



September 5, 2017

Dear students and parents/guardians:

Welcome to Waconia High School and the 2017-2018 school year. A special welcome back goes to this year's group of seniors, the Class of 2018. The coming year should be another exciting one, full of lasting memories and accomplishments. Enrollment for the 2017-2018 year will be over 1200 students, with an incoming freshman class of over 315 students. The faculty and staff have been working hard this summer to make certain the coming school year is both exciting and rewarding.

Please take some time to read this handbook and bookmark it for future reference during the school year. While the handbook does not cover every situation encountered during the year, it should help to provide clarification and guidance to a wide variety of subjects. In addition to the handbook, our website will contain many of the district policies in their entirety. Inevitably, questions will arise during the school year so please call or stop in and we will do our best to clarify and resolve any problems.

It is our goal at Waconia High School to provide a 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. Research has proven that students who choose to get involved with school activities, both extra- and co-curricular programs, perform better in school and come away with a richer, more fulfilling, high school experience. With that in mind, I encourage all students to take advantage of the many opportunities available at WHS, and to get actively involved in our school community.

I would also encourage both parents and students to take full advantage of the opportunities to meet with the teachers, counselors, administrators, and other support staff on an individual basis so we can better serve you in your educational pursuits. In addition, the parent portal has proven to be an effective tool to provide feedback to parents regarding their students' progress, as well as opening communication between parents and the school. If you have questions or concerns, please stop by our offices, drop an e-mail, or call at 952.442.0670. With everyone working together, we can make the 2017–2018 school year a memorable one!

Sincerely,

Mark Fredericksen
WHS Principal

Table of Contents

2017-18 HIGH SCHOOL CALENDAR	4
OPEN HOUSE AND PARENT/TEACHER CONFERENCES	4
DISTRICT 110 STRATEGIC PLAN.....	5
OUR VISION	5
OUR MISSION	5
OUR GOALS	5
WACONIA HIGH SCHOOL VISION	6
WACONIA HIGH SCHOOL MISSION.....	6
WACONIA HIGH SCHOOL 2017-18 GOALS	6
WACONIA HIGH SCHOOL PERSONNEL.....	7
DAILY TIME SCHEDULE – MONDAY, TUESDAY, THURSDAY & FRIDAY.....	8
DAILY TIME SCHEDULE – WEDNESDAY	8
ALTERNATIVE SCHEDULES.....	8
2-HOUR LATE START SCHEDULE.....	9
2 - HOUR EARLY RELEASE.....	10
PART I - LAWS, POLICIES, GENERAL REGULATIONS, SERVICES, SAFETY, AND ASSOCIATED INFORMATION	10
BOARD OF EDUCATION	10
NON-DISCRIMINATION POLICY.....	10
VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF], POLICY #525	10
WEAPONS, POLICY #501.....	11
HARASSMENT AND VIOLENCE, RELIGIOUS, RACIAL, AND SEXUAL, POLICY #413	11
BULLYING PROHIBITION, POLICY #514	11
HAZING PROHIBITION, POLICY #526.....	11
THE PLEDGE OF ALLEGIANCE, POLICY #531	11
CHEMICAL/TOBACCO FREE WORKPLACE	12
PRIVACY AND ACCESS TO SCHOOL RECORDS.....	12
STUDENTS' AND PARENTS'/GUARDIANS' RIGHTS REGARDING STUDENT RECORDS.....	12
STUDENT FEE REGULATIONS	13
STUDENT ACTIVITY FEES	13
SCHOOL PUBLICATIONS AND NEWS MEDIA: STUDENT PICTURES AND NAMES.....	14
DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES, POLICY #505.....	14
EIGHTEEN-YEAR OLD STUDENTS	14
MINNESOTA STATE HIGH SCHOOL LEAGUE REGULATIONS	14
WHS. ACADEMIC ELIGIBILITY REQUIREMENTS	14
INTERNET ACCEPTABLE USE, POLICY #524.....	15
CITIZENSHIP AWARENESS.....	15
<i>Care of School Property.....</i>	<i>15</i>
<i>Lockers.....</i>	<i>15</i>

