

# Waconia Elementary Schools

## Student Handbook

### 2017-2018



#### **Bayview Elementary**

24 South Walnut St  
Waconia MN 55387

952-442-0630

*Ann Swanson, Principal*

#### **Laketown Elementary**

960 Airport Rd  
Waconia MN 55387

952-442-0690

*Nancy Wittman, Principal*

#### **Southview Elementary**

225 West 4th St  
Waconia MN 55387

952-442-0620

*Khuzana DeVaun, Principal*



Dear Parents and Students,

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

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

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

School office hours are from 7:30 a.m. to 4:00 p.m.. Another way you can contact the school is through e-mail. The e-mail address is the staff member's last name followed by the staff member's first initial, then @ISD110.org. Here is an example: Jane Doe's email is: [jdoe@ISD110.org](mailto:jdoe@ISD110.org).

We look forward to 2017-18 as the year we soar with success. Thank you for entrusting your child to our program.

Warm regards,  
Ann Swanson, Bayview Elementary Principal  
Nancy Wittman, Laketown Elementary Principal  
Khuzana DeVaun, Southview Elementary Principal

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## Waconia Elementary Schools

### Schools:

#### Bayview Elementary

24 South Walnut St

Waconia MN 55387

Office/Attendance Line 952-442-0630

Fax - 952-442-0609

Health Office - 952-442-0630

Principal: Ann Swanson 952-442-0630

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

#### Laketown Elementary

960 Airport Rd

Waconia MN 55387

Office/Attendance Line 952-442-0690

Fax - 952-856-4530

Health Office - 952-442-0690

Principal: Nancy Wittman 952-442-0690

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

#### Southview Elementary

225 West 4th St

Waconia MN 55387

Office/Attendance Line 952-442-0620

Fax - 952-442-0629

Health Office - 952-442-0620

Principal: Khuzana DeVaan 952-442-0620

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

### School Hours:

8:02 a.m. - 2:42 p.m.

**Morning Recess: 7:45-8:00 a.m.**

### Bus Transportation:

Koch Bus Company: 952-442-3370

### 2017-18 Meal Prices:

Student Breakfast	\$0.75
Guest Breakfast	\$2.10
Student Lunch	\$2.70
Milk Only	\$0.55
Guest Lunch	\$3.75

### Food Service

952-442-0600

Director: Barb Schank Extension 5005

Admin. Assistant: Tracy Braun Extension 5155

### Kids Company Supervisor

Jenny Merritt

952-442-0618

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

## Absences



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

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

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

## Activity Fee

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

## Alternative Instructional Arrangements

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

## Animals in the School



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

## Arrival Time

School begins at 8:02 a.m. If your child does not ride the bus, please plan for your child's arrival **between 7:45 a.m. - 8:00 a.m.**

7:45-8:00 a.m. Morning Recess

8:02 a.m. School begins ~ Students report to classrooms.

## Assembly

Periodic all-school and small group assemblies will be scheduled at school providing students with a special learning experience. The scheduled assemblies are posted on the

## Programs

school website. Most of these programs are related to curricular units as well as being provided to students in recognition of positive behavior.

## Assessments



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

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

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

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

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

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

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

**Minnesota Comprehensive Assessment Test - II (MCA-II):** The MN Comprehensive Assessment Test evaluates student progress toward achievement of high standards in reading and math at the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade level. The 5<sup>th</sup> grade students have an additional test in science. This information is used to implement improvement strategies and to celebrate our successes. The MN Comprehensive Assessment Tests are administered in April. Please refer to the school calendar for exact dates.

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

## Attendance



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

Please refer to the tardy and absence guidelines below:

### Arrival:

8:10-8:30 a.m.	Students marked tardy
8:30-10:30 a.m.	Students marked ½ day morning absence
10:30am- 1:00pm	Students marked ½ day afternoon absence

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

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

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

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

## Band

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

## Bike Safety

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



## Birthdays



### ❖ *Birthday Invitations*

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

### ❖ *Birthday Treats*

Please remember to let the teacher know ahead of time if you would like to send treats to class. The State Department of Education requires that all treats brought to school be commercially prepared. District 110 Food Service is also available to help prepare a birthday snack. Information is available on the school website.

Since many children have a variety of food restrictions we strongly encourage you to consider a non food item. A few suggestions would be pencils, erasers, small notebooks, yo-yos, bouncy balls, etc. A board game or book donation to the classroom are also fun ways to honor a child.

