



**WACONIA**  
PUBLIC SCHOOLS ISD 110

## 2023-24 Waconia High School Student & Family Handbook



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

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# WELCOME!

Dear Students and Parents/Guardians,

On behalf of the teachers and staff at Waconia High School, welcome to the 2023–24 school year.

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

Enrollment for the 2023–24 school year will be almost 1,400 students, with an incoming freshman class of about 350 students. It is our goal at Waconia High School to provide a safe and positive learning environment for each and every student. We enjoy the advantage of being large enough to offer a comprehensive program for all students, yet small enough to customize students' schedules to meet their individual needs and abilities.

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

This is your high school and we welcome you!

#WeAreONE10

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

## HELPFUL LINKS

[2023–24 ACADEMIC CALENDAR](#)

[2023–24 WHS CALENDAR](#)

[WHS STAFF 2023–24](#)

[WHS DAILY SCHEDULE](#)

## 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 Administration

### Principal

Paul Sparby  
psparby@isd110.org



### Assistant Principal

Jill Sabol  
jsabol@isd110.org



### Dean of Students

Kendra Olson  
kolson2@isd110.org



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

## District Contacts

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

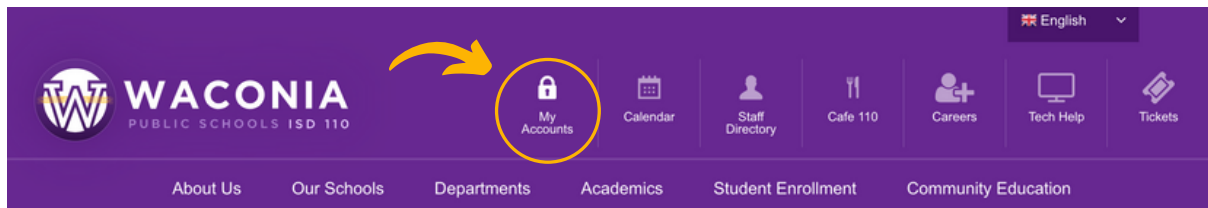
## School Board Contacts

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) 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

## GENERAL INFORMATION

### Administrative Discretionary Action Disclaimer

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

### Board of Education

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

### Process for Addressing Concerns

Please follow the following protocol to address concerns:

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

### Parental Curriculum Review

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





## Privacy and Access to School Records

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

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

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

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

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

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

Written consent can be given by using a form available in the office of the principal or high school counselor, or by writing a letter to the office, requesting the transfer of such records. Students who are eighteen years of age or older need not seek consent of their parent/guardian to exercise their rights of access or control of transfer of their records. These laws and the resulting procedures described on this page also apply to the records of all graduates of this school.

## School Publications & News Media

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

## Videotaping, Audio Recording, Photographs

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

## Title IX Information

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

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

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

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

## Eighteen-Year-Old Students

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

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

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

## Student Fee Regulations

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

### Permitted Fees:

A school board may charge fees in the following areas:

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

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

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

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The rate fee for students in grades 9–12 will be \$250 per each activity.

Football and Hockey will be \$275.

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

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

## Minnesota State High School League Regulations

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

## Activities Offered at Waconia High School

### Fall Activities

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

### Winter Activities

Boys Basketball, Girls Basketball, Boys Hockey, Girls Hockey, Gymnastics, Dance Team, Boys Swimming & Diving, Alpine Skiing, Show Choir, Wrestling

### Spring Activities

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

### Other School Sponsored Clubs & Activities

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



## Academic Eligibility Requirements

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

## Extra-Curricular Participation

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

## Tournament Attendance Policy

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



## Student Information / Expectations

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

### Care of School Property

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

### Lockers

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

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

### Lost and Found

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

### Textbooks

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

### Media Center

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

# SCHOOL PROCEDURES

## GENERAL INFORMATION

### Student Valuables

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

### Public Display of Affection

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

### Commons Area

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

You are expected to help by:

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





# SCHOOL PROCEDURES

## GENERAL INFORMATION

### Fundraising

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

### Food Service / 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). Most often there are a minimum of three lunch choices each day. A peanut/tree nut-free table is available for daily student use in the lunchroom

#### Free Meals

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, a la carte items and extra meals and portions.