<i>Lost and Found</i>	15
<i>Textbooks</i>	15
<i>Media Center</i>	15
<i>Student Valuables</i>	16
<i>Visitors</i>	16
<i>Fundraising</i>	16
<i>Student Phone and Cell Phone Use</i>	16
<i>Operation of Motor Vehicles</i>	16
STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES, POLICY #527	16
<i>Parking and Parking Lots</i>	16
SPECIAL SERVICES	17
GUIDANCE SERVICES	17
HEALTH AND SAFETY	18
<i>Fire Drills</i>	18
<i>Safety Glasses</i>	18
<i>Accidents</i>	18
<i>Health Services</i>	18
<i>Health Records</i>	18
<i>Health Census Forms</i>	18
<i>Immunizations</i>	18
<i>Physical Education Class Excuse</i>	19
<i>Injury/Illness/Emergency Care</i>	19
<i>Exclusion for Illness</i>	19
<i>Health Screening Programs</i>	19
<i>Medications</i>	19
<i>MN Immunization Registry Connection (MIIC)</i>	20
PART II - DISCIPLINE, TRANSPORTATION, AND ATTENDANCE	20
STUDENT DISCIPLINE, POLICY #506	20
NOTIFICATION TO STAFF REGARDING PLACEMENT OF STUDENTS WITH VIOLENT BEHAVIOR, POLICY #529	20
<i>General Statement of Policy</i>	20
SCHOOL DISCIPLINE GUIDELINES	20
<i>Expected Behavior</i>	20
<i>Cheating</i>	21
<i>Harassment</i>	21
<i>Gambling</i>	21
<i>Cell Phones and Headphones</i>	21
<i>Assaults</i>	21
<i>Insubordination</i>	21
<i>Student Dress</i>	22
<i>Theft</i>	22
<i>Language</i>	22
<i>Public Display of Affection</i>	22
<i>Commons Area</i>	23
<i>Spectator Buses</i>	23
<i>Student Use and/or Tobacco Possession</i>	23
<i>Drug and Alcohol Violations</i>	23
<i>Alcohol/Tobacco/Controlled Substance Possession and MSHSL Eligibility</i>	24
<i>Homecoming Eligibility</i>	24
<i>Detention</i>	24
<i>School Time Detention</i>	24

CAFÉ 110 NOTES	24
<i>Meal Prices 2017-2018</i>	24
<i>Account Balances</i>	24
<i>Meal Account Balance e-Notices</i>	25
<i>Depositing Money into Meal Accounts (please note: deposits may take 48 hours to process):</i>	25
<i>Graduating Seniors/Students Leaving the District:</i>	25
<i>Meal Benefits</i>	25
<i>Lunch Passes</i>	25
<i>Students Outside</i>	25
STUDENT TRANSPORTATION SAFETY, POLICY #709	25
STUDENT ATTENDANCE, POLICY #503	25
SUPPLEMENT TO ATTENDANCE POLICY	26
<i>After Seven Absences</i>	26
<i>Extra-Curricular Participation</i>	26
<i>Planned Absences</i>	26
<i>Tournament Attendance Policy</i>	26
<i>Late Arrivals</i>	26
<i>Lunch Attendance</i>	26
<i>Penalties and Consequences for Exceeding Absence Limits</i>	26
<i>Tardiness</i>	27
<i>Appeal Procedure</i>	27
PART III - YOUR EDUCATIONAL PROGRAM.....	27
GRADUATION – YOUR GOAL	27
GRADUATION	27
MINNESOTA GRADUATION STANDARDS	27
REPORT CARDS.....	28
WARNING NOTICES AND PROGRESS REPORTS	ERROR! BOOKMARK NOT DEFINED.
CREDIT REQUIREMENTS	28
LOSS OF CREDIT	28
WITHDRAWAL FROM CLASSES.....	28
PROGRAM CHANGE	28
MARKING	29
HONOR ROLLS	29
FOREIGN EXCHANGE PROGRAM	30
PART IV - VOCATIONAL CENTER PROGRAM.....	30
THE VOCATIONAL CENTER.....	30
NON-DISCRIMINATION POLICY	30