## Bus Conduct



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

Elementary students are instructed in safe and appropriate bus behavior. Students who interfere with the safe operation of a school bus which is stopped or moving or who behave in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops or at pick-up/drop-off areas will be disciplined.

### **Consequences for Misconduct on the Bus**

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

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

### **Severe Clause**

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

## Change in End of Day Plans

Students must provide a parent/guardian signed note to the teacher if there is any change to their end of day plans. If no note is brought to school, the child will be expected to follow their regular end of day plans.

We ask that you call before 1:30 p.m. regarding any end of the day transportation changes to insure that the school office has time to notify the teacher. Please also notify the school office if someone other than a parent/guardian will be picking up your child.

## Code of Conduct

District 110 is committed to providing a quality education for all students. The staff is committed to providing an atmosphere conducive to learning. School wide expectations for behavior have been developed to enable teachers to teach and students to learn.

All staff members are working together to provide clear and consistent expectations for students. The teachers are explicitly teaching the expectations for appropriate behavior in the hallway, restroom, lunchroom, playground, classroom and common building areas.

### Expectations and Interventions

During the first few weeks of school, staff will take the opportunity to explain behavior expectations and school rules to students. Staff continue to re-teach students appropriate behavior throughout the year. Occasionally, a student's behavior may be unsafe and/or may be interfering with the learning of your child or others. Any adult staff member may intervene in these situations. Interventions may include: discussion and/or apology, contact with home, removal from class, loss of privileges, restitution & community service. Discipline may also include detention, suspension, referral to an agency or program, and/or referral to the police, when deemed necessary. Record of the disciplinary measures may be kept by the school.

### Incidents Involving Weapons or Threatening Behavior

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

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

## Communication



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

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


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



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



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

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




<p><b>Curriculum</b></p> 	<p>All students receive instruction in these core subjects: Language Arts (reading, language, spelling, handwriting), Mathematics, Social Studies, Science and Health.</p> <p>In addition, specialists in the following areas provide regular instruction: Physical Education, Art, Music, Library/Media Skills and Spanish. For more information, visit the District 110 website.</p>
<p><b>Custody Determination</b></p>	<p>In cases where parents are separated or divorced, and one parent has primary, physical and/or legal custody, the school requests verification of the custody determination. School must have on file a copy of the section of the divorce decree indicating custody and visitation rights. The school needs to have this legal documentation on file in order to assure compliance with any limiting court order. The school also requests that a note from the custodial parent be on file if there is an agreement that the non-custodial parent will be picking the child up from school.</p>
<p><b>Discipline/ Behavior Expectation</b></p>	<p>The home and school have a joint responsibility to instill acceptable self-discipline within each student. The school guidelines are kept to a minimum and special sessions will be held with the students for clarification and emphasis. The school's behavior expectations plan can be found on the website and is in accordance with District Policy.</p>
<p><b>Dismissal/ Early Pick-Up</b></p>	<p>Regular dismissal is at 2:42 p.m. However, if you are picking up your child during school hours, you <u>must</u> stop in the office so we can note that your child is leaving. We will call the child for you from the office. Students will not be released until the teacher receives notification from the school office. For your child's safety, please do not ask us to send your child home from school unattended. Please try to schedule appointments after regular school dismissal time.</p>
<p><b>Donations, School</b></p>	<p>Any donations to the school must receive the pre-approval of the school principal. A receipt of the donation will be provided when requested. All commercial donations which may also include commercial advertising must be approved by the building leadership team. When necessary, school board approval may be required. The acceptance of donations will be the weight of the educational impact versus the other related variables. Donations must be made in accordance with District Policy.</p>
<p><b>Dress Code</b></p>	<p>We are fortunate to have a wonderful student body and a supportive community. Appropriate student dress is essential to a positive educational environment, and we ask for your support in enforcing our school dress code.</p> <p>Students should be dressed in clean clothes, appropriate for school. This will help a child develop a positive self image toward learning. Proper attention to appearance can also improve personal expectations for behavior and performance. Students are not allowed to wear hats or tennis shoes with wheels in the school building. (<i>Hats may be worn at recess.</i>) Any clothing that causes an interference with the learning process is not allowed. Such dress may include, but is not limited to clothing with drug, alcohol, or sexually explicit or suggestive messages, representations that are inappropriate or demeaning to any groups, and clothing that is suggestive or provides inadequate coverings.</p> <p>If your student comes to school inappropriately dressed, and an acceptable change of</p>