### Lunch Attendance

All students will be expected to spend their entire lunch period in the commons unless an arrangement has been made with a staff person to be under their supervision. Students may not wander about the building, sit in the halls, or be outside. Violations of this policy will result in lunch detentions.

### Ordering Food From Outside Companies

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





## Graduation

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

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

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

## Credit Requirements

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

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

### CREDITS

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

### Required credits (37)

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

### Elective credits (18)

- Student choice

## Registration Handbook & Course Offerings

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

[Waconia High School 2023–24 Registration Handbook](#)

[Waconia High School 2023–24 9th Grade Registration Handbook](#)

## Waconia Learning Center

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

## Southwest Metro Online School

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

## Grade Point Averages

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

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

## Honor Roll

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

## Graduating with Honors

Graduates from Waconia High School can achieve honor status, and be recognized at the commencement ceremony, by maintaining high grades and taking our most challenging courses. Three levels of Honor status will be recognized:

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

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

## Report Cards

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

## Withdrawal from Courses

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

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

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

## Pass / Fail Option

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

## Test Out Policy

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

## Postsecondary Credit Opportunities

### Advanced Placement Courses

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

### Concurrent Enrollment

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

### Project Lead The Way

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

### Articulated Courses

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

### Southwest Metro Educational Cooperative

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

### Postsecondary Enrollment Options (PSEO)

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



## Loss of Credit

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

## Loss of Credit Appeals Procedure

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

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

## Academic Dishonesty

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

### Cheating

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

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

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

# SCHOOL PROCEDURES

## ACADEMICS

### Plagiarism

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

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

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

## Testing & Assessment

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

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

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

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

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

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

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

## Special Services

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

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

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

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

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

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

## Guidance Services

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

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

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

## Foreign Exchange Program

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

## The Vocational Center

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

## Protection of Pupil Rights Amendment

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

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

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





## School Discipline Guidelines

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

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

### Expected Behavior

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

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

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

## Attendance

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



## Student Responsibilities Regarding Attendance

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

### Penalties and Consequences for Exceeding Absence Limits

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

## Types of Absences

### Excused Absences

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

Examples: College visits, Driver’s license examination, Family emergency, Illness, Visit to nurse’s office, Pre-arranged excused absences for student participation in non-school competition and performance activities, Pre-arranged family vacations, Professional appointments that cannot be scheduled outside the school day, Spectators at state/regional competitions (parent/guardian approval required).

### Unexcused Absences

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

Examples: Any absence in which a student and/or parent fails to comply with WHS reporting attendance procedures, Work at home, Work at a business (except a school-sponsored work release program), Non-prearranged family vacations, Missed bus, Overslept, Truancy/skipping school, Missing class to study or work on homework (includes AP testing), Other non-school authorized excuses

# SCHOOL PROCEDURES

## RULES & DISCIPLINE

### School Authorized Absences

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

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

## Habitually Truant

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

## Late Arrivals & Tardiness

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

## Planned Absences

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

## Student Dress Policy

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

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

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

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process of school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications. The school administration reserves the right to allow or prohibit student attire.

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

- Going without shoes;
- Wearing undergarments as outer garments;
- Wearing shirts without sleeves or straps;
- Wearing clothing that does not provide coverage from armpit to armpit to approximately mid-thighs applicable to front and back;
- Wearing see-through or mesh garments without appropriate coverage underneath that meet the requirements of the dress requirements;
- Wearing clothing with language that is lewd, vulgar or obscene;
- Wearing apparel promoting products or activities that are illegal for use by minors (including tobacco, use of drugs, and/or alcohol advertising);
- Wearing objectionable emblems, items, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group; which connotes gang membership; or that approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals.