2017-18 WACONIA HIGH SCHOOL CALENDAR

September 5-8	Teacher Workshop
September 6	High School Open House – 3:30 – 8:00 p.m.
September 11	Opening Day of Classes for Grade 9 Only
September 12	Opening Day of Classes for Grades 10, 11, and 12
September 15	Lifetouch Student Photos
October 6	2 Hour Early Release
October 9-13	WHS Homecoming Week
October 16	Parent/Teacher Conferences Day, 3:30 – 8:00
October 18	Parent/Teacher Conferences Day, 8:00 - 2:30, No School K-12
October 19-20	Ed MN State Conference – No School K-12
October 25	Youth Frontier Retreat (Freshman only)
October 27	Lifetouch Student Photos – Retakes
November 7	Pre-Act Test for 9 th Grade (8:00-12:30)
November 10	In Service Day - No School K - 12
November 14	Pre-Act Test for 10 th Grade (8:00-12:00)
November 22	Teacher Flex Day – No School K-12
November 23-24	Holiday - No School K-12
December 7	End Trimester 1
December 8	Teacher Work Day – No School K-12
Dec 25–Jan 1	Winter Break. No School K-12
January 2	School Resumes
January 15	MLK Day – No School K-12
January 29	Parent/Teacher Conferences, 3:30 – 8:00
February 2	Parent/Teacher Conferences, 8:00 – 2:30, No School K-12
February 16	2 Hour Early Release
February 19	Presidents Day – No School K-12
March 5-6	MCA Early Science & Reading Tests
March 8	End of Trimester 2
March 9	Teacher Work Day – No School K-12
March 20	MCA Early Math Test
March 26-30	Spring Break – No School K-12
April 3	ACT Test for 11 th Grade
April 20	2 Hour Early Release
April 23	Parent/Teacher Conferences, 3:30-8:00
May 1-2	MCA Late Math & Reading Test
May 8-9	MCA Late Science Test
May 28	Memorial Day Holiday – No School K-12
June 3	Commencement – 1:00 p.m.
June 8	End of Trimester 3. Last Student Day
June 11	Teacher Workday

Open House and Parent/Teacher Conferences

The high school staff will host an open house on September 6. Parent/teacher conferences will be October 16 & 18 (Trimester 1), January 29, February 2 (Trimester 2), and April 23 (Trimester 3). In addition to these scheduled events, school personnel and parents/guardians may request individual parent conferences as deemed necessary by either party. Phone calls and e-mail contacts are also welcomed and encouraged.

DISTRICT 110 STRATEGIC PLAN

Our Vision

Learning for Life

District 110 will prepare each student for life, work, and service in the 21st Century

Our Mission

Our mission is to engage students in broad and challenging learning experiences characterized by equity, opportunity, and high expectations.

We intentionally value . . .

- Respect
- Responsibility
- Service and Citizenship
- Global Perspective
- Creativity
- Critical Thinking
- Collaboration
- Safety and Health

Our Goals

District Goal #1: District 110 will develop master plans that promote a safe, efficient, and supportive learning environment for all

District Goal #2: District 110 will engage families and the community in supporting the learning and achievement of students

District Goal #3: District 110 will provide comprehensive programs at all levels that are rigorous, relevant, engaging, and designed to prepare students for postsecondary options

Waconia High School Vision

Waconia High School is dedicated to excellence in education. The primary concern and purpose of Waconia High School is the development of each student to his/her full potential for the leading of a healthy, productive, and fulfilling life.

Waconia High School Mission

The mission of Waconia High School is to promote learning within an atmosphere of shared responsibility by teachers, administrators, students, and parents. The school will strive to provide a safe and stimulating environment to facilitate the learning process. The mission will be fulfilled when students can function effectively as:

- ❖ Purposeful thinkers
- ❖ Effective communicators
- ❖ Self-directed learners
- ❖ Productive group participants
- ❖ Responsible citizens

Waconia High School 2017-18 Goals

- ❖ Student Achievement Goals:
Improve math, reading, and science scores.
- ❖ School-wide Goals:
Develop a plan to implement literacy across the content areas.
- ❖ Staff Development Structure:
Utilize PLCs to complete common assessments.
Increase/promote dual credit options for students.

Waconia High School Personnel

Mr. Mark Fredericksen, Principal ~ Mr. Dave Kuehn, Assistant Principal ~ Ms. Jill Johnson, Activities Director

ARTS EDUCATION

Sarah Christian-Garceau
Amy Fischer

BUSINESS EDUCATION/TECH.

Mary Mitchell
Lee Moen

EDUCATIONAL MEDIA

Melissa Weinand

FAMILY/CONSUMER SCIENCE

Katherine Mann
Katherine Ross

GUIDANCE/STUDENT SERVICES

Lynette Alger (A-H)
James Bettcher (S-Z)
Dana Henn (I-R)

INDUSTRIAL/TECH EDUCATION

Dave Aeling
Peter Brown

LANGUAGE ARTS/COMM.