	<p>clothing is not available (spare T-shirts will be kept in the health office), you will be called to arrange for acceptable clothing to be brought to the school. Inappropriately dressed children will wait in the office until their parent/guardians provide a change of clothing.</p> <p>Gym shoes are required for Physical Education classes (shoes may be kept in school if necessary).</p> <p>Students must wear appropriate outerwear according to weather seasons. Please label your child's clothing in order that we are able to return lost items.</p>
<p><b>Drop off/ Pick UP Location</b></p>	<p>For the safety of our students, parents/guardians must drop off/pick up students in school designated areas only.</p> <p>If you are going to escort your child(ren) into the building, you must park your vehicle in designated parking areas and sign your child in. <u>Any vehicles left unattended in the fire lane (yellow curb along sidewalk) are subject to being ticketed.</u></p>
<p><b>Email Communication</b></p> 	<p>Only general school information will be communicated via email, i.e homework assignments, activity time/date, general classroom news, etc. Specific information related to student's grades, an incident, and/or personal information will be communicated via phone or meeting.</p>
<p><b>Emergency Preparedness</b></p>	<p>We place the safety of students as a top priority. State law mandates that each school building conduct five fire drills, five lockdown drills, and one severe weather drill. We view these drills as proactive measures to teach students the proper methods of evacuating the school premises and procedures for safe sheltering inside the school building.</p>
<p><b>Emergency Parent/Guardian Contact Information</b></p>	<p>To provide assistance to each student in case of an emergency, the required emergency information is essential. The annual Student Health Census Form provides up to date emergency phone numbers and medical information. <u>It is the parent's/guardian's responsibility to notify the school of any change of address, telephone number, or emergency numbers.</u> In a medical emergency, the local emergency system will be used and the student will be transported to Ridgeview Medical Center by ambulance at parent's expense.</p>
<p><b>Emergency School Closing</b></p>	<p>Weather related school closings, late starts or early dismissals are communicated to parents via Infinite Campus Messenger and posted on the school website. You can also obtain school closing information by calling our Weather Line at 952-442-0640.</p> <p><b>Parents are responsible for updating their contact information on Infinite Campus Parent Portal. Parents are also required to complete the Emergency Dismissal Form each year.</b> This form provides valuable information for the homeroom teacher and school office in the case of an emergency dismissal due to weather, power, or other building emergency.</p>

	Parent/Guardian is responsible for informing the teacher of any changes in your emergency plan that may occur during the school year.
<b>English Learners (EL) Program</b>	The EL Program is designed to provide students who speak another language with the English skills necessary to succeed in all areas of school and out in the real world. Our goal is to enable them to take full advantage of their education by achieving academic language proficiency in Reading, Writing, Listening and Speaking.
<b>Family Life Education</b>	Family Life is included as part of the district health curriculum in grades five through ten. The fifth grade curriculum goals are directed toward: greater understanding of family life, more effective interpersonal skills, and greater understanding of human growth and reproduction. A curriculum outline and list of materials is available from the school office. Any parent or guardian who does not wish their child to participate in this program is asked to make a written request to his/her classroom teacher.
<b>Field Trips</b> 	<p>A field trip is considered to be a learning experience. Field trips are directly related to curriculum units. Parent/guardians shall be informed of all field trip experiences scheduled for the students prior to the activity. A student fee is assessed for each student to help offset the cost of the field trip. No child will be denied a field trip experience due to family financial constraints. If parents/guardians have any questions about the experience, they should contact the classroom teacher.</p> <p>Parent chaperones are determined by the homeroom teacher. K-3 chaperone guidelines are one adult to five students and one adult to seven students for 4-5. Parents are <u>not</u> to attend field trip activities unless they are an assigned chaperone for the activity. Non-classroom students are not to attend school-sponsored activity.</p> <p>Depending upon the field trip activities, chaperones may be asked to supply information for a background check to be completed.</p>
<b>Food Service/ Cafe #110 Nutritional Services</b> 	<p><b>Eat Smart. Be Smart.</b> Waconia Public Schools participates in the National School Breakfast and Lunch Program. Cafe #110 is all about emphasizing the importance of balancing healthy eating and physical activity for our kids! We offer our students a wide variety of fruits, vegetables, whole grains, and we're using more &amp; more use locally grown ingredients. Our menus &amp; recipes are inspired by our students, staff and current trends.</p> <p><b>All ISD #110 families must set up a lunch account by going to <a href="#">online-payments</a>.</b> You can use the Family Site to check your family balance, make payments and more.</p> <p>Parent, guardians and friends are invited to join us for lunch- but must call ahead for reservations by 4:00 am on the day they wish to eat with their child. Guest lunches will be deducted from student lunch account.</p> <p>We serve breakfast at Bayview and Laketown Elementary Schools and breakfast bar at Southview Elementary. Students may also bring a snack from home. <u>We strongly recommend nutritious snacks, as opposed to cookies, pastries, etc.</u> Students are not allowed to share home prepared snack/food items with other students.</p> <p>Lunch: Students in grades K-5 may participate in our daily lunch program. Lunches include the choice of white skim, 1% or chocolate milk. Lunch menu are approved through the District Food Service Nutritionist. The lunchroom is open to all students, whether they</p>

