribute to success in college. Satisfactory AP scores allow students to earn college credit and bypass introductory-level courses in college to pursue more advanced studies. Please refer to the Registration Handbook for a complete list of available courses.

### Concurrent Enrollment

Advanced high school juniors and seniors can earn college credit without leaving the high school campus through concurrent enrollment courses. These courses are taught by high school instructors, are accredited, and guarantee college credit upon successful completion of the course. High school students taking concurrent enrollment courses are held to the same academic rigor and standards as students in the university setting. Please refer to the Registration Handbook for a complete list of available courses.

### Project Lead The Way

Project Lead The Way (PLTW) is an engaging, hands-on curriculum that prepares students to be innovative and productive leaders in the areas of science, technology, engineering, and math. College credit is available through successful course completion and passing an end of course exam. Please refer to the Registration Handbook for a complete list of available courses.

### Articulated Courses

Not only do articulated courses allow students the opportunity to explore future career opportunities, they can also earn technical or community college credits. See your guidance counselor or instructor for details. Please refer to the Registration Handbook for a complete list of available courses.

### Southwest Metro Educational Cooperative

Waconia High School serves as a satellite campus for the Southwest Metro Educational Cooperative. These courses allow students the opportunity to explore future career opportunities, and earn college credits through Normandale Community College. All courses are taught by SWM instructors at Waconia High School. Please refer to the Registration Handbook for a complete list of available courses.

### Postsecondary Enrollment Options (PSEO)

Postsecondary Enrollment Options (PSEO) is a program that allows public and nonpublic students in 10th, 11th and 12th grades to earn college credit while still in high school, through enrollment and successful completion of college nonsectarian courses at eligible postsecondary institutions. Please refer to the Registration Handbook for additional information.

## 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.

### AI/ChatGPT

As new technologies, including AI tools, become available, students are responsible for following instructor guidelines for acceptable and unacceptable use. When in doubt, students should ask their instructor before using AI tools to complete academic work.

### 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.

## 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

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.

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information:  
[English Version](#) | [Spanish Version](#)

[2025-26 Assessment Calendar](#)

## General Grading Information

[Click here](#) for a detailed one page document that outlines how formative assessments, summative assessments and reassessments factor into the grading process at Waconia High School.

## 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 psychologist, 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. 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 individuals 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 Oct. 1.

Send your request to:  
Sara Eischens, Health Services Manager  
512 Industrial Blvd. Waconia, MN 55387  
seischens@isd110.org  
952-442-0625

## 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.

## 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.

## 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.

## 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.)



## 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.

## 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.



## Student Responsibilities Regarding Attendance

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

### Excused Absences

(Note: These count toward a 7-absence policy) After a combination of 7 excused and unexcused absences, students may be dropped from a course and may have a loss of credit.

Examples: College visits, Driver’s license examination, Family emergency, Illness, 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 the school day, Spectators at state/regional competitions (parent/guardian approval required).

### Unexcused Absences

(Note: these count toward 7-absence policy AND toward the 3 unexcused policy) After 3 unexcused absences, students may be dropped from a course and may have a loss of credit.

Examples: 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 or work on homework (includes AP testing), Other non-school authorized excuses

# SCHOOL PROCEDURES

## RULES & DISCIPLINE

### School Authorized Absences

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

Examples: 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, Student government and related activities, Verified meeting conducted with school personnel, School-sponsored testing

## 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.

## Late Arrivals & 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.

## 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.

## Student Dress Policy

The appearance of a student is primarily the responsibility of the individual and his/her parents/guardians in accordance with School Board policy number 504. District 110 students are expected to maintain an appearance that is not distracting to other students or the learning environment. It is important to communicate and maintain fair and consistent expectations for all students.

The school does not permit 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.

Clothing must cover areas from one armpit across to the other armpit, down to approximately mid-thighs, applicable to front and back. Tops must have shoulder straps. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the requirements of the dress requirements.

When, in the judgment of the 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. The school administration reserves the right to allow or prohibit student attire.

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

- Going without shoes;
- Wearing undergarments as outer garments;
- Wearing shirts without sleeves or straps;
- Wearing clothing that does not provide coverage from armpit to armpit to approximately mid-thighs applicable to front and back;
- Wearing see-through or mesh garments without appropriate coverage underneath that meet the requirements of the dress requirements;
- Wearing clothing with language that is lewd, vulgar or obscene;
- Wearing apparel promoting products or activities that are illegal for use by minors (including tobacco, use of drugs, and/or alcohol advertising);
- Wearing 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.

Student Dress Policy continued on next page.

## Student Dress Policy

Inappropriate dress consequences:

- 1st Offense
  - Student is reminded of expectations
  - Incident is documented in student information system
  - Clothing modifications are made as necessary
- 2nd Offense
  - Student is reminded of expectations
  - Incident is documented in student information system
  - Clothing modifications are made as necessary
  - Parent/Guardian is notified
- 3rd Offense
  - Student is reminded of expectations
  - Incident is documented in student information system
  - Clothing modifications are made as necessary
  - Parent/Guardian is notified
  - Detention or appropriate consequence
- Additional offenses
  - After the third incident within one school year, the behavior will be considered insubordination. When situations arise that are not specifically covered in this policy, the building administrator(s) will interpret the situation in light of the spirit and/or intent of this policy.