Adam Bristor
Amanda Byrne
Maddie Gartmann
Megan Gregor
Stephanie Kappel
Katie Keogh
Brooke McMeen
Dusty Neibauer
Katie Niemczyk
Sara Peoples

MATHEMATICS EDUCATION

Mike Bergstrom
Amy Davison
Mark Grundhofer
Nick Hackman
Eric Hansen
Jodi Hunter
Kathy Kurtz
Lauren Leshner
Heather Prondzinski
Drew Sodey

MUSIC EDUCATION

John Pohland
Aaron Olson
Allison Wilmes

PHYSICAL/HEALTH EDUCATION

Pat Hayes
Audra Lehrke
Derek Myhre
Becky Riesgraf
Corey Shea

SCIENCE EDUCATION

Mel Berg
Michael Hamann
Michael Jensen
Roxanne Kuerschner
Lee Rudebusch
Kaitlin Schmidt
Wayne Trapp
Katie Whipps
Mike Zasko

SOCIAL STUDIES EDUCATION

Jared Buysse
Terry Gammell
Nick Giese
Alyssa Larsen
Clark Machtemes
Carl Pierson
Nelia Von Glan
Ashley Westphal

SPECIAL/UNIQUE LEARNER ED.

Paul Tordoff (Dir. Special Services)
Brady Aretz
Amy Dettman
Les Haack
Laura Huneke
Tracy Johnson
Kari Klein
Nate Larsen
Colleen Stanley
Amanda Wagener
Rebecca Zander

SPEECH/LANGUAGE CLINICIAN

Claire Huerter

WORLD LANGUAGES

Marjorie Andersen (Spanish)
Pam Melchert (French)
Kate Neibauer (Spanish)
Erik Olson (Spanish)
Carey Sang (Spanish)
Kari Stevenson (Spanish)

ADMINISTRATION

Mr. Patrick Devine - Superintendent
Mr. Mark Fredericksen – High School Principal
Mr. Dave Kuehn – Assistant Principal
Ms. Jill Johnson – Activities Director

COMMUNITY RESOURCE OFFICER

Greg Gowan – Carver Co. Deputy
Security/Prevention

HEALTH SERVICES

Sara Eischens, RN, LSN (District Coord.)
Cindy Van Kirk, RN (WHS)
Kelly Dose, LPN – (WHS)

OCCUPATIONAL THERAPIST

Molly Wingert – (WHS)

SCHOOL PSYCHOLOGIST

Rebecca Sonneck – (WHS)

SCHOOL SOCIAL WORKER

Laura Bergjord – (WHS)

WACONIA WLC

Emily Beltz
Kate Eidenschink
Cindy Finke
Mollee Layer
Ashlyn Schreiner
Jenna Wolff

CARVER-SCOTT VOCATIONAL CENTER

Chaska, MN – Phone: 952-567-8000
Lee Berger – Automotive Mechanics
Joan Berkland – Cosmetology
David Dettmann – Criminal Justice
Gary Dohse – Construction Trades
Gregg Flekke – A+ Cert.; CISCO
David Fuller – Cosmetology
Jennifer Leff – Graphic Communications
Paul Wils – Medical Careers
John Raasch - Photography
Mark Stone – Agriculture Educ; Plant
& Soil Science; Animal Science
Cindy Walters – CTE Director

Waconia Staff

Telephone: 952.442.0670
E-mail: firstinitial/lastname@isd110.org
(Ex. mfredericksen@isd110.org)

Waconia WLC Staff

Telephone: 952.442.0689
FAX #: 952.856.4511

Daily Time Schedule – Monday, Tuesday, Thursday & Friday

7:30 – 8:10	Professional Time
8:10 – 9:20	Period 1
9:26 – 10:36	Period 2
10:42 – 11:52	Period 3 (Vo-Tech released at 11:45)
11:58 – 1:38	Period 4 and Lunch

11:52 – 12:19 (L)	11:58 – 12:19 (C)	11:58 – 12:45 (C)	11:58 – 1:11 (C)
12:23 – 1:38 (C)	12:19 – 12:45 (L)	12:45 – 1:11 (L)	1:11 – 1:38 (L)
	12:49 – 1:38 (C)	1:15 – 1:38 (C)	

1:44 – 2:55	Period 5
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VoTech Program is a part of Period 4/5, and Work Study Program is a part of Period 5.

Daily Time Schedule – Wednesday

7:30 – 8:10	Professional Time
8:10 – 9:12	Period 1
9:18 – 10:19	Period 2
10:25 – 10:55	Wildcat Advisory
11:01 – 12:02	Period 3 (Vo-Tech released at 11:45)
12:08 – 1:48	Period 4 and Lunch

1:54 – 2:55	Period 5
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VoTech Program is a part of Period 4/5, and Work Study Program is a part of Period 5.

