



**WACONIA**  
PUBLIC SCHOOLS ISD 110

## 2023-24 Elementary Student & Family Handbook

BAYVIEW ELEMENTARY  
LAKETOWN ELEMENTARY  
SOUTHVIEW ELEMENTARY



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

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# WELCOME!

Dear Parents and Students,

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

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

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

School office hours are from 7:30 a.m. – 3:45 p.m. Another way you can contact the school is through email. The email address is the staff member's first initial followed by the staff member's last name, then @isd110.org. Here is an example: Jane Doe's email is: jdoe@isd110.org Email addresses can also be found on the district website staff directory.

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

Warm regards,

Ann Swanson, Bayview Elementary Principal

Keith Baune, Laketown Elementary Principal

Dr. Khuzana DeVaun, Southview Elementary Principal

## #WeAreONE10



# STRATEGIC ROADMAP

## Mission Statement

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



## Vision Statement

ISD110 students will:

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

## Core Values

### Respect

We honor the perspectives of others and we own our individual actions.

### Collaboration

We work and learn together.

### Inclusiveness

We reach beyond our selves to value and connect with others.

### Empathy

We respond to others with authentic care.

### Resilience

We work through challenges and setbacks with courage, persistence, and optimism.

## Theory of Action

If we...

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

# CONTACT INFORMATION

## School Contacts

### Bayview Elementary

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



### Laketown Elementary

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



### Southview Elementary

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



## District Contacts

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

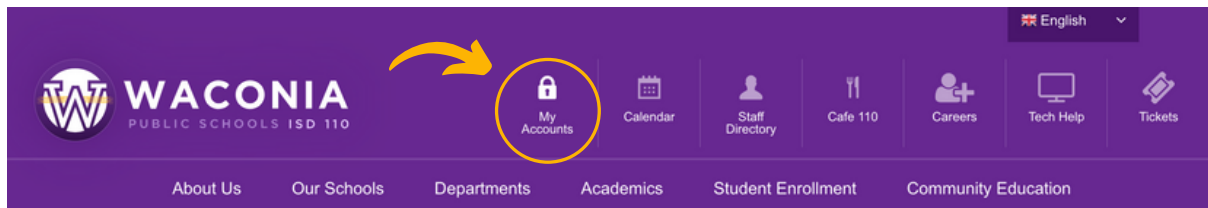
## School Board Contacts

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

# ONLINE TOOLS

## My Accounts Portal

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



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



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

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

## Schoology Learning (Grades 3–12)



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

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

# SCHOOL CLOSINGS

## General Information

If inclement weather forces District leaders to cancel in-person instruction during the 2023–24 school year, the first two instances would result in no-school days for students. Any subsequent weather-related closures would result in the District implementing a flex-learning day. Students in grades 5–12 would use their devices to access learning plans on Schoology. Families with students in grades K–4 would receive learning plans via email from teachers that morning.

## Cancellations

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

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

Inclement weather cancellations typically include the following:

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

## Late Starts / Early Dismissals

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

## Update Your Contact Information

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

# SCHOOL PROCEDURES

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

## Absences / Attendance

Children are expected to be in school every day unless they are ill or there is an emergency in the family. If children are ill, it is better to keep them home than expose others to illness. When a student will be absent for any reason, the parent is expected to notify the school. Parents are requested to call the school office by 8:30 a.m. on the day of absence to give the reason for the absence. If there is no call, safety calls are made by office staff to verify your child's location. Attendance will be taken at 8 a.m. Students not in their classroom by 8 a.m. will be marked tardy.

Excused absences include but are not limited to: illness, doctor appointments, death in the family/funeral, family emergencies, and family vacations. Principals will communicate with and notify families if attendance becomes problematic. After 15 consecutive days absent, State Law requires that we withdraw the student from our enrollment. Upon the student's return, the original enrollment form must be re-signed and dated by the parent or guardian.

Students are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed because of absence must be made up within five days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the principal or teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

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

## Addressing Concerns

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

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



# SCHOOL PROCEDURES

## Allergies

In any given school year we may have students and staff with life threatening allergies to bee stings, peanuts and/or tree nuts. Although emergency medications and treatments are available in the health office in the event of a severe allergic reaction, the best treatment is prevention since measures may not be adequate to counteract the swift severe reactions that may occur. Ideally our environment would be free of all allergens, including those related to foods, but this is not always possible. With peanuts it can be especially difficult since they can be a hidden ingredient in foods. In an effort to keep children and adults safe we ask that you frequently remind your child never to share any part of their lunch or snack.