## 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 of 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.

## 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.

## **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.

## **Parking / Parking Lots / Parking Passes**

### **Permit Application**

- Students with a valid driver’s license in grades 10–12 and have no outstanding obligations (fees, fines, book returns, equipment) may apply for a parking permit. Applications must be paid online with debit card or credit card. Contact WHS office for additional information regarding the application form and/or paying online.
- Students are permitted to park in a school district location as a privilege, not a right.
- Student parking is located on the west side of the building, and is accessed at the west end of Community Drive. Overflow parking is available at the WLC on the west side of Co. Road 10.
- The parking fee is:
  - \$150.00 all year (only option when school starts, through the end of tri 1)
  - \$100.00 for tri’s 2 & 3 (only option at the beginning of tri 2)
  - \$50.00 for tri 3 (only available during tri 3).

**NOTE:** Transportation to and from Waconia Public Schools is provided and available to all students within the district area. Consequently, student parking in designated and assigned parking areas is a privilege, and the purchase of a Student Parking Permit is not associated with other income-based programs such as the federal free and reduced lunch plans. As a result, adjustments do not apply to parking permit fees.

- Parking permit fees are non-refundable.
- Students must register all vehicles they may park on school grounds when filling out a parking application.
- Students drive and park on campus at their own risk. District 110 and Waconia High school are not responsible for vandalism, theft (including stolen parking permits), or damage to vehicles or items therein the school parking lot. Vehicles should be locked and valuables should not be in cars.

Parking protocols continued on next page...

## Parking / Parking Lots / Parking Passes

### Parking Protocols, Rules & Expectations

- All student vehicles, parked in a school district parking lot, must be registered, and must properly display a WHS parking permit.
- Students may not park in the staff parking lot, visitor parking, or reserved parking.
- Only those vehicles that have been registered in the high school office may park in a school district lot. Unregistered vehicles will be ticketed and referred to school administration – students with valid permits who drive an unregistered vehicle to school must notify the main office.
- Vehicles that do not properly display a valid, current permit will be ticketed.
- Students should only display their parking permit while on high school campus. As students leave the high school campus the permit should be removed from the rearview mirror.
- Students are not to give, sell or copy their parking permit for another student. Any student who participates, as the giver or receiver, in the unauthorized use or distribution of an WHS parking permit will be fined, and their permit will be revoked. Additional school consequences may be applied.
- Students are not allowed to use permits of relatives employed by WHS/District 110 unless accompanied by the relative.
- Students are not to transport other students to or from campus during the school day.
- Excessive tardiness/truant absences and outstanding detentions may result in the loss of parking privileges.

### Parking Permit Replacements

A replacement parking permit can be purchased in the High School office for \$10.

### Parking Permit Violations

Vehicles parked on school district property without a properly displayed, valid permit for the assigned/designated parking lot will be ticketed. The cost is \$25.00 for the first ticket issued, \$50 for a second, and the vehicle will be towed at the owner's expense if there is a 3rd violation.

A student found to have violated the school district policy, rules, directives, or guidelines regarding parking privileges on Waconia Public Schools locations shall lose parking privileges and/or be assigned disciplinary action in accordance with the school district's Student Discipline Policy which may include suspension or expulsion. In addition, the student may be referred to legal officials.

### Bussing Needs

If a student has a change in bussing needs, you should contact Koch Bus Service at 952-442-3370.

### District Policy

chool Board Policy No. 527 is titled STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES. Visit [isd110.org/about-us/district-policies](http://isd110.org/about-us/district-policies) to read the entire policy.

## **Drug & 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 & 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.

## Gambling

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

## Student Mobile Phone and Technology 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 and related technology such as air pods or other headphones is not permitted to interfere with the educational process. Therefore, students are not permitted to use cell phones and related technology during class time unless directed to do so by the teacher. Student use of cell phones between classes and during lunch is acceptable.

If it is determined that students have violated this policy, the following consequences may be administered:

- First violation: device(s) confiscated for the remainder of the class period
- Second violation: device(s) confiscated for remainder of the day and can be picked up by the student in the main office at the end of the day
- Third violation: device(s) confiscated for the remainder of the day and a parent/guardian will need to pick up the device(s) in the main office at the end of the day.

## 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.

## 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.

## 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:

- Harming a student or a group of students
- Damaging a student's or a group of students' property
- Placing a student or a group of students in reasonable fear of harm to a person or property
- Creating a hostile educational environment for a student or a group of students
- 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 employees 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 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, a 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, the school administration will take appropriate disciplinary action(s) and supportive actions for all students involved.

### Bullying Policy (cont.)

#### 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 are 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.

### 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.



## 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 an annual health 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 completed as a part of the welcome back forms each school year. If your child has an updated diagnosis or health concern during the school year, please contact the high school health office at 952-442-0674.

## 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 7 th Grade and a required 2nd booster dose at age 16). The 2nd meningococcal booster will be mandatory for all 12 graders.
- Polio Vaccine – series of at least three doses.