Alternative Schedules

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

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

2-Hour Late Start Schedule – Monday, Tuesday, Thursday, Friday Schedule

10:10 – 10:50	Period 1**
10:56 – 11:36	Period 2
11:42 – 1:22	Period 4 & Lunch ***
1:28 – 2:08	Period 3
2:14 – 2:55	Period 5

11:36 – 12:03 (L)	11:42 – 12:03 (C)	11:42 – 12:29 (C)	11:42 – 12:55 (C)
12:07 – 1:22 (C)	12:03 – 12:29 (L)	12:29 – 12:55 (L)	12:55 – 1:22 (L)
	12:33 – 1:22 (C)	12:59 – 1:22 (C)	

** Vocational Center students are expected to attend through Period 2 and are then dismissed to the Co-Op at 11:42 a.m.

***Work Experience students, who are normally released after Period 4, are expected to attend through Period 3. Work Experience students who are still in the class portion, should report to their Period 5 Work Experience class.

2-Hour Late Start Schedule – Wednesday Schedule

10:10 – 10:42	Period 1**
10:48 – 11:20	Period 2
11:26 – 11:56	Wildcat Advisory
12:02 – 1:42	Period 4 & Lunch
1:48 – 2:19	Period 3
2:25 – 2:55	Period 5

11:56 – 12:23 (L)	12:02 – 1:23 (C)	12:02 – 12:49 (C)	12:02 – 1:15 (C)
12:27 – 1:42 (C)	12:23 – 12:49 (L)	12:49 – 1:15 (L)	1:15 – 1:42 (L)
	12:53 – 1:42 (C)	1:19 – 1:42 (C)	

** Vocational Center students are expected to attend through Wildcat Advisory and are then dismissed to the Co-Op at 12:02 a.m.

***Work Experience students, who are normally released after Period 4, are expected to attend through Period 3. Work Experience students who are still in the class portion, should report to their Period 5 Work Experience class.

2-Hour Early Release Schedule – 2017-2018

Friday, October 6, Friday, February 16, Thursday, April 20

8:10 – 8:57	Period 1
9:03 – 9:50	Period 2
9:56 – 10:43	Period 3
10:49 – 11:36	Period 4
11:42 – 12:30	Period 5

** Vocational Center students are expected to attend through Period 3 and are then dismissed to the Co-Op at 10:49 a.m.

***Work Experience students, who are normally released after Period 4, are expected to report to their Period 5 Work Experience class.

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

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.

Non-Discrimination Policy

It is the policy of Independent School District 110 and the Carver-Scott Educational Cooperative not to discriminate on the basis of sex, race, creed, color, sexual orientation, or physical disability in their educational programs, activities, or employment practices and policies. Inquiries regarding compliance with the non-discrimination titles and statutes may be directed to: Ms. Sonya Sailer, 512 Industrial Blvd., Waconia, MN 55387 or by telephone at (952) 442-0645; or to: The Director, Office of Civil Rights, Region 5, 300 South Wacker Drive, Chicago, IL 60606.

Violence Prevention [Applicable to Students and Staff], Policy #525

I. Purpose

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.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Weapons, Policy #501

I. Purpose

The purpose of this policy is to assure a safe school environment for students, staff and the public.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

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

[Note: State law requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms to the Minnesota Human Rights Act, Minn. Stat. Ch. 363A. This policy complies with this statutory requirement but, in addition, addresses other classifications protected by state and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not required to do so. The Minnesota Department of Education (MDE) will maintain and make available Model Policy 413 – Harassment and Violence in accordance with Minn. Stat. § 121A.03. Each school board must submit a copy of the policy the board has adapted to the Commissioner of MDE.]

I. Purpose

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, or disability.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Bullying Prohibition, Policy #514

[Note: School districts are required by statute to have a policy addressing bullying.]

I. Purpose

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 students' ability to learn and teachers' 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, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline 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, and other similar disruptive behavior. **The Waconia High School primary contact person for questions or concerns related to bullying is Dave Kuehn, Assistant Principal (dkuehn@isd110.org).**

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Hazing Prohibition, Policy #526

[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education will maintain and make available Model Policy 526 – Hazing Prohibition in accordance with Minn. Stat. § 121A.69.]

I. Purpose

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

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

The Pledge of Allegiance, Policy #531

[Note: Recitation of the Pledge of Allegiance by students and instruction of students as provided in this policy are required by statute. Also, the statement in Part III., below, must be included in the student handbook or a policy guide. A local school board or a charter school board of directors may waive these statutory requirements by a majority vote taken annually. If the local school board or charter school board of directors waives the requirement to recite the Pledge of Allegiance, it may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.]