	<p>bring their own lunch or by a school lunch.</p> <p>Free and Low-Cost Lunches: Free and low-cost breakfasts and lunches are provided for students whose family qualifies. Application forms for these meals are available in the school office.</p> <p>Meal costs: Please refer to page 5 for detailed information..</p>
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<h2>Fundraisers</h2>	<p>Fundraising encompasses activities which are designed to raise funds to provide services for the students or boost specific programs needing financial help. Groups or organizations raising funds must meet one of the following criteria: 1) involves a student group or organization, 2) involves a community group and is characterized by one of the following: (a) takes place during school time; (b) utilizes school facilities or equipment; or (c) involves school personnel. All fundraising groups or organization must receive school administration approval prior to conducting any activity.</p>
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<h2>Health Screening</h2> 	<p>Vision and hearing screening is conducted as follows:  Grades 1-3 (All): Hearing, Vision and Muscle Balance  Grade 1 (boys only): Color Vision</p> <p>Screenings are also done by special request or referral from teachers or parents. When suspected health problems are detected, a referral for a medical evaluation is made. If financial assistance is needed or a resource please contact the District School Nurse at 952-442-0674</p>
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<h2>Homework</h2> 	<p>Students may be required to complete school work at home. The appropriateness of homework will be left to the discretion of the classroom teacher. The homework will relate to the instructional objectives. Homework may be assigned to: :</p> <ul style="list-style-type: none"> <li>*promote and practice self-discipline, independence and responsibility.</li> <li>*provide reinforcement of a particular skill.</li> <li>*preserve classroom time for activities that necessitate the direct involvement of the teacher.</li> <li>*continue work which was to be done in school, but was not completed within the prescribed time frame.</li> <li>*expand the curriculum by permitting students to learn in "real" situations, at home and in the community.</li> </ul> <p><u>Homework during an absence:</u> When your child has an extended illness and you want to pick up homework or have it sent home with another student, please notify the teacher. This allows time for the teacher to prepare the assignments. The homework can be picked up in the office after school.</p> <p>Generally, homework for a family vacation is made up following the child's return to school. We STRONGLY encourage family vacation to occur during regular scheduled school vacation days.</p>
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## Immunizations



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

- \*Date and year of five doses of vaccine for diphtheria, tetanus, and pertussis (DTP)
- \*Date and year of four doses of vaccine for poliomyelitis
- \*Date and year of three doses of vaccine for Hepatitis B (Kindergarten and 1<sup>st</sup> requirement only).
- \*Date and year of two doses of mumps, measles, and rubella (MMR) given after fifteen months of age.
- \*Date and year of varicella vaccine or year of varicella chicken pox.

Immunization procedures are in accordance with District Policy #S30.

