



Dear Students and Parents/Guardians,

On behalf of the teachers and staff at Waconia High School, welcome to the 2022-2023 school year. A special welcome back goes to this year's group of seniors, the Waconia Class of 2023. Going through a worldwide pandemic has had its challenges, but we are ready to return to academics, athletics, arts, and activities like only a Wildcat can!

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

Enrollment for the 2022-2023 school year will be almost 1,400 students, with an incoming freshman class of about 350 students. It is our goal at Waconia High School to provide a safe and positive learning environment for each and every student. We enjoy the advantage of being large enough to offer a comprehensive program for all students, yet small enough to customize students' schedules to meet their individual needs and abilities.

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

This is your high school and we welcome you!

#WeareOne10

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



# TABLE OF CONTENTS

## [2022-2023 ACADEMIC CALENDAR](#)

- [2022-2023 WHS CALENDAR](#)

## [DISTRICT 110 STRATEGIC ROADMAP](#)

## [WHS STAFF 2022-2023](#)

## [WHS DAILY SCHEDULE](#)

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

- Administrative Discretionary Action Disclaimer
- Process for addressing school concerns
- School Board Policies
  - Equal Education Opportunity
  - Complaints-Students, Employees, Parents and Other Persons
  - Nondiscrimination Notice
  - Employment Background Checks
  - Tobacco Free School Policy
  - Gifts to Employees and School Board Members
  - Weapons Policy
  - Search of Student Lockers, Desks, Personal Possessions, and Student's person
  - Student Attendance
  - Protection and Privacy of Pupil Records
  - Interviews of Students by Outside Agencies
  - Student Surveys
  - Internet Acceptable Use and Safety Policy
  - Student Use and Parking of Motor Vehicles, Patrols, Inspections, and Searches
- ISD 110 Title IX
- Privacy and Access to School Records
- Student Records/Media Publications/Videotaping/Recording
- Student Fees
- Eighteen-Year Old Students
- MSHSL/Academic Eligibility Requirements
- Student Information/Expectations
- Cafe 110/Lunch Information
- Staff Notification of Violent Behavior by Students
- Pledge of Allegiance
- Graduation Requirements
- Student Transportation Safety Policy
- Equal Access to School Facilities
- Crisis Management Policy
- Visitors to School District Buildings and Sites
- Parental Curriculum Review
- Harassment and Violence, Religious, Racial and Sexual
- Distribution of Non-School Sponsored Materials on School Premises by Students and Employees
- Student Discipline
- Bullying Prohibition Policy
- Hazing Prohibition

### **PART II - ACADEMICS**

- Graduation/Graduation Requirements
- Link to WHS Registration Handbook
- Credit Requirements/Grade Point Averages
- Honor Rolls/Honors
- Program Change
- Post-Secondary Credit Opportunities
- Attendance/Loss of Credit
- Academic Dishonesty
- Testing and Assessment
- Flex Learning Plan Options
- Special Services

- Guidance Services
- Foreign Exchange Program
- Vocational Center Program Information
- Protection of Pupil Rights Amendment

### **PART III - DISCIPLINE, TRANSPORTATION, AND ATTENDANCE**

- Student Discipline Guidelines
- Student Attendance
- Student Dress
- Assault
- Insubordination/Theft/Language/Spectator Buses
- Tobacco/Drug/Alcohol Use and/or Possession
- Tobacco/Drug/Alcohol Violations and MSHSL/Leadership/Homecoming Eligibility
- Detention
- Student Cell Phone Use
- Operation of Motor Vehicles and Parking/Parking Lots
- Harassment
- Bullying Policy
- Weapons Policy

### **PART IV - HEALTH AND SAFETY**

- Health Services
- Health Records/Census Forms/Immunizations/Screening Programs
- Medications
- Injury/Illness/Emergency Care
- Exclusion for Illness
- Fire Drills
- Accidents
- Visitors
- Asbestos Management Plan