I. Purpose

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.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Chemical/Tobacco Free Workplace

Waconia Public Schools recognize that other drug abuse is a significant social problem with the potential for adversely affecting job performance. No employee of the District will engage in chemical use which adversely affects work performance or which poses a risk to students, other employees, or self, while carrying out his/her responsibilities as an employee of the District. In addition, the District maintains "Smoke Free" buildings and grounds. Faculty, staff, and students are prohibited from smoking anywhere in buildings, vehicles, or on the school grounds.

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.

All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota.

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

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

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

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

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

Directory Information is limited to the following: student's name and address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received. Student telephone numbers will be made available upon specific request for the following district-recognized support

groups: Athletic Boosters, Band Boosters, Choral Boosters, Parent/Teacher organizations, and the Post-Prom Party Committee. Parents/guardians or students, 18 years old or older, may refuse to permit release of any or all of the Directory Information to the public by submitting a notification, in writing, to the principal.

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

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

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

Student Fee Regulations

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

Permitted Fees:

A school board may charge fees in the following areas:

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

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, gym suits, tennis and athletic shoes, and other items of personal equipment.

These procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 120.71 - 120.76.

Student Activity Fees

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

The rate fee for students in grades 9-12 will be \$200 per each activity. Exceptions: Football and Hockey will be \$250. Competitive clubs such as Robotics, Knowledge Bowl, & Jazz Bands will be \$80.00 each.

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

School Publications and News Media: Student Pictures and Names

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

Distribution of Non-School Sponsored Materials on School Premises by Students and Employees, Policy #505

I. Purpose

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Eighteen-Year Old Students

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

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

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

Minnesota State High School League Regulations

All students, teachers, directors, coaches, and administrators participating in League activities are bound by League rules and regulations. Each student participating in League activities will receive 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.

WHS Academic Eligibility Requirements

1. All students competing or participating in extra-curricular activities must have passing grades and must maintain a C- 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.

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

Internet Acceptable Use, Policy #524

I. Purpose

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.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Citizenship Awareness

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.**

If personal items are missing from your locker, report the loss to the Assistant Principal's office as soon as possible. We will help you try to recover your items, but we cannot guarantee recovery and we are not able to pay for the cost of replacement.

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 meet the costs of lost or damaged books.

Media Center

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

Student Valuables

Students are cautioned not to bring large amounts of money, radios, headsets, tape players, or cameras 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.

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.

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.

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 youngster 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. 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 10 miles per hour, or any form of reckless driving on the school grounds. State law specifies fifteen M.P.H. 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.

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

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.

I. GENERAL STATEMENT OF POLICY

It is the policy of this school district to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Parking and Parking Lots

Students are encouraged to ride the bus rather than drive to school. For those who choose to drive, student parking is available in lots located on the west side of the high school.

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

The student parking fee has been waived for the 2017-2018 school year. All students who park on school property must register their vehicle, and display a WHS parking permit.

Students who park on school property without a permit will be subject to warning, ticketing, and towing, as well as other school consequences.

Special Services

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

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

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

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

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

Send your request to:
Chris Steffen
512 Industrial Blvd.
Waconia, MN 55387
csteffen@isd110.org
(952) 856-4513

Guidance Services

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

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

It is the professional responsibility of school counselors to fully respect the right to privacy of those with whom they enter

counseling relationships. A counseling relationship requires an atmosphere of trust and confidence between the student and counselor. A student has the right to privacy and to expect confidentiality. This confidentiality may be abridged by the counselor where there is clear and present danger to the student or to others.

Health and Safety

Fire Drills

Fire drills are scheduled periodically, in accordance with State Fire Marshall 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.

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 a health census 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 located at the link below:

<https://docs.google.com/a/isd110.org/forms/d/e/1FAIpQLSdc0zql53HHuke8gGiOsDumTGncOyoyM7eQCX5Ctib5gmgqUQ/vie/wform>

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 – (Mandatory for 7th Grade and a recommended booster dose at age 16)
- ❖ Polio Vaccine – series of at least three doses.

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.

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. Re-admission 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 24 hours after medication begins
- ❖ Ringworm of Scalp/Skin - following fungicide treatment

Health Screening Programs

Health Services is available to conduct hearing, vision and scoliosis screening for individual students via parent/guardian request. If you have a concern about your child's hearing, vision or curvature of the spine 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 the district 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 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 district Licensed School Nurse, Health Associate, and parent/guardian.