## Alternative Instructional Arrangements

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

## Animals in the School

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

## Arrival Time

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

## Assessments

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

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

Parents/guardians have a right to not have their student participate in state–required standardized assessments. Minnesota Statutes require schools to provide information about statewide assessments to parents/ guardians and include a form to complete if they refuse to have their student participate.

## Band

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



## Bike Safety

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

## Birthdays

### Birthday Invitations

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

### Birthday Treats & Celebration

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

ISD 110 Wellness Policy has been updated and new wellness guidelines have board approval. Since many children have a variety of food restrictions and due to safety and wellness we are now only accepting non-food items for the class birthday treats only. Some suggestions would be pencils, erasers, small notebooks, yo-yos, bouncy balls, etc. A board game or book donation to the classroom are also fun ways to honor a child.

## Bus Conduct

Please remind your children that you expect them to follow bus rules and to be well-behaved and obedient to the driver. In Minnesota, student transportation is a privilege, not a right. Students who choose to behave inappropriately or unsafely may have their transportation privileges revoked. Elementary students are instructed in safe and appropriate bus behavior. Students who interfere with the safe operation of a school bus which is stopped or moving or who behave in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops or at pick-up/drop-off areas will be disciplined.

### Possible Consequences for Misconduct on the Bus

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

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

### Severe Clause

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

# SCHOOL PROCEDURES

## Cell Phones / Electronic Devices

While responsible use of cell phones is permitted during non-school hours, all cell phones and watches capable of sending or receiving messages must be powered off and secured from 7:40 a.m. to 2:30 p.m. unless otherwise directed by a school staff member. Cell phones or other electronic communication devices with telephone or picture taking options are not allowed to be visible in lavatories or on school buses. If a student is found to be using his/her electronic devices inappropriately, the student may have their electronic devices confiscated until the parent or guardian is able to retrieve the item. Furthermore, students are expected to follow School Board Policy 524 regarding Internet Acceptable Use and Safety. Violations of this policy are subject to disciplinary action.

## Classroom Assignment

District 110 elementary schools have established an effective and equitable classroom assignment process. Parents have an opportunity to participate by completing a Parent Input Form available in spring. Please do not request a specific teacher when completing this form. In order for input to be considered, the form must be turned in on or before the deadline. Classroom assignments are based on many educational considerations, parent, and teacher input. The principal has the final authority on all placements.

## Code of Conduct

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

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

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



# SCHOOL PROCEDURES

## Communication

Maintaining a connection between home and school is a top priority. In order to stay current and updated on all school information, please visit our website at [www.isd110.org](http://www.isd110.org). Information will be updated and added to the website on a regular basis, so please visit it often. Teachers use Schoology/Seesaw to communicate information. Students will also bring home a RED folder containing information. It's important that parents take a moment to read through and clear out this folder each day.

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

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

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

## Curriculum

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

### Parental Curriculum Review

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

### Process for Addressing a Concern:

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

## Custody Determination

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

## Discipline / Behavior

The home and school have a joint responsibility to instill acceptable self-discipline within each student. The school guidelines are kept to a minimum and special sessions will be held with the students for clarification and emphasis. The school's behavior expectations plan can be found on the website and is in accordance with District Policy.

## Dismissal / Early Pick-Up

Regular dismissal is at 2:30 p.m. If you are picking up your child during school hours, you must notify the office so we can note that your child is leaving. The office will call the classroom to release your child when you arrive to pick up. Students will not be released until the teacher receives notification from the school office. For your child's safety, please do not ask us to send your child home from school unattended. Please try to schedule appointments after regular school dismissal time. If you plan to pick-up your child at the end of the day instead of having them ride the bus, please notify the office no later than 1:00 p.m.