## Health Screening Programs

Health Services is available to conduct hearing and vision screening for individual students via parent/guardian request. If you have a concern about your child's hearing or vision, 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 a 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 school district and parent. 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 will not 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.

## 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



## Access to Space for Mental Health Care Via Telehealth

To the extent space and staff are available, ISD 110 will provide an enrolled secondary school student (gr. 6–12) with access to a private space to receive mental health care through telehealth from a licensed mental health provider. If staff is available, this may occur during the school day or before/after school on days when students are in session.

A student may use their own pre-approved device or a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.

To request access to a space for a telehealth appointment, please complete the [Request for Telehealth Google Form](#). A school counselor, health services, or designee will review the request and you will be notified if approved along with logistics.

Minn. Stat. § 121A.26 (Access to Space for Mental Health Care through Telehealth. Questions may be directed to Sara Eischens, RN, LSN, PHN, Health Services Manager at [seischens@isd110.org](mailto:seischens@isd110.org) or (952-442-0625).

## Questions

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



## 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.

## Fire Drills

Fire drills are scheduled periodically, in accordance with State Fire Marshal 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.

## 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.



# DISTRICT POLICIES

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

## Policy 501 – School Weapons

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

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

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

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

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

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

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## Policy 503 – Student Attendance

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

# DISTRICT POLICIES

## Policy 504 – Student Dress and Appearance

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

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

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

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## Policy 506 – Discipline Policy

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

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## Policy 507 – Corporal Punishment

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

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## Policy 508 – Extended School Year for Students with IEP

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

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## Policy 509 – Enrollment of Non-resident Students

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

# DISTRICT POLICIES

## Policy 510 – Student Activities

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

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## Policy 511 – Student Fundraising

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

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## Policy 512 – School Sponsored Student Publications and Activities

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

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## Policy 513 – Student Promotion Retention and Program Design

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

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## Policy 514 – Bullying Prohibition

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

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## Policy 515 – Protection and Privacy of Pupil Records

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

# DISTRICT POLICIES

## Policy 516 – Student Medication

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

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## Policy 517 – Student Recruiting

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

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## Policy 518 – DNR and DNI Orders

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

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## Policy 519 – Interviews of Students by Outside Agencies

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

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## Policy 520 – Student Surveys

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

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## Policy 521 – Student Disability Nondiscrimination

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

# DISTRICT POLICIES

## Policy 522 – Student Sex Nondiscrimination

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

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## Policy 524 – Internet Acceptable Use

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

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## Policy 525 – Violence Prevention Applicable to Students and Staff

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

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## Policy 526 – Hazing Prohibition

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

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

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

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## Policy 528 – Student Parental Family and Marital Status Nondiscrimination

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

# DISTRICT POLICIES

## Policy 529 – Staff Notification of Violent Behavior by Students

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

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## Policy 530 – Immunization Requirements

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

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## Policy 531 – Pledge of Allegiance

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

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

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

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

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

# DISTRICT POLICIES

## Policy 533 – Wellness

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

[View full policy.](#)

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## Policy 534 – School Meals

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

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## Policy 535 – Accommodation of Students with Life Threatening Allergies

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

# DISTRICT POLICIES

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

## Policy 102 – Equal Educational Opportunity

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

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

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

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## Policy 401 – Equal Employment Opportunity

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

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## Policy 404 – Employment Background Checks

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

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## Policy 413 – Harassment and Violence

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

# DISTRICT POLICIES

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

## Policy 419 – Tobacco-Free Environment

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

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## Policy 421 – Gifts to Employees and School Board Members

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

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## Policy 609 – Religion

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

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## Policy 613 – Graduation Requirements

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

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## Policy 698 – Teaching of Controversial Topics

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

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## Policy 709 – Student Transportation Safety Policy

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

# DISTRICT POLICIES

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

## Policy 801 – Equal Access to Facilities

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

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## Policy 806 – Crisis Management Policy

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

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## Policy 903 – Visitors to School District Buildings Sites

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

8. **DISCUSSION ITEMS**

8.A. First Read Board Policy

8.A.1. 516 Student Medication

**Presenter:** Sarah  
Eischens, Health  
Services Manager

## 516 STUDENT MEDICATION AND TELEHEALTH

### I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.

### II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication and telehealth during the school day. The school district's licensed school nurse, trained health associate, principal, trained school staff, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures. All medications administered by school staff must be FDA approved and listed in the Physician's Desk Reference (PDR).

The school district will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration (FDA). Prescription medications as used in this policy does not include any form of medical cannabis as defined in Minnesota Statute 152.22, subdivision 6.