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

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

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

## Information and/or Concerns

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

## Injury or Illness, Student





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

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

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



<b>Insurance, Student</b>	<p>The school district insurance policies do not provide coverage for injuries incurred by students at school. Parents/guardians are encouraged to review their present health and accident insurance program to determine its adequacy.</p> <p>The school district is making available accident insurance through <u>Student Assurance Services, Inc.</u> This plan will provide benefits for medical expenses incurred because of an accident. An explanation of the costs and benefits of this plan is available in the school's office.</p>
<b>Kid's Company (School Age Childcare)</b>	<p>The District's Community Education Program is sponsoring an all-day childcare program, known as Kid's Company, for student's grades K-6. The program offers daycare for students at school. For more information, call the Community Education Office (952.442.0610). The program is open 6:00 am- 6:00 pm.</p>
<b>Life Threatening Allergies</b>  	<p>In any given school year we may have students and staff with life threatening allergies to bee stings, peanuts and/or tree nuts. Although emergency medications and treatments are available in the health office in the event of a severe allergic reaction, the best treatment is prevention since measures may not be adequate to counteract the swift severe reactions that may occur.</p> <p>Ideally our environment would be free of all allergens, including those related to foods, but this is not always possible. With peanuts it can be especially difficult since they can be a hidden ingredient in foods.</p> <p>In an effort to keep children and adults safe we ask that you:</p> <ul style="list-style-type: none"> <li>❖ Frequently remind your child never to share any part of their lunch or snack.</li> <li>❖ Check with the school nurse regarding food allergies or dietary restrictions in the class if you would like to bring treats for a birthday or classroom party.</li> <li>❖ Bring treats that are nut and peanut free. We strongly encourage you to consider non food items for birthday treats or purchase peanut safe birthday treats through Cafe #110 Nutritional Services.</li> </ul> <p>Please contact the District Health Coordinator for more information.</p>
<b>Lost &amp; Damaged Materials</b>	<p>The school will charge an appropriate replacement fee for electronic devices, textbooks, workbooks and/or library books that are lost and/or damaged beyond repair.</p>
<b>Lost &amp; Found</b>  	<p>Bet we know where the missing gym shoe, mitten or hat is! Each year many items find their way to our Lost and Found and you can help this problem by:</p> <ul style="list-style-type: none"> <li>*Clearly labeling your child's coats, jackets, sweaters, caps and boots with their full name.</li> <li>*Trying to locate the item immediately upon discovering it is lost. Don't let too much time elapse.</li> <li>*Using caution in allowing articles of sentimental or monetary value to be brought to school.</li> </ul> <p>Unclaimed lost and found items are donated to a local agency on a regular basis as communicated by the school.</p>



## Medication Policy, Student



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

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

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

## Messages



Each staff member has voice mail access. Those messages are picked up before and after school. Emergency messages need to be directed to the office staff.



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

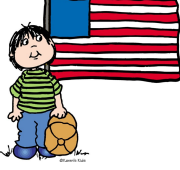

## Parent Teacher Conferences

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

TIPS FOR A SUCCESSFUL CONFERENCE:

- 1) Arrive on time;

	<p>2) Make a list before you come of items you want to discuss, or questions you'd like answered;</p> <p>3) Ask for clarification of any information the teacher gives that you don't understand;</p> <p>4) Follow-up with the teacher in the weeks to come.</p>
<p><b>PTO</b></p>	<p>A Parent Teacher Organization is designed to enhance the home-school relationship. The purpose of the organization is three-fold:</p> <ol style="list-style-type: none"> <li>1. To provide a forum for parent input regarding instruction and organizational practices/policies in the elementary program.</li> <li>2. To provide parent educational opportunities on academic, social, and emotional topics related to children.</li> <li>3. To provide opportunities for families to participate together in education and social activities.</li> </ol> <p>All parents are invited to become active in the PTO. PTO supports the school in many ways including fundraisers, staff recognition, volunteering opportunities and programs that enhance the education of our students and families.</p>
<p><b>Parties and Activities, Student</b></p> 	<p>Special parties or classroom activities not directly related to the curriculum may occasionally be scheduled by the classroom teacher during the school year (i.e. fall, winter, Valentine, etc). A parent/guardian may opt for a student not to participate in the event, at which time the teach will and an alternative activity for the student. The school requires parent/guardians to receive teacher approval before furnishing special treats for a classroom. The school strongly recommends nutritious treats. <u>The treats must be store bought.</u></p>
<p><b>Personal Belongings of Students</b></p>	<p>Unless a teacher requests them specifically, students are discouraged to bring toys, sports equipment or other expensive items to school. School staff is not responsible for non-requested items.</p>
<p><b>Placement, Student</b></p>	<p>District 110 elementary schools have established an effective and equitable placement process. Parents have an opportunity to participate by completing a Parent Input Form available in spring. Please <u>do not</u> request a specific teacher when completing this form. In order for input to be considered, the form must be turned in on or before the deadline.</p> <p><u>Placement Process:</u></p> <ul style="list-style-type: none"> <li>• Parents may complete Parent Input Form</li> <li>• Grade level teams create heterogeneous, balanced classes based on parent and teacher input.</li> <li>• The principal has the final authority on all placements.</li> </ul>