# Waconia High School

**School Year: 3 Trimesters**

**School Day: 5 periods each day**

## WHS Daily Schedules

**Monday, Wednesday, Friday**

Period	Start Time	End Time
1	8:30 AM	9:40 AM
2	9:45 AM	10:55 AM
3	11:00 AM	12:10 PM
4	12:15 PM	1:50 PM
<b>Lunch 1</b>	<b>12:10 PM</b>	<b>12:35 PM</b>
<b>Lunch 2</b>	<b>12:35 PM</b>	<b>1:00 PM</b>
<b>Lunch 3</b>	<b>1:00 PM</b>	<b>1:25 PM</b>
<b>Lunch 4</b>	<b>1:25 PM</b>	<b>1:50 PM</b>
5	1:55 PM	3:05 PM

**Tuesday, Thursday**

Period	Start Time	End Time
1	8:30 AM	9:30 AM
2	9:35 AM	10:35 AM
<b>WILD/ADV</b>	<b>10:40 AM</b>	<b>11:15 AM</b>
3	11:20 AM	12:20 PM
4	12:25 PM	2:00 PM
<b>Lunch 1</b>	<b>12:20 PM</b>	<b>12:45 PM</b>
<b>Lunch 2</b>	<b>12:45 PM</b>	<b>1:10 PM</b>
<b>Lunch 3</b>	<b>1:10 PM</b>	<b>1:35 PM</b>
<b>Lunch 4</b>	<b>1:35 PM</b>	<b>2:00 PM</b>
5	2:05 PM	3:05 PM

**2 Hour Late Start**

Period	Start Time	End Time
1	10:30 AM	11:10 AM
2	11:15 AM	11:55 AM
4	12:00 PM	1:35 PM
<b>Lunch 1</b>	<b>11:55 AM</b>	<b>12:20 PM</b>
<b>Lunch 2</b>	<b>12:20 PM</b>	<b>12:45 PM</b>
<b>Lunch 3</b>	<b>12:45 PM</b>	<b>1:10 PM</b>
<b>Lunch 4</b>	<b>1:10 PM</b>	<b>1:35 PM</b>
3	1:40 PM	2:20 PM
5	2:25 PM	3:05 PM

**2 Hour Early Release**

Period	Start Time	End Time
1	8:30 AM	9:15 AM
2	9:20 AM	10:05 AM
3	10:10 AM	10:55 AM
4	11:00 AM	11:45 AM
5	11:50 AM	12:35 PM

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

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

### 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 a Concern

For concerns that 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 Board Policies

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

[102 Equal Education Opportunity](#)

[103 Complaints-Students, Employees, Parents, Other Persons](#)

[401 Nondiscrimination Notice](#)

[404 Employment Background Checks](#)

[419 Tobacco-Free School Policy](#)

[421 Gifts to Employees and School Board Members](#)

[501 Weapons Policy](#)

[502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person](#)

[503 Student Attendance](#)

[515 Protection and Privacy of Pupil Records](#)

[519 Interviews of Students by Outside Agencies](#)

[520 Student Surveys](#)

[524 Internet Acceptable Use and Safety Policy](#)

[527 Student Use and Parking of Motor Vehicles, Patrols, Inspections, and Searches](#)

[529 Staff Notification of Violent Behavior by Students](#)

[531 Pledge of Allegiance](#)

[613 Graduation Requirements](#)

[709 Student Transportation Safety Policy](#)

[801 Equal Access to School Facilities](#)

[806 Crisis Management Policy](#)

[903 Visitors to School District Buildings and Sites](#)

### 120B.20 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 penalties upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

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

[413 Harassment and Violence, Religious, Racial, and Sexual](#)

[505 Distribution of Non-School Sponsored Materials on School Premises by Students and Employees](#)

[506 Student Discipline](#)

[514 Bullying Prohibition Policy](#) The Waconia High School primary contact person for questions or concerns related to bullying is Jill Sabol, Assistant Principal ([jsabol@isd110.org](mailto:jsabol@isd110.org))

[526 Hazing Prohibition](#)

## **ISD 110 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 Informational LINK](#)

ISD 110 Title IX Coordinator

Enid Schoenwise, Director of Human Resources

Waconia Public Schools

512 Industrial Boulevard

Waconia, MN 55387

Telephone: (952) 442-0645

Email: [TitleIXCoordinator@isd110.org](mailto: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](#)

## **Privacy and Access to School Records**

[515 Protection and Privacy of Pupil 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.