MN Immunization Registry Connection (MIIC)

MIIC is a confidential, computerized network of shared immunization records in the state, protected by the MN Immunization Data Sharing Law, S144.3351. Parents of new transfer students can choose to be a part of MIIC by completing and signing a form with your child’s name, date of birth, and mother’s name. You can choose not to be a part of MIIC by not completing and signing the form.

PART II - DISCIPLINE, TRANSPORTATION, AND ATTENDANCE

Student Discipline, Policy #506

[Note: School districts are required by statute to have a policy addressing these issues.]

I. Purpose

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.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Notification to Staff Regarding Placement of Students with Violent Behavior, Policy #529

General Statement of Policy

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the administrator named in this Policy.
- B. The administration will meet with appropriate staff members for the purpose of notification and the determination of how staff will manage such student.
- C. Only staff members whose work assignment reasonably requires access to the information will receive notification.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

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.

Cheating

When students give or receive information during an examination or on class assignments, the offense is the same. Students will receive a zero for the specific work assignment. Repeated cheating will result in loss of class credit.

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.

Gambling

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

Cell Phones and Headphones

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 permitted by their teacher for an educational learning activity.

Student use of cell phones between classes and during lunch is acceptable.

Students are not prohibited from having personal headphones. However, the use of personal headphones during school hours, 8:10 - 2:55, is not permitted. Personal headphones will be confiscated if they are used during school hours.

Assaults

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

Insubordination

All employees of Waconia High School have the responsibility and obligation to enforce school regulations. The principal, assistant principal, activities director, teachers, counselors, secretaries, nurse, media specialist, cooks, custodians, bus drivers,

aides, and fellow students have the right to correct you if you are violating school rules, and students have the obligation to do as requested.

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

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

Student Dress

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

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

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

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

- Going without shoes;
- Bandanas of any color;
- Chains extending beyond belt-loop closest to pocket;
- Hats, caps, hoods worn up;
- Short skirts/shorts or insufficient tank tops that expose the midriff or cleavage;
- Clothing with language that is lewd, vulgar or obscene;
- Apparel promoting products or activities that are illegal for use by minors (including tobacco, use of drugs, and/or alcohol advertising);
- Objectionable emblems, items, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group; which connotes gang membership; or that approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals;

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. Offenders may be referred to the principal's office for discipline.

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 refrain from kissing, petting, embracing, or any other sexual touching while in the school or on the school grounds.

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 "backs" or 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 and no one will confess, the group will be subject to clean up.
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. You may pick your own seat, but should limit yourselves to 6 - 8 people per table. Students are not to wander from table to table.

Spectator Buses

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

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

Student Use and/or Tobacco Possession

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

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

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

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

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

Drug and Alcohol Violations

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

A student found to have an alcoholic beverage in their possession or be under the influence in school, or at a school-sponsored function, whether on or off school grounds, will be suspended up to 3 days, be referred to Carver County authorities, and will

require a parent/guardian conference prior to readmission. In addition, the student will be referred to the S.A.T. (Student Assistance Team) for chemical issue follow-up as appropriate.

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

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

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

Alcohol/Tobacco/Controlled Substance Possession and MSHSL Eligibility

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

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 7:15 – 8:00 a.m. or 2:55 p.m. to 3:45 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.

School Time Detention

Students on school time detention are assigned to the High School Office from 8:00 a.m. to 2:50 p.m. They are isolated from other students and are encouraged to read or study. They are not allowed to participate in breaks or to eat lunch in the commons.

Café 110 Notes

Meal Prices 2016-2017

	<i>PK, 1-5</i>	<i>K</i>	<i>6-8</i>	<i>9-12</i>	<i>WLC</i>	<i>Adult/Guest</i>
<i>Breakfast</i>	.75	Free	.75	.75	Free	\$2.10
<i>Lunch</i>	\$2.70	2.70	\$2.85	\$3.00	\$3.00	\$3.75
<i>Milk</i>	.55	.55	.55	.55	.55	.55

Account Balances

Funds must be available in student meal account to receive meal services. Students with a negative balance will be allowed to purchase meals until their balances reach -\$10, at that point students will be unable to make purchases using their meal account.

Meal Account Balance e-Notices

E-mail notices are sent to families when their student meal account balance is at or below \$10. This email is intended as a “friendly notice.” If you do not receive our e-mail balance notice:

1. Your student account balance may not be below the \$10 threshold when we cue the notice or
2. We do not have your current e-mail address; to update, please call 952-856-4512.