<b>Pledge of Allegiance</b> 	<p>Students recite the pledge of allegiance to the flag of the United States of America on a daily basis via the morning announcements or as part of the individual classroom morning meetings..</p>
<b>Recess</b> 	<p>Students will go outside for recess before school (7:45–8:00 a.m.) and following their lunch times unless any of the following weather related conditions exist:</p> <ol style="list-style-type: none"> <li>1. The temperature is at or below zero degrees inclusive of the wind chill index.</li> <li>2. Precipitation (rain or snow) and/or weather conditions (thunderstorms, lightening) are of a degree that it is deemed the conditions are not conducive to students well-being.</li> <li>3. The playground/playfields are in such condition, i.e. wet, icy, muddy, that it is deemed unsafe and/or not conducive to students well-being.</li> <li>4. The principal or their designee will make decisions related to the application of this policy. We make every attempt to get students outside every day.</li> </ol>
<b>Records, Parent Access to Student</b>	<p>Parents/guardians are permitted to review their student's educational records. Upon request, the district will provide a list of the types and locations of educational records used by the district. Upon requesting access to records, parents/guardians will be supplied a more detailed copy of rights and procedures involved. Non- custodial parents do have the right to education information including but not limited to records and report cards, please contact the building administrator for additional information. Parents have the ability to access student information on Infinite Campus parent portal. Parents will be supplied with online instructions in the yearly Open House electronic mailing.</p>
<b>Registration, Student</b>	<p>New students enrolling in school are to complete the Online Registration on the District Website. Contact the School Administrative Assistant for additional enrollment forms. All immunizations must be current. An official county birth certificate is required. Proof of residence is required: A copy of a utility bill, driver's license, Rental/Purchase Agreement with current district address listed is all acceptable forms of proof of residence.</p> <p>To enter Kindergarten, a child must be 5 years old before September 01 of the school year. If you have any questions regarding enrollment, please contact the school.</p>
<b>Report Cards</b>	<p>Report Cards are issued three times a year. They will be available for review and printing via Infinite Campus parent portal. If you wish to receive a hard copy, you must notify the school office. The report card reflects the student's performance in terms of maturity and ability. The students are graded in academic areas as well as in the areas of study habits and social growth. A non- custodial parent may receive a progress report.</p>
<b>Safety Patrol</b>	<p>The school's Safety Patrol is on duty before and after school each day. The patrol's main duty is to help students cross the streets safely, board buses, monitor hallways and protect students from accidents. Adult supervision is provided at each crossing site..</p>

<b>School Visits</b>	<p>Parents are always welcome to assist in the classroom when prior arrangements have been made with the teacher. We ask parents not to bring younger siblings into your school age child's classroom while volunteering. A younger child may become a distraction when students are concentrating on an assignment or activity. Always check in at the school office to obtain a visitor's badge before going to your child's classroom.</p> <p>Confidentiality is a must when volunteering in our classrooms and schools.</p>
<b>Special Education Services</b>	<p>Special education support programs are provided in math, reading, oral and written language, speech, science, social studies, and vocational subjects. Support with emotional, behavioral, and handicapped programs is also provided.</p> <p>Students with special needs remain with their classmates and classroom teachers as much as possible. Specialists may provide services by team-teaching classes with regular education teachers, meeting with individual or small groups in a resource room, or a combination of both.</p> <p>Concerns about the need for special help may be alleviated by a pre-referral meeting with the Child Study Team. The Child Study Team consists of teacher, special education teachers, school psychologists, school nurse, special education director, social worker, autism specialist, occupational therapist, and principal.</p> <p>The Child Study Team will attempt to provide help to the student within the classroom setting and without the aid of the special service department. If this process does not resolve the concerns, the student may be referred to the special education department for evaluation.</p> <p>Parents/guardians, teachers, counselors, etc. on behalf of a student may make requests for special education services.</p>
<b>Title I</b>	<p>District 110 recognizes a core of knowledge is necessary if students are to reach the ultimate goal of having the skills to be self-learners. Communication and mathematics are included in the core of knowledge. We recognize that assurance of skill mastery at established levels in the K-12 communication and mathematics programs will help ensure expected learner outcomes in our district.</p>
<b>Transportation</b>	<p><u>Bicycles:</u> Students may ride bicycles to and from school. Upon arrival at school, the students must park their bikes in the appropriate bike rack on the outside of the school. The school is not responsible for bikes brought to school. We strongly recommend that students wear helmets and lock their bikes.</p> <p><u>Busing:</u> The school district contracts with independent owners for transporting students to and from school. If a student has a need to be transported to a location other than their home on a regular basis, the parent/guardian must contact the bus contractor and fill out the appropriate form. Please see the complete busing guidelines located at the back of the handbook.</p> <p><u>Parents/Guardian Transportation:</u> Parent/guardians may drop-off and pick-up students... Students will be dismissed from Café 110 and parents must enter the building and sign-out their children. Students will not be released until a parent/guardian or an adult with written parental permission meets the child in Café 110.</p>