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

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

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

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

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

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

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

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

## **School Publications and News Media: Student Pictures and Names**

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

## **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.

## **Student Fee Regulations**

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

Permitted Fees:

A school board may charge fees in the following areas:

1. In any program where the resultant product, in excess of minimum requirements and at the pupil's option, becomes the property of the pupil.

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

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, gym suits, tennis and athletic shoes, and other items of personal equipment. These procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 120.71 - 120.76.

## Student Activity Fees

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

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

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

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

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

## Eighteen-Year Old Students

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

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

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

## Minnesota State High School League Regulations

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

## Activities Offered At Waconia High School

Waconia High School is a member of the Minnesota State High School League

### Fall Activities

Boys Cross Country  
Girls Cross Country

Boys Soccer  
Girls Soccer

Fall Musical  
Volleyball

Football  
Girls Swimming & Diving



### Winter Activities

Boys Basketball	Boys Hockey	Girls Hockey	Girls Basketball	Wrestling
Dance Team	Gymnastics	Show Choir		
Boys Swimming	Alpine Skiing (w/Mound)			

### Spring Activities

Baseball	Boys Golf	Girls Golf	Softball	Boys Track
Girls Track	Marching Band	Girls Lacrosse	Boys Lacrosse	Boys Tennis
Spring Play				

### Other School Sponsored Clubs & Activities

Knowledge Bowl, Breakfast Book Club, Conservation Club, International Club, Instrumental Ensemble, Art Club, Yearbook, Jazz Band, National Honor Society, Pep Band, Prom Committee, Waconia Strength and Conditioning, Robotics Club, Science Club, Student Council, Students Against Destructive Decisions (SADD), Vocal Ensemble, Unified Sports, Future Farmers of America FFA (w/Chaska,) Family, Career, Community Leaders of America (FCCLA), Accepting, Belonging and Community Group, DECA

## WHS Academic Eligibility Requirements

1. All students competing or participating in extra-curricular activities must have passing grades and must maintain a 1.67 average in the trimester prior to and during their season (not a cumulative average).
2. In the event a student's GPA is below 1.67 (C- average) or the student receives an "F" in any course at the end of a trimester, he/she will be ineligible for a period of two weeks. After two weeks, a review of the student's grades will be made, and if found to be an overall 1.67 (C- average), eligibility will be restored. If a 1.67 GPA (C- average) is not attained, the student shall remain ineligible for an additional two weeks. This process will continue up to 3 reviews; at which time, a student still not achieving a 1.67 GPA (C- average) will be declared ineligible for the remainder of the trimester.
3. The individual student does carry the responsibility to initiate and complete the grade review process after academic ineligibility is declared. 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.

## 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.

## Café 110 Information

Visit [www.cafe110.org](http://www.cafe110.org) for information about our menu and programs.

ALL student meals will **NOT** be free for the 2022-2023 school year. The USDA has determined that school meals will NOT be free for all scholars for the 22-23 school year. Therefore, a meal benefit application will need to be filled out to obtain free or reduced meals. Meal applications for the 2022-2023 school year are available in the Free & Reduced Meals tab on our website.

### HELPFUL INFORMATION:

- Purchasing a meal is very easy. Every student is assigned a student ID that is tied to his or her meal account. The account is similar to a debit account where purchases are immediately deducted from funds applied to the account. Funds can be added using a credit card, cash, or a check paid to the kitchen cashier or the school office. Online credit and debit payments are available by following the payment links on the District website or the Cafe #110 website.
- Student account balance and purchase statements can be viewed by logging into your Family Access page. All meal accounts are “family accounts,” meaning that all children in a household belong to the same account. When a family account reaches  $-\$.01$ , an automated email will be sent to the parent/guardian. These notices take place daily as a service to our families to ensure that negative charges do not accrue before a parent/guardian is made aware. Families can, and are encouraged to, reset this low balance notification to your preference when logged into the [www.waconiaaccess.waconia.k12.mn.us](http://www.waconiaaccess.waconia.k12.mn.us) site.
- Cafe #110 participates in the National School Meal Program, which is a federally funded program that assists in providing nutritionally balanced, low-cost, or free meals to students each day. An Educational Benefits packet is available at your student’s school and electronically on our webpage, [cafe110@isd110.org](mailto:cafe110@isd110.org). The application must be fully completed and returned to the Waconia District Office by mail, e-mail, or drop it off at your student’s school. The information gathered from this application is protected information, and will not be shared outside of the meal program without the consent of the applicant.