## Donations

For the 2023–24 school year, the District's three elementary schools are moving away from a mandatory student activity fee and instead asking families for donations that will be used to fund things such as field trips, parties, classroom t-shirts, reward day, pictures, red folders, and planners. Families looking to donate can do so online when filling out their back-to-school forms, or by stopping at the PTO table at Open House with cash or check.

Any donations to the school must receive the pre-approval of the school principal. A receipt of the donation will be provided when requested. All commercial donations, which may also include commercial advertising, must be approved by the building leadership team. When necessary, school board approval may be required. The acceptance of donations will be the weight of the educational impact versus the other related variables. Donations must be made in accordance with District Policy.

## Dress Code

We are fortunate to have a wonderful student body and a supportive community. Appropriate student dress is essential to a positive educational environment, and we ask for your support in enforcing our school dress code, which can be found in [School Board Policy 504](#). Gym shoes are required for Physical Education classes (shoes may be kept at school if necessary). Students must wear appropriate outerwear according to weather seasons. Please label your child's clothing in order that we are able to return lost items.

## Drop-Off / Pick-Up Location

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

## Emergency Contact Information

To provide assistance to each student in case of an emergency, the required emergency information is essential. The annual Student Health Census Form provides up-to-date emergency phone numbers and medical information. It is the parent's/guardian's responsibility to notify the school of any change of address, telephone number, or emergency numbers. In a medical emergency, the local emergency system will be used and the student will be transported to Ridgeview Medical Center by ambulance at the parent's expense.

## Emergency Preparedness

We place the safety of students as a top priority. State law mandates that each school building conduct five fire drills, five lockdown drills, and one severe weather drill. We view these drills as proactive measures to teach students the proper methods of evacuating the school premises and procedures for safe sheltering inside the school building.

## Emergency School Closings

Weather related school closings, late starts or early dismissals are communicated to parents via Infinite Campus Messenger (voice call, text and email) and posted on the school website as well as various local television stations. Parents are responsible for updating their contact information in the Infinite Campus Parent Portal. Parents are also required to complete the Emergency Dismissal Form each year. This form provides valuable information for the homeroom teacher and school office in the case of an emergency dismissal due to weather, power, or other building emergency. A parent/guardian is responsible for informing the teacher of any changes in your emergency plan that may occur during the school year. See page 7 in this handbook for more information.

## Family Life Education

Family Life is included as part of the district health curriculum in grades five through ten. The fifth grade curriculum goals are directed toward greater understanding of family life, more effective interpersonal skills, and greater understanding of human growth and reproduction. A curriculum outline and list of materials is available from the school office. Any parent or guardian who does not wish their child to participate in this program is asked to make a written request to his/her classroom teacher.

## Field Trips

A field trip is considered to be a learning experience. Field trips are directly related to curriculum units. Parents/guardians shall be informed of all field trip experiences scheduled for the students prior to the activity. If parents/guardians have any questions about the experience, they should contact the classroom teacher.

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

## Food Service / Cafe #110 Nutritional Services

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

### Free Meals

Beginning with the 2023–24 school year, every student will be eligible to receive one free breakfast and one free lunch meal per school day. In order to qualify as a free meal, the student must take a serving of a fruit or vegetable. Families may want to consider placing funds in their student's meal account to pay for guest meals.

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

## Fundraisers

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

## Health Screening

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



# SCHOOL PROCEDURES

## Homework

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

Homework may be assigned to:

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

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

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

## Immunizations

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

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

Immunization procedures are in accordance with District Policy #530. Students who have not met immunization requirements will be excluded from attending school.

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

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

## Injury or Illness

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

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

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

## Kids' Company

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

## Lost & Damaged Materials

The school will charge an appropriate replacement fee for electronic devices, textbooks, workbooks and/or library books that are lost and/or damaged beyond repair.

## Lost & Found

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

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

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

## Medication Policy

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

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

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

## Multilingual Learners (ML) Program

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

## Parent Teacher Conferences

Parent-Teacher Conferences are one of the most important channels of communication between school and home. Conferences are held twice a year and are held in person. If you are unable to attend in person, contact your child's teacher for available options. You will sign up for a time with your child's teacher through an online scheduler called PICK-A-TIME. Watch for more information about how to sign up in the school newsletter.