Student Dress Policy continued on next page.

## Student Dress Policy

Inappropriate dress consequences:

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





## Assault

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

## Insubordination

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

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

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

## Theft

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

## Language

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

## Student Use and/or Tobacco Possession

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

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

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

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

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

## Parking / Parking Lots / Parking Passes

### Permit Application

- Students with a valid driver’s license in grades 10–12 and have no outstanding obligations (fees, fines, book returns, equipment) may apply for a parking permit. Applications must be paid online with debit card or credit card. Contact WHS office for additional information regarding the application form and/or paying online.
- Students are permitted to park in a school district location as a privilege, not a right.
- Student parking is located on the west side of the building, and is accessed at the west end of Community Drive. Overflow parking is available at the WLC on the west side of Co. Road 10.
- The parking fee is:
  - \$150.00 all year (only option when school starts, through the end of tri 1)
  - \$100.00 for tri’s 2 & 3 (only option at the beginning of tri 2)
  - \$50.00 for tri 3 (only available during tri 3).

NOTE: Transportation to and from Waconia Public Schools is provided and available to all students within the district area. Consequently, student parking in designated and assigned parking areas is a privilege, and the purchase of a Student Parking Permit is not associated with other income-based programs such as the federal free and reduced lunch plans. As a result, adjustments do not apply to parking permit fees.

- Parking permit fees are non-refundable.
- Students must register all vehicles they may park on school grounds when filling out a parking application.
- Students drive and park on campus at their own risk. District 110 and Waconia High school are not responsible for vandalism, theft (including stolen parking permits), or damage to vehicles or items therein the school parking lot. Vehicles should be locked and valuables should not be in cars.

Parking protocols continued on next page...

## Parking / Parking Lots / Parking Passes

### Parking Protocols, Rules & Expectations

- All student vehicles, parked in a school district parking lot, must be registered, and must properly display a WHS parking permit.
- Students may not park in the staff parking lot, visitor parking, or reserved parking.
- Only those vehicles that have been registered in the high school office may park in a school district lot. Unregistered vehicles will be ticketed and referred to school administration – students with valid permits who drive an unregistered vehicle to school must notify the main office.
- Vehicles that do not properly display a valid, current permit will be ticketed.
- Students should only display their parking permit while on high school campus. As students leave the high school campus the permit should be removed from the rearview mirror.
- Students are not to give, sell or copy their parking permit for another student. Any student who participates, as the giver or receiver, in the unauthorized use or distribution of an WHS parking permit will be fined, and their permit will be revoked. Additional school consequences may be applied.
- Students are not allowed to use permits of relatives employed by WHS/District 110 unless accompanied by the relative.
- Students are not to transport other students to or from campus during the school day.
- Excessive tardiness/truant absences and outstanding detentions may result in the loss of parking privileges.

### Parking Permit Replacements

One replacement permit will be issued to a student free of charge. All additional replacements require a \$15.00 replacement fee.

### Parking Permit Violations

Vehicles parked on school district property without a properly displayed, valid permit for the assigned/designated parking lot will be ticketed. The cost is \$25.00 for the first ticket issued, \$50 for a second, and the vehicle will be towed at the owner's expense if there is a 3rd violation.

A student found to have violated the school district policy, rules, directives, or guidelines regarding parking privileges on Waconia Public Schools locations shall lose parking privileges and/or be assigned disciplinary action in accordance with the school district's Student Discipline Policy which may include suspension or expulsion. In addition, the student may be referred to legal officials.

### Bussing Needs

If a student has a change in bussing needs, you should contact Koch Bus Service at 952-442-3370.

### District Policy

chool Board Policy No. 527 is titled STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES. Visit [isd110.org/about-us/district-policies](http://isd110.org/about-us/district-policies) to read the entire policy.