### III. DRUG AND MEDICATION REQUIREMENTS

**[NOTE: The June 2024 Model Policy 516 revisions include insertion of headings and rearrangement of paragraphs so that similar content is grouped together. School boards can choose whether to make these revisions.]**

#### A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
  - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
  - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
  - c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or
  - d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

**[NOTE: Paragraph III.A.2 had appeared in a different spot in previous versions of this model policy. In June 2024, the paragraph is located here and is updated to reflect 2024 legislative changes.]**

3. Exclusions

**[Note: The provisions of III.A.3 are optional. The school board may**

**choose to include or exclude any of the provisions specified. These exclusions appeared in previous versions of this model policy.]**

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
  - ~~(a)~~1. the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
  - ~~(b)~~2. the inhaler is properly labeled for that student; and
  - ~~(c)~~3. the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

- j. epinephrine auto-injectors, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that
  - ~~(a)~~1. the pupil may possess the epinephrine or

~~(b)2~~. the pupil is unable to possess the epinephrine and requires immediate access to epinephrine auto-injectors that the parent provides properly labeled to the school for the pupil as needed.

k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.

l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

#### B. Prescription Medication

1. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes section 152.22, subdivision 6.
2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
6. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
7. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled

substance when requested by the school.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

C. Nonprescription Medication

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

D. Possession and Use of Epinephrine Auto-Injectors

At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

1. possess epinephrine auto-injectors; or
2. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is defined as a day when all students in a school and grade are required to attend and participate in school activities. The length of the day is the number of minutes that students are required to attend and participate in instructional activities.

**[NOTE: Minnesota law states that "the school board of the school district must define instructional day for the purposes of Minnesota Statutes, 121A.2205." A sample definition appears above. School districts can create a definition that fits their circumstances.]**

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be

included in a student's Section 504 plan.

Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

Effective July 1, 2024, registered nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine auto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

**[NOTE: The paragraph above was signed into law in May 2024. It is new model policy language.]**

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedure regarding unclaimed drugs or medications

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The

school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

#### **IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH**

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

**[NOTE: The Minnesota legislature enacted Article IV in the spring 2024.]**

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.21 (School Health Services)  
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)  
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)  
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)  
Minn. Stat. § 148.171 (Definitions; Title)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.22 (Definitions)  
Minn. Stat. § 152.23 (Limitations)  
Minn. Rule 8710.6100 (School Nurse)  
Minn. Stat. § 144.3431 (Nonresidential Mental Health Services)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

**Cross References:** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Policy Adopted: July 8, 2002, revised February 9, 2009, revised August 2021, revised May 2023,  
revised December 2024  
Independent School District No. 110  
Waconia, MN 55387

8.A.2. 105 School District Public Relations and  
School Communications

## 105 SCHOOL DISTRICT PUBLIC RELATIONS AND SCHOOL COMMUNICATIONS

### I. PURPOSE

This policy ensures that Waconia Independent School District 110 maintains regular and ongoing communications throughout the community.

### II. GENERAL STATEMENT OF POLICY

Waconia Independent School District 110 is committed to partnering with the community, families, students and employees. District 110 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.

### III. INFORMATION SHARING

#### A. Coordination Director of Communications

The Director of Communications preserves, manages, and promotes the image and brand of District 110. Decisions are guided by the Strategic Roadmap Plan, Communications Plan, and Brand Guidelines.

#### Objectives of the Communications Plan

- ~~1. Provide consistent, relevant and engaging communications to all key audiences.~~
- ~~2. Increase awareness and trust by delivering communications in convenient, user-friendly platforms.~~
- ~~3. Develop a network of internal and external storytellers.~~
- ~~4. Increase story frequency on all platforms.~~
- ~~5. Create district-wide storytelling culture based on honesty, authenticity and transparency.~~

#### Target Audiences

##### **1. Parents**

##### ~~Internal Communication~~

~~Classroom Level—teacher/school/parents~~

##### ~~External Communication~~

## ~~Marketing and Public Relations — teacher/school/community~~

### ~~2. Community~~

~~This broad audience includes everyone regardless of whether they currently have or previously had children in the district.~~

### ~~3. Students~~

~~Student pride deepens and confidence grows when they see the accomplishments of their school, teachers and classmates being celebrated in the community on a regular basis.~~

### ~~4. Staff~~

~~Teachers and staff are among the frontline ambassadors of our brand.~~

### ~~5. Online Community~~

~~Social media includes all of the above stakeholders.~~

## B. Building Level and Program Specific Communications Regular Communications

The District, as well as each school site and program, will provide regular communications to stakeholders by sharing information about activities, events, curriculum, achievements and other news-worthy items. The communications will be delivered through a mix of electronic and printed means that could include mailings, newsletters, e-mail, social media postings, and others.

The District has a number of well-established communication channels including the District website ([www.isd110.org](http://www.isd110.org)), the printed CommuniCAT newsletter, the CommuniCATor e-newsletter, social media accounts on Facebook and Instagram, and school-to-home e-newsletters at each school.