	<p><u>Walking:</u> Students who walk to school are reminded to follow the pedestrian safety rules. The rules include:</p> <ol style="list-style-type: none"> <li>1. Cross the streets only at crosswalks</li> <li>2. Walk on street's sidewalks when available</li> <li>3. Walk along the edge of the street facing traffic when sidewalks are not available.</li> </ol> <p>A student buddy system which has students living in the same neighborhood walking together to school, especially pairing younger students with older students, should be used when possible.</p>
<b>Tutoring Services</b>	<p>School District 110 recognizes that additional tutorial support through direct instruction can be beneficial to students. Teaching staff working in partnership with the building administrator and student's parents can provide tutorial services to students that are intended to improve his/her academic skills within the regulations established by school district policy (#427). Parents requesting tutorial services are asked to contact the building administrator for assistance.</p>
<b>Videotaping and Filming</b>	<p>The staff recognizes the occasional request from parents to videotape and/or film an activity or programs their child in which their child is participating. The videotaping and/or filming of special programs (i.e. class plays, musical performances, athletic events, etc.) is permissible. The videotaping and/or filming of routine daily instructional programming and/or practices requires teacher notification and permission and is not to include videotaping and/or filming of other students, adults, and/or staff without permission being granted by the parent/guardian and/or respective adult/staff member.</p>
<b>Volunteering</b>	<p>Parents have the opportunity to volunteer their service to the school. The purpose of parent volunteering is to provide "extra classroom hands" and to increase parent involvement in their child's education. Each grade level establishes parent volunteer opportunities consistent with age/student grade. Please check grade level website volunteer opportunities. Arrangements should be made with the classroom teacher. Confidentiality is a must when volunteering in our classrooms and schools.</p>
<b>Weapons</b>	<p>It is the policy of District 110 Public Schools to maintain a positive, safe learning and working environment and school zone. The prohibition specifically includes all school-sponsored activities such as field trips, or co-curricular activities wherever they occur.</p> <p>All weapons or instruments, which have the appearance of a weapon, are prohibited within all school environments and school zones except for educational purposes as authorized by the building principal or designee. This prohibition applies to all school buildings and grounds, leased or owned, within all school owned, leased or contracted vehicles, and at other buildings or premises where District 110 students are present.</p> <p>Regulations:</p> <ol style="list-style-type: none"> <li>1. The school environment includes any District 110 school building or any location at which a school activity including District 110 students occurs. The school zone means: <ol style="list-style-type: none"> <li>1. At or on the grounds of a District 110 school</li> </ol> </li> </ol>

	<p>2. Within a distance of 1000 feet from the grounds of a district school.</p> <p>2. Weapons are defined as a firearm or device designed as a weapon capable of causing death or bodily harm or one that results in the fear of death or bodily harm.</p> <p>3. Consequences for a violation of this policy may include a suspension of up to fifteen days and/or expulsion/exclusion from school. In addition, violations of this policy will be reported to the appropriate law enforcement agency and any weapons will be confiscated.</p> <p>4. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.</p> <p>5. District learners, with and without disabilities, are subject to the consequences of this policy. All applicable statutes and rules that relate to students with disabilities will be adhered to in the enforcement of this policy.</p>
<b>Website</b>	As a means of facilitating communication between home and school, elementary buildings will be using the school website. The website will be updated frequently . Please access our website for current school information.
<b>Yearbooks</b>	Each spring students e given an opportunity to purchase yearbooks. These special memory books bring smiles to children, parents, and staff members.
<b>XYZ</b>	<b>There's much more to know about our school.</b> If you have questions concerning any portion of our school program, we encourage you to call. When schools and parents work together, children benefit. Nothing is more important to us than your children and the partnership between home and school.

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



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