Our District uses family accounts; all students in a family will charge purchases to the same account. To access your family meal account, log into: [www.waconiaaccess.waconia.k12.mn.us](http://www.waconiaaccess.waconia.k12.mn.us), click on “My Accounts” (if you have difficulty logging in here, contact [asicheneder@isd110.org](mailto:asicheneder@isd110.org), then click on “SmartSchoolK12” (if you have difficulty logging in here, contact Wordware at 1-800-934-2621).

### SCHOOL LUNCH/SNACKS/CELEBRATION TREATS

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

To keep a clean school environment, snacks, pop or other treats should not be consumed in the halls or locker area commons. Food should be consumed in the lunchroom/commons area.

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.

## 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.

### Graduation – Your Goal

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.

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

**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.

### Graduation

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

### WHS Registration Handbook

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

[Waconia High School 2022-2023 Registration Handbook](#)

### Course Offerings

Please refer to the Registration Handbook for a complete list of all course offerings and course requirements.

### 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

## 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.

## Graduation – Honor Students

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. 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:

- A. Discuss the reasons for dropping with your teacher, counselor and parent.
- B. If a class is dropped with a failing grade, the grade of WF (withdraw/failing) stands with no credit given.
- C. 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.
- D. 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 11<sup>th</sup> and 12<sup>th</sup> 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**

Per District 110 policy, any high school student who requests to test out of a course must be afforded that opportunity. When the student applies to receive credit for a course, an assessment process and the specific requirements for awarding the credit will be established. Please refer to the Registration Handbook for detailed information.

## **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.

## **Loss of Credit**

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

## **Loss of Credit Appeals Procedure**

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

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

## Academic Dishonesty

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

## Cheating

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

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

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

## Plagiarism

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

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

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

## Testing & Assessment

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

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

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

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

**Assessment Calendar (Please click this link for specific testing dates)**

[2022-2023 Assessment Calendar](#)

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

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

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

[Evaluaciones estatales: Guía y negación de permiso para la participación del estudiante](#)

## **Flex Learning Plan Options**

### **Special Services**

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

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

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

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

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

Send your request to:

Chris Steffen

512 Industrial Blvd. Waconia, MN 55387

[csteffen@isd110.org](mailto:csteffen@isd110.org)

(952) 856-4513

### **Guidance Services**

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

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

It is the professional responsibility of school counselors to fully respect the right to privacy of those with whom they enter counseling relationships. A counseling relationship requires an atmosphere of trust and confidence between the student and counselor. A student has the



right to privacy and to expect confidentiality. This confidentiality may be abridged by the counselor where there is clear and present danger to the student or to others.

## **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.)

# **PART III - RULES AND DISCIPLINE**

## **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

### 503 Student Attendance

It is the responsibility of the Waconia Public Schools to the community that all school members will work to challenge and support students in the pursuit of their highest levels of academic and personal achievement. Recognizing the strong relationship between regular attendance for each class and high academic achievement, the District will establish a clear attendance system and hold students accountable for regular attendance. It is essential that Waconia High School students and their families take responsibility for knowing the Attendance Policy. The school reserves the right to classify an absence and may request medical documentation.

### RESPONSIBILITIES OF EACH STUDENT:

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

### Penalties and Consequences for Exceeding Absence Limits

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

### ***TYPES OF ABSENCES*** (per trimester course)

<p><b>EXCUSED ABSENCES*</b></p> <p>Note: These count toward 7-absence policy</p> <p><i>*After a combination of 7 excused and unexcused absences, students may be dropped from a course(es) and may have a loss of credit(s)</i></p>	<p><b>UNEXCUSED ABSENCES*</b></p> <p>Note: These count toward 7-absence (combined) AND toward the 3 unexcused policy</p> <p><i>*After 3 unexcused absences, students may be dropped from a course(es) and may have a loss of credit(s)</i></p>
<ul style="list-style-type: none"> <li>● College visits</li> <li>● Driver's license examination</li> <li>● Family emergency</li> </ul>	<ul style="list-style-type: none"> <li>● Any absence in which a student and/or parent fails to comply with WHS reporting attendance procedures</li> <li>● Work at home</li> </ul>