~~1. — Individual school sites and specific district-sponsored programs will provide regular communications to their stakeholders by sharing information about their activities, events, curriculum, assessments and goals as needed. The preferred method of communication is a branded and formatted weekly e-newsletter. When necessary, these site/school-specific communications will include district-level messaging provided by the communications office. District-level communications will be consistent throughout ISD 110 and any proposed changes to the message must be approved by the communications office.~~

~~2. — The primary source of regular communications will be web/email based with the recognition that District 110, individual school sites, education programs, and extra-curricular activities will ensure that families, community members and employees who do not have access to electronic sources will receive shared communications.~~

C. Communication Standards

The Director of Communications, at the direction of the Superintendent, establishes communication standards for employees. ~~and is~~ The Director of Communications is responsible for developing and maintaining relationships with media ~~and ensuring that employees adhere to the District's brand guidelines.~~

~~1. — In collaboration with the Superintendent, the Director of Communications is responsible for working with staff and community partners to identify, develop, produce, write and publish/post/upload stories about District 110.~~

~~2. — Media inquiries—local, metro, national—are all referred to the communications office.~~

~~3. — Story pitches must be sent to and approved by the communications office prior to the media being contacted.~~

~~4. — The communications office must be immediately informed of media presence at any building in the district.~~

~~5. — Regarding ongoing activities, such as a sports band-related events, one approval will cover the season.~~

**IV. DISTRICT 110 SPOKESPERSON MEDIA RELATIONS & SPEAKING ON BEHALF OF THE DISTRICT**

The Communications Department must be immediately informed of any media presence at any building in the District. Story pitches must be sent to and approved by the Communications Department prior to the media being contacted.

A. Official Spokesperson

The Superintendent is always the main spokesperson for the District unless otherwise directed by the Superintendent. In situations where the School Board needs representation in the media, the Superintendent will work with Board leadership to determine who should speak to the media. The Superintendent and Communications Director will prep the School Board spokesperson with talking points.

B. Crisis or Emergency Situation

The District 110 Crisis Communications Plan dictates the processes and protocols during an emergency situation, including the spokesperson for District 110.

## **V. MEDIA COMMUNICATIONS WITH STUDENTS**

Media may not contact or interview students on any of the school campuses or at school-related events without permission from one of the following:

1. Director of Communications
2. Leadership at the school level (principal, assistant principal)
3. Program Leader (Activities Director, coach, Director of Community Education)

A one-time Sports/Activities/Community Ed permission blankets the entire season/class/event for media inquiries pertaining to normal developments. Media inquiries involving sensitive information must be referred to the Director of Communications. Even with District permission, parent or guardian permission may still be required. Permission status may be changed for any student at any time throughout the course of the season/class/event.

*Cross References:* District 110 Policy 406 (Public & Private Personnel Data)  
District 110 Policy 423 (Employee-Student Relationships)  
District 110 Policy 434 (Teacher Evaluation)  
District 110 Policy 515 (Protection & Privacy of Pupil Records)  
District 110 Policy 519 (Interviews of Students by Outside Agencies)  
District 110 Policy 524 (Internet Acceptable Use and Safety)  
District 110 Policy 806 (Crisis Management Policy)

Policy Adopted: March 10, 1997  
Policy Amended: July 9, 2001 / July 2007  
Policy Revised: August 2014, December 2018, October 2022  
Independent School District No. 110  
Waconia, MN

8.A.3. 434 Teacher Professional Growth,  
Reflection and Evaluation Plan

**Presenter:** Erika  
Nesvig, Director of  
Educational Services

#### **434 TEACHER PROFESSIONAL GROWTH, REFLECTION AND EVALUATION PLAN**

Our school district is committed to developing the highest quality, most engaging, and professional educators. Education professionals will possess the skills necessary to enhance the 21<sup>st</sup> century learning our students will need to be successful, as well as maximize both academic achievement and educational opportunities.

The purposes of our district's teacher evaluation plan are: (1) measure the performance and growth of individual teachers; (2) guide teachers as they reflect upon their effectiveness; (3) serve as the basis for instructional support and improvement; and (4) guide school and district professional development programs.

The school district's Teacher Professional Growth, Reflection and Evaluation plan has the following components:

1. Marzano Focused Teacher Evaluation Model
2. Professional Growth Plan;
3. Student Learning Goal(s);
4. Individual Teacher Portfolios/E-folios (optional); and
5. Teacher Improvement Process for Continuing Contract Teachers.

#### **ADMINISTRATIVE EVALUATION OF CONTINUING CONTRACT TEACHERS**

Continuing contract teachers will be evaluated **annually** within a three-year professional review cycle ~~with including~~ one summative evaluation to be completed by an ~~evaluator administrator, and two evaluations to be completed in collaboration with an instructional coach or evaluator.~~ During the year in which a continuing contract teacher participates in a summative evaluation, the ~~evaluator administrator~~ should conduct at least three points of contact, including at least one observation in the teacher's instructional setting.

#### **ADMINISTRATIVE EVALUATION OF PROBATIONARY TEACHERS**

Probationary teachers will be administratively observed and evaluated in various teaching settings a minimum of three times per school year. Observation and evaluation will occur once before each of the following dates: November 15; February 1; and April 15. The evaluations will be shared with the teacher in a conference setting.

Probationary teachers will achieve continuing contract rights pursuant to Minnesota law. Probationary teachers being recommended for contract renewal will receive such notice from their administrator approximately sixty (60) days from the end of the fiscal year. The school board will act to terminate the individual teaching contracts of probationary teachers not receiving a renewal of their employment with the school district prior to the July 1 deadline.