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

## Parent Teacher Organization (PTO)

A Parent Teacher Organization is designed to enhance the home-school relationship. All parents are invited to become active in the PTO. PTO supports the school in many ways including fundraisers, staff recognition, volunteering opportunities and programs that enhance the education of our students and families.

## Parties and Special Activities

Special parties or classroom activities not directly related to the curriculum may occasionally be scheduled by the classroom teacher during the school year (i.e. fall and/or winter). A parent/guardian may opt for a student not to participate in the event, at which time the teacher will plan an alternative activity for the student. Due to allergies and District Wellness Policy classroom teachers and staff will be responsible for the organization/ordering of special party treats. We will not ask parents to bring in items for the entire class.

## Personal Belongings

Unless a teacher requests them specifically, students are discouraged from bringing toys, sports equipment or other expensive items to school. School staff are not responsible for non-requested items.

## Pledge of Allegiance

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

## Recess

Students will go outside for recess before school (7:40–7:50 a.m.) and before or after their lunch times unless any of the following weather-related conditions exist:

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

## Records (Student)

Parents/guardians are permitted to review their student's educational records. Upon request, the district will provide a list of the types and locations of educational records used by the district. Upon requesting access to records, parents/guardians will be supplied a more detailed copy of rights and procedures involved. Non-custodial parents do have the right to education information including, but not limited to, records and report cards. Please contact the building administrator for additional information. Parents have the ability to access student information on Infinite Campus parent portal. Parents will be supplied with online instructions in the yearly Open House electronic mailing.

## Registration (Student)

New students enrolling in school are to complete the Online Registration on the District Website. Contact the School Administrative Assistant for additional enrollment forms. All immunizations must be current. An official county birth certificate is required. Proof of residence is required: a copy of a utility bill, driver's license, rental/purchase agreement with current district address listed are all acceptable forms of proof of residence. To enter Kindergarten, a child must be 5 years old before September 1st of the school year. If you have any questions regarding enrollment, please contact the school.

# SCHOOL PROCEDURES

## Report Cards

Report Cards are issued three times a year. They will be available for review and printing via Infinite Campus parent portal. If you wish to receive a hard copy, you must notify the school office. The report card reflects the student's performance in terms of maturity and ability. The students are graded in academic areas as well as in the areas of study habits and social growth. A non-custodial parent may receive a progress report.

## Safety Patrol

The school's Safety Patrol is on duty before and after school each day. The patrol's main duty is to help students cross the streets safely, board buses, monitor hallways and protect students from accidents. Adult supervision is provided at each crossing site.

## Special Education Services

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

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

Concerns about the need for special help may be alleviated by a pre-referral meeting with the Child Study Team. The Child Study Team consists of the teacher, special education teachers, school psychologist, school nurse, special education director, social worker, autism specialist, occupational therapist, and principal.

The Child Study Team will attempt to provide help to the student within the classroom setting and without the aid of the special service department. If this process does not resolve the concerns, the student may be referred to the special education department for evaluation.

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

## Student Surveys

Under the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, Waconia Public Schools is required to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation.

## Title IX

As required by Title IX of the Education Amendments Act of 1972 and other state and federal nondiscrimination laws, Waconia Public Schools does not discriminate on the basis of sex in its education programs, activities, or employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. Waconia Public Schools does not tolerate sexual harassment and will take prompt and reasonable action in response to instances of sexual harassment. Any employee, student, parent, or guardian having questions regarding the application of Title IX or the District's Title IX Sexual Harassment Grievance Process should discuss them with the Title IX Coordinator.

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

# SCHOOL PROCEDURES

## Transportation

**Bicycles:** Students may ride bicycles to and from school. Upon arrival at school, the students must park their bikes in the appropriate bike rack on the outside of the school. The school is not responsible for bikes brought to school. We strongly recommend that students wear helmets and lock their bikes.

**Busing:** The school district contracts with independent owners for transporting students to and from school. If a student has a need to be transported to a location other than their home on a regular basis, the parent/guardian must contact the bus contractor and fill out the appropriate form.

**Parent/Guardian Transportation:** Parents/guardians may drop-off and pick-up students. Students will be dismissed from their school's determined location and parents must enter the building and sign-out their children. Students will not be released until a parent/guardian or an adult with written parental permission meets the child in their school's determined pick-up location.