<ul style="list-style-type: none"> <li>● Illness (medical documentation may be required)</li> <li>● Visit to nurse's office</li> <li>● Pre-arranged excused absences for student participation in non-school competition and performance activities</li> <li>● Pre-arranged family vacations</li> <li>● Professional appointments that cannot be scheduled outside school day</li> <li>● Spectators at state/regional competitions: student spectators must have parent/guardian approval and follow all attendance policies</li> </ul>	<ul style="list-style-type: none"> <li>● Work at a business (except a school-sponsored work release program)</li> <li>● Non-prearranged family vacations</li> <li>● Missed bus</li> <li>● Overslept</li> <li>● Truancy/skipping school</li> <li>● Missing class to study, work on homework* *this includes studying for AP testing</li> <li>● Other non-school authorized excuses</li> </ul>
<p style="text-align: center;"><b>SCHOOL AUTHORIZED ABSENCES</b>  <b>Note: These DO NOT count toward maximum 7-absence policy</b></p>	
<ul style="list-style-type: none"> <li>● Chronic illness, with medical documentation</li> <li>● Court-ordered appearances</li> <li>● Death in student's immediate family or close friend/relative</li> <li>● Field trips</li> <li>● Interscholastic meets and events</li> <li>● School sponsored musical or athletic competitions</li> <li>● Religious holidays and/or instruction (up to three hours per week)</li> <li>● Illness in student's immediate family (documentation required by medical personnel)</li> <li>● Student government and related activities</li> <li>● Verified meeting conducted with school personnel</li> <li>● School sponsored testing</li> </ul>	

### 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 and Tardiness

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

### 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.

### 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.

## **Student Dress**

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

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

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

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

- Going without shoes;
- Undergarments worn as outer garments do not meet school expectations;
- Shirts must include sleeves or straps;
- Clothing with language that is lewd, vulgar or obscene;
- Apparel promoting products or activities that are illegal for use by minors (including tobacco, use of drugs, and/or alcohol advertising);
- Objectionable emblems, items, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group; which connotes gang membership; or that approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals

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

## **Assault**

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

## **Insubordination**

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

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

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

## **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.

## **Spectator Buses**

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

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

## **Student Use and/or Tobacco Possession**

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

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

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

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

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

## **Drug and Alcohol Violations**

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

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

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

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

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

### **Alcohol/Tobacco/Controlled Substance Possession and MSHSL Eligibility**

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

### **Leadership Eligibility**

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

### **Homecoming Eligibility**

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

### **Detention**

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

### **Gambling**

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

### **Student Phone and Cell Phone Use**

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

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

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

### **Operation of Motor Vehicles**

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

### **Parking and Parking Lots**

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

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

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

## Harassment

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

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.

## Waconia High School Bullying Policy

### 514 Bullying Prohibition 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.

#### 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 a witness to bullying is prohibited, as are false accusations or reports of bullying against another student.

#### C. Reporting Bullying

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

#### D. Investigation

The WMS administration will act to investigate all complaints of bullying. Upon completion of the investigation, 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 is not limited to, warning, remediation, suspension, exclusion, or expulsion. Disciplinary consequences will be sufficiently severe to try to deter future violations and to appropriately discipline prohibited behavior.

#### F. Board Policy

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

## Weapons Policy

### [501 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.

## PART IV - HEALTH AND SAFETY

### Health and Safety

#### 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 7<sup>th</sup> Grade.)
- ❖ Varicella (Chickenpox) Vaccine – series of two doses—or physician documented date and history of disease – (Mandatory for K and 7<sup>th</sup> Grade.)
- ❖ Meningococcal Vaccine — (First booster is mandatory for 7<sup>th</sup> 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 – 12<sup>th</sup> 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

### **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**

[903 Visitors to School District Buildings and Sites](#)

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.

### [Asbestos Management Plan](#)

Waconia Public Schools in accordance with the Federal Asbestos Hazard Emergency Response Act (AHERA) continues to implement an E.P.A. approved asbestos management plan.