**Legal Reference:** Minn. Stat. § 122A.40 (Employment; Contracts; Termination)

Policy Adopted: August 10, 1970 / Amended: February 9, 1987 / July 11, 1994 / January 4, 1999 / May 11, 2009 / November 10, 2014 / January 2016 / December 2017/revised January 2022  
Independent School District No. 110  
Waconia, Minnesota

8.A.4. 605 Alternative Educational Services

**Presenter:** Erika  
Nesvig, Director of  
Educational Services

## 605 ALTERNATIVE EDUCATIONAL SERVICES

### I. PURPOSE

The purpose of this policy is to recognize the need for alternative educational services for some school district students.

### II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative educational services 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 district that options shall be made available for some students to select educational alternatives that will enhance **the student's** ~~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.

### III. RESPONSIBILITY

- A. Any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and sign a written election to withdraw from school.
- B. It shall be the responsibility of the superintendent to identify alternative educational opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative educational services. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational services to the school board.
- C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

**Legal References:** Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)  
Minn. Stat. § 121A.41, Subd. 11 (Definitions)  
Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)  
Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)  
Minn. Stat. § 124D.66 (Assurance of Mastery Programs)  
Minn. Stat. § 124D.68 (Graduation Incentives Programs)  
Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)  
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

**Cross References:** MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)

Policy Adopted: January 2004  
July 2006, reviewed July 2020, December 2022

Independent School District No. 110 Waconia, MN

8.A.5. 610 Field Trips

**Presenter:** Erika  
Nesvig, Director of  
Educational Services

## 610 FIELD TRIPS

### I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

### II. GENERAL STATEMENT OF POLICY

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

#### A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, assistant principal, or special education director and may be financed by school district funds within the constraints of the school building budget which may include support from booster clubs or similar organizations. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

#### B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, community education activities and other special interest groups. These trips are subject to review and approval of the activities director, community education director and/or the building principal. Financial contributions by students may be requested which may include support from booster clubs or similar organizations. (Minn. Stat. § 123B.36, Authorized Fees)

#### C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category and are not considered part of a predetermined school district competition schedule. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. All extended trips are voluntary and participation or non-participation status may not influence grades, or future placement, treatment or opportunity for students. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).

2. Participation in Extended Trips is optional, students and families may choose to opt-out.
3. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

### III. **REGULATIONS**

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
  1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
  2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

### IV. **SCHOOL BOARD REVIEW**

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities;  
Insurance)  
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)  
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)  
*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675  
(8<sup>th</sup> Cir. 2003)  
*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal  
of School District Employees)  
MSBA/MASA Model Policy 423 (Employee – Student Relationships)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 707 (Transportation of Public School  
Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Policy Adopted: January 2004, revised January 2014, revised August 2021  
Independent School District No. 110  
Waconia, MN

8.A.6. 704 Development and Maintenance of an  
Inventory of Fixed Assets and a Fixed Asset  
Accounting System

**Presenter:** Pam  
Carman, Director of  
Finance and  
Operations

# **704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM**

## **I. PURPOSE**

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

## **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

## **III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM**

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

## **IV. REPORT**

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

## **V. CAPITALIZATION**

The capital asset threshold is \$5,000 per individual item. For group purchases for technology, furniture, or other equipment that is purchased as a per quantity that otherwise may be below the individual item threshold, the total threshold is ~~\$25,000~~ **\$100,000**.

**Legal References:** Minn. Stat. § 123B.02 (General Power of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)

**Cross References:** MSBA/MASA Model Policy 702 (Accounting)  
Policy Adopted: September 2004, November 2006, August 2020  
Revised: September 2023, December 2024  
Independent School District 110  
Waconia, MN

704-1

8.A.7. 301 School District Administration

## **301 SCHOOL DISTRICT ADMINISTRATION**

### **I. PURPOSE**

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

### **II. GENERAL STATEMENT OF POLICY**

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services equitably.
- B. The school board expects all activities related to school district operations to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

***Legal References:*** Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 123B.147 (Principals)

***Cross References:***

Policy Adopted: May 12, 1997

Amended: February 2002 / November 2007 / November 2012 / December 2017/July 2022

Independent School District No. 110

Waconia, Minnesota 55387

8.A.8. 302 Superintendent

## **302 SUPERINTENDENT**

### **I. PURPOSE**

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

### **II. GENERAL STATEMENT OF POLICY**

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

### **III. GENERAL RESPONSIBILITIES**

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)

**Cross References:** MSBA/MASA Model Policy 202 (School Board Officers)  
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)  
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)  
MSBA/MASA Model Policy 301 (School District Administration)  
MSBA/MASA Model Policy 303 (Superintendent Selection)  
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)  
MSBA/MASA Model Policy 305 (Policy Implementation)  
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)  
MSBA/MASA Model Policy 510 (School Activities)  
MSBA/MASA Model Policy 511 (Student Fundraising)  
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)  
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)  
MSBA/MASA Model Policy 605 (Alternative Programs)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)  
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)  
MSBA/MASA Model Policy 905 (Advertising)  
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)

MSBA/MASA Model Policy 907 (Rewards)