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

1. Cross the streets only at crosswalks
2. Walk on street sidewalks when available
3. Walk along the edge of the street facing traffic when sidewalks are not available

A student buddy system which has students living in the same neighborhood walking together to school, especially pairing younger students with older students, should be used when possible.

## Tutoring Services

School District 110 recognizes that additional tutorial support through direct instruction can be beneficial to students. Teaching staff working in partnership with the building administrator and student's parents can provide tutorial services to students that are intended to improve his/her academic skills within the regulations established by school district policy #427. Parents requesting tutorial services are asked to contact the building administrator for assistance.

## Videotaping and Filming

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

# SCHOOL PROCEDURES

## Volunteering

Parents have the opportunity to volunteer their service to the school. The purpose of parent volunteering is to provide “extra classroom hands” and to increase parent involvement in their child’s education. Each grade level establishes parent volunteer opportunities consistent with age/student grade. Prior arrangements should be made with the classroom teacher. We ask parents not to bring younger siblings into your school-age child’s classroom while volunteering. A younger child may become a distraction when students are concentrating on an assignment or activity. Always check in at the school office to obtain a visitor’s badge before going to your child’s classroom. Confidentiality is a must when volunteering in our classrooms and schools.

## Weapons

It is the policy of Waconia Public Schools to maintain a positive, safe learning and working environment and school zone. All weapons or instruments, which have the appearance of a weapon, are prohibited within all school environments and school zones except for educational purposes as authorized by the building principal or designee. This prohibition applies to all school buildings and grounds, leased or owned, within all school owned, leased or contracted vehicles, and at other buildings or premises where District 110 students are present. The prohibition specifically includes all school-sponsored activities such as field trips, or co-curricular activities wherever they occur.

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

## Yearbooks

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



# DISTRICT POLICIES

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

## Policy 501 – School Weapons

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

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

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

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

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

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

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## Policy 503 – Student Attendance

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

# DISTRICT POLICIES

## Policy 504 – Student Dress and Appearance

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

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

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

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## Policy 506 – Discipline Policy

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

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## Policy 507 – Corporal Punishment

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

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

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

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## Policy 509 – Enrollment of Non-resident Students

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

# DISTRICT POLICIES

## Policy 510 – Student Activities

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

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## Policy 511 – Student Fundraising

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

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## Policy 512 – School Sponsored Student Publications and Activities

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

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## Policy 513 – Student Promotion Retention and Program Design

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

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## Policy 514 – Bullying Prohibition

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

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## Policy 515 – Protection and Privacy of Pupil Records

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

# DISTRICT POLICIES

## Policy 516 – Student Medication

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

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## Policy 517 – Student Recruiting

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

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## Policy 518 – DNR and DNI Orders

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

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## Policy 519 – Interviews of Students by Outside Agencies

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

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## Policy 520 – Student Surveys

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

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## Policy 521 – Student Disability Nondiscrimination

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

# DISTRICT POLICIES

## Policy 522 – Student Sex Nondiscrimination

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

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## Policy 524 – Internet Acceptable Use

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

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

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

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## Policy 526 – Hazing Prohibition

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

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

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

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

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

# DISTRICT POLICIES

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

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

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## Policy 530 – Immunization Requirements

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

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## Policy 531 – Pledge of Allegiance

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

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

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

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

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

# DISTRICT POLICIES

## Policy 533 – Wellness

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

[View full policy.](#)

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## Policy 534 – School Meals

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

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

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

# DISTRICT POLICIES

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

## Policy 102 – Equal Educational Opportunity

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

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

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

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## Policy 401 – Equal Employment Opportunity

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

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## Policy 404 – Employment Background Checks

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

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## Policy 413 – Harassment and Violence

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

# DISTRICT POLICIES

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

## Policy 419 – Tobacco-Free Environment

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

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

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

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## Policy 609 – Religion

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

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## Policy 613 – Graduation Requirements

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

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## Policy 698 – Teaching of Controversial Topics

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

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## Policy 709 – Student Transportation Safety Policy

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

# DISTRICT POLICIES

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

## Policy 801 – Equal Access to Facilities

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

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## Policy 806 – Crisis Management Policy

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

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## Policy 903 – Visitors to School District Buildings Sites

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