## Drug & Alcohol Violations

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

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

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

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

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

## Alcohol/Tobacco/Controlled Substance Possession & MSHSL Eligibility

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

## Leadership Eligibility

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

## Homecoming Eligibility

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

## Detention

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

## Gambling

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

## Student Phone and Cell Phone Use

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

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

## Operation of Motor Vehicles

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



## Harassment

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

## Bullying Policy

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

### A. Bullying Definition

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

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

### B. Cyber Bullying

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

### C. Reporting Bullying

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

### D. Investigation

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

## Bullying Policy (cont.)

### E. Disciplinary Actions

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

### F. Board Policy

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

## Weapons Policy

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



## Health Services

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

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

## Health Records

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

## Health Census Forms

At the beginning of each school year, parents/guardians are expected to complete an annual health form for each child, which provides up-to-date medical information. It is the parent's/guardian's responsibility to notify the school of any changes to a student's medical information. This information also provides additional health information for assessments in emergency situations and in advocating for children in the educational setting. No student may leave school without parent/guardian emergency contact permission. This form is completed as a part of the welcome back forms each school year. If your child has an updated diagnosis or health concern during the school year, please contact the high school health office at 952-442-0674.

## Immunizations

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

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

## Health Screening Programs

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

## Medications

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

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

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

## Injury / Illness / Emergency Care

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

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

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

### Exclusion for Illness

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

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

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

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





## Physical Education Class Excuse

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

## Fire Drills

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

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

## Safety Glasses

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

## Accidents

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

## Visitors

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



# DISTRICT POLICIES

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

## Policy 501 – School Weapons

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

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

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

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

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

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

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## Policy 503 – Student Attendance

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

# DISTRICT POLICIES

## Policy 504 – Student Dress and Appearance

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

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

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

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## Policy 506 – Discipline Policy

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

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## Policy 507 – Corporal Punishment

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

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

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

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## Policy 509 – Enrollment of Non-resident Students

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

# DISTRICT POLICIES

## Policy 510 – Student Activities

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

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## Policy 511 – Student Fundraising

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

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## Policy 512 – School Sponsored Student Publications and Activities

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

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## Policy 513 – Student Promotion Retention and Program Design

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

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## Policy 514 – Bullying Prohibition

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

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## Policy 515 – Protection and Privacy of Pupil Records

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

# DISTRICT POLICIES

## Policy 516 – Student Medication

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

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## Policy 517 – Student Recruiting

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

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## Policy 518 – DNR and DNI Orders

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

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## Policy 519 – Interviews of Students by Outside Agencies

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

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## Policy 520 – Student Surveys

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

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## Policy 521 – Student Disability Nondiscrimination

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



# DISTRICT POLICIES

## Policy 522 – Student Sex Nondiscrimination

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

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## Policy 524 – Internet Acceptable Use

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

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

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

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## Policy 526 – Hazing Prohibition

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

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

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

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

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

# DISTRICT POLICIES

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

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

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## Policy 530 – Immunization Requirements

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

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## Policy 531 – Pledge of Allegiance

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

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

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

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

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

# DISTRICT POLICIES

## Policy 533 – Wellness

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

[View full policy.](#)

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## Policy 534 – School Meals

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

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

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

# DISTRICT POLICIES

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

## Policy 102 – Equal Educational Opportunity

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

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

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

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## Policy 401 – Equal Employment Opportunity

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

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## Policy 404 – Employment Background Checks

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

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## Policy 413 – Harassment and Violence

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

# DISTRICT POLICIES

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

## Policy 419 – Tobacco-Free Environment

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

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

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

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## Policy 609 – Religion

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

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## Policy 613 – Graduation Requirements

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

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## Policy 698 – Teaching of Controversial Topics

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

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## Policy 709 – Student Transportation Safety Policy

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



# DISTRICT POLICIES

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## 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.](#)