Policy Adopted: May 1997 / February 2002 / November 2007 / November 2012 / December 2017/ August 2022

Independent School District No. 110 Waconia, Minnesota 55387

8.A.9. 303 Superintendent Selection

### **303 SUPERINTENDENT SELECTION**

#### **I. PURPOSE**

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

#### **II. GENERAL STATEMENT OF POLICY**

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

#### **III. QUALIFICATIONS**

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

#### **IV. SELECTION**

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)  
Minn. Rules, Chapter 3512

**Cross References:** None

Policy Adopted: May 1997 / February 2002 / November 2007 / June 2018 / August 2022  
Independent School District No. 110 Waconia, MN

8.A.10. 304 Superintendent Contract, Duties, and  
Evaluation

## **304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION**

### **I. PURPOSE**

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

### **II. GENERAL STATEMENT OF POLICY**

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.

***Legal References:*** Minn. Stat. § 123B.143 (Superintendent)

***Cross References:***

Policy Adopted: September 2017 / August 2022  
Independent School District No. 110  
Waconia, MN

8.A.11. 305 Policy Implementation

## **305 POLICY IMPLEMENTATION**

### **I. PURPOSE**

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school district policy.

### **II. GENERAL STATEMENT OF POLICY**

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications, ~~thereto~~. The administration is authorized to develop procedures, guidelines, and directives to effectuate the implementation of school board policies. These procedures, guidelines, and directives ~~shall not be inconsistent~~ will be consistent with ~~said district~~ policies. ~~At least annually~~ Upon request by the school board, these written procedures, guidelines, and directives shall be presented to the school board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)

**Cross References:** MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)

Policy Adopted: May 1997 / February 2002 / November 2007 / September 2017 / August 2022  
Independent School District No. 110 Waconia, Minnesota 55387

8.A.12. 306 Administrator Code of Ethics

## 306 ADMINISTRATOR CODE OF ETHICS

### I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

### II. GENERAL STATEMENT OF POLICY

A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public **they** the administrator serves for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.

B. The Educational Administrator:

1. Makes the well-being of students the fundamental value of all decision-making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the school board's policies.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly

accredited institutions.

9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

***Legal References:*** Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

***Cross References:***

Policy Adopted: November 2007

Reviewed: November 2012, December 2017, December 2022

Independent School District No. 110

Waconia, MN

8.A.13. 501 School Weapons Policy

## 501 SCHOOL WEAPONS POLICY

*[Note: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act (often referred to as the "conceal and carry" law).]*

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. DEFINITIONS

#### A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of

entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.
- D. “Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, “flammable liquid” means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, “combustible liquid” is a liquid having a flash point at or above 100 degrees Fahrenheit.

#### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or ~~a student who~~ discovers ~~that he or she~~ to accidentally ~~has~~ have a weapon in ~~the student’s~~ ~~his or her~~ possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
  - 1. active licensed peace officers;
  - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  - 3. persons authorized to carry a pistol under Minnesota Statutes, section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  - 4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes sections 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes sections 97B.045;

- a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
  - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
  6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  7. a gun or knife show held on school property;
  8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
  9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

***[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than the exceptions to the general prohibition of having a weapon on school grounds set forth in Minnesota Statutes section 609.66, Subdivision 1d (f) listed in Section IV.B. above. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Minnesota Statutes sections 609.66, Subdivision 1d.]***

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of

weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes sections 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:
1. immediate out-of-school suspension;
  2. confiscation of the weapon;
  3. immediate notification of police;
  4. parent or guardian notification; and
  5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The appropriate school official shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.

D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

**VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

*[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]*

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

**VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES**

- A. The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

**Legal References:** Minn. Stat. § 97B.045 (Transportation of Firearms)  
Minn. Stat. § 121A.05 (Referral to Police)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)  
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
*In re C.R.M.* 611 N.W.2d 802 (Minn. 2000)  
*In re A.D.*, 883 N.W.2d 251 (Minn. 2016)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Policy adopted: November 2005, reviewed February 2009, revised May 2016,  
reviewed February 2020 / revised January 2022

Independent School District 110  
Waconia, Minnesota

8.A.14. 613 Graduation

**Presenter:** Erika  
Nesvig, Director of  
Education Services

## **613 GRADUATION REQUIREMENTS**

***[Note: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]***

### **I. PURPOSE**

The purpose of this policy is to set forth requirements for graduation from the school district.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

### **III. DEFINITIONS**

A. "Academic standard" means a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, health, and the arts. Locally developed academic standards in health apply until statewide rules implementing statewide health standards under Minnesota Statutes, section 120B.021, subdivision 3, are required to be implemented in the classroom.

[NOTE: The 2024 Minnesota legislature enacted this change. Paragraphs C and E are flipped to create alphabetical order.]

B. "Credit" means a student's successful completion of a trimester course or a student's mastery of the applicable subject matter, as determined by the school district.

C. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

D. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.

E. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

### **IV. DISTRICT ASSESSMENT COORDINATOR**

The superintendent or designee shall name the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

### **V. GRADUATION REQUIREMENTS**

A. Graduation Requirements

Students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

1. Achievement and career and college readiness in mathematics, reading, and writing, consistent with paragraph (k) and to the extent available, to monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students'

academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and, based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and

2. Consistent with this paragraph and Minnesota Statutes section 120B.125 (see *Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
3. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

**[NOTE: Minnesota Statutes 120B.303 includes the reference to paragraph (k) found in subparagraph 1. above. This statute no longer has a paragraph (k). MSBA has informed the Minnesota Revisor's Office, which replied that it will seek correction during the 2025 legislative session.]**

B. Targeted Instruction Plan

1. A student must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
2. Consistent with Minnesota Statutes, sections 120B.13, 124D.09, 124D.091, 124D.49, and related sections, an enrolling school or district must actively encourage a student in grade 11 or 12 who is identified as academically ready for a career or college to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.
3. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.

[NOTE: The revisions in Paragraphs A and B align the model policy language with Minnesota Statutes 120B.303.]

- C. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

## VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

A. Credit Requirements

1. Eight credits of language arts sufficient to satisfy all academic standards in English language arts;

2. Seven credits of mathematics sufficient to satisfy all of the academic standards in mathematics;
3. Seven credits of science, including three credits to satisfy all the earth and space standards for grades 9 through 12, two credits to satisfy all the life science standards for grades 9 through 12, and two credits to satisfy all the chemistry or physics standards for grades 9 through 12;
4. Eight credits of social studies, ~~encompassing at least United States history, geography, including credit for a course in~~ government and citizenship in either grade 11 or 12 for students beginning ~~in~~ grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under ~~Minnesota Statutes,~~ section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;

[NOTE: This revision includes the 2024 change on implementation of the government and citizenship requirement to the 2025-26 school year.]

5. Two credits in the arts sufficient to satisfy all of the academic standards in the arts;
6. A minimum of eighteen elective credits.
7. Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12. A teacher of a personal finance course that satisfies the graduation requirement must have a field license or out-of-field permission in agricultural education, business, family and consumer science, social studies, or math.

[NOTE: The revisions above align the policy language with Minnesota law, including changes enacted by the 2024 Minnesota legislature concerning physical education credit and state standards in health. Paragraph 8 was enacted in 2023; it affects students who begin grade 9 in the 2024-25 school year.]

8. Three credits of physical education (2) to satisfy the state standards in physical education; and health (1).
9. One credit for speech.
10. One credit for completion of senior seminar

B. Credit equivalencies

1. A credit of economics taught in a school's business department may fulfill credit in social studies under Paragraph 4., above, if the credit is sufficient to satisfy all of the academic standards in economics.
2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph A.3, above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph A.3, above, if the credit meets the state chemistry academic standards or all of

the physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph A.3, above.

3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph A.2 or Paragraph A.5, above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph 2., above, if the credit meets state academic standards in mathematics.
5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph A.2, or Paragraph A.3, above, if the credit meets the state academic standards in mathematics or science.
6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

***[Note: The revisions above align the policy language with Minnesota law, including changes enacted by the 2024 Minnesota legislature. Starting in the 2026-27 school year, a high school must offer an ethnic studies course; in elementary and middle schools by the 2027-28 school year.]***

## **VII. GRADUATION STANDARDS REQUIREMENTS**

- A. All students must demonstrate their understanding of the following academic standards:
  1. School District Standards, Health (K-12);
  2. School District Standards, Career and Technical Education (K-12); and
  3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed as part of the district's curriculum review cycle.\* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

\* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
  1. Minnesota Academic Standards, English Language Arts K-12;
  2. Minnesota Academic Standards, Mathematics K-12;
  3. Minnesota Academic Standards, Science K-12;
  4. Minnesota Academic Standards, Social Studies K-12; and
  5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.

- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

### **VIII. EARLY GRADUATION**

Students may be considered for early graduation, as provided for within Minnesota Statutes, section 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

**Legal References:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.023 (Benchmarks)  
Minn. Stat. § 120B.024 (Credits)  
Minn. Stat. § 120B.07 (Early Graduation)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness the World's Best Workforce)  
Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments)  
Minn. Stat. § 120B.303 (Assessment Graduation Requirements)  
Minn. Stat. § 120B.307 (College and Career Readiness)  
Minn. Rules Part 3501.0660 (Academic Standards for Kindergarten through Grade 12)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)

Policy Adopted: July 2012  
Revised: Jan. 2016, March 2023, September 2023, November 2024, April 2025  
Independent School District No. 110  
Waconia MN

9. **BOARD COMMITTEE REPORTS**

9.A. Self-Governance & Superintendent Relations  
Committee

9.B. Finance & Facilities Committee

9.C. Policy & Advocacy Committee

9.D. Schools Advocating for Fair Funding (SAFF)  
Representative

9.E. Southwest Metro Intermediate District 288  
Representative

9.F. MSHSL Representative

9.G. Special Education Advisory Council

9.H. Community Education Advisory Council  
Representative

9.I. Teaching & Learning Advisory Council  
Representative

9.J. City of Waconia Liaison

10. **ADJOURNMENT**