Depositing Money into Meal Accounts (please note: deposits may take 48 hours to process):

1. Cash or Check: give a check or cash to the café cashier or school office drop box. Be sure to include student name and ID along with the payment.
2. Online Charge: <http://cafe110.org/>. Select “Café 110”, and then click Online Payments.

At the end of the school year, student account balances will roll over to the next school year (negative balances must be corrected before the last day of school).

Graduating Seniors/Students Leaving the District:

Efforts will be made to draw senior meal account balances to \$ 0.00 by the last day of school. Balances will be: 1. transferred into a sibling account, 2. a balance over \$10.00 will have a refund sent home (negative balances must be corrected before the last day of school).

Students leaving the district with less than \$10.00 in their account will have the balance deposited into the District's Caring Heart Fund. This is used to help students/families, who are in need, purchase school meals.

Meal Benefits

Free and reduced lunch applications are available on the District website at www.isd110.org, Café 110, Reduced Meals.

A new and complete application must be submitted every school year.

Please contact Barbara Schank, LD, Director of Nutritional Services, at bschank@isd110.org or 952-856-4512 with questions or comments.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, [complete the USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Lunch Passes

When the Board of Education eliminated open lunch, they also declared that no lunch passes would be permitted.

Students Outside

Students are not allowed outside of the building without permission during the school day. Students who violate this rule will be referred to the Assistant Principal's office for disciplinary action.

Student Transportation Safety, Policy #709

I. Purpose

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.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Student Attendance, Policy #503

The school board believes regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Supplement to Attendance Policy

After Seven Absences

Students will remain on the class roster and be expected to attend class until their appeal has been decided or other provisions made.

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.

Planned Absences

Students, who will miss classes due to pre-arranged family business, a family trip, or college visits, will be required to complete a Planned Absence Form and return it to the Attendance Office **prior** to the absence. Failure to complete the form and return it **before** the absence will result in an **unexcused** absence being recorded. Teachers will require that work be completed before they sign the form, or make arrangements for the work to be made up. Excusable family business includes college visits, legal appointments, extended medical leave, and family vacations.

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**.

Late Arrivals

It is expected that all students will make necessary arrangements to arrive on time to school, whether that means riding the bus, walking, or riding to school with a friend. Any time a student arrives to school after Period 1 has begun, he/she is required to stop and sign in at the Attendance Office. Typically, missing the school bus, over-sleeping or repeated car problems will be classified as an unexcused tardy. In cases of inclement weather, students are encouraged to ride the school bus or leave early enough to arrive on time.

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. Students who skip lunch will be penalized as follows:

- ❖ 1st violation – Three lunch detentions
- ❖ 2nd violation – Six lunch detentions or before/after school detention
- ❖ 3rd violation – Consequences to be determined by Administration

Penalties and Consequences for Exceeding Absence Limits

- ❖ For each unexcused absence from any class, the student's trimester grade will be reduced by one increment. The existing marking system will have twelve increments: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. A reduction of one increment will, for example, result in a reduction from B to B-, on the second instance of unexcused absence from B- to C+, etc. At the beginning of each marking period, grade increment reduction will begin anew.
- ❖ Students may be dropped from each class in which they accumulate more than six (6) excused and/or unexcused absences in one trimester.
 - If a passing grade exists at time of drop, the student's record will show no grade (NG) for the entire trimester.
 - If a failing grade exists at time of drop, the student's record will show failure (F) for the entire trimester.
- ❖ All excused and/or unexcused absences, except school-authorized/approved absences, will count toward the maximum allowance of six (6) absences in a trimester. Suspensions from school, while classified as excused since they are involuntary, will not count toward the six (6) maximum allowable absences in a trimester, and will not result in automatic grade reductions.
- ❖ Absences for unverified reasons, or for reasons other than those recognized as excused, will be classified unexcused. Students able to produce evidence warranting consideration for a change from unexcused to excused must do so within five (5) school days following the period of absence. When administrative determination has been made to change a recorded absence from unexcused to excused, the teacher will be notified, and the change will be issued.

- ❖ Leaving the building without authorization will result in the recording of an unexcused absence for each class missed and there will be no opportunity provided to petition for a change to excused absence.

Tardiness

For every class period at Waconia, the student is to be on time. Anytime 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.

Appeal Procedure

- ❖ A student who receives notice of a class drop may petition the Appeals Committee for a waiver 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.

PART III - YOUR EDUCATIONAL PROGRAM

Graduation – Your Goal

All seniors have the individual responsibility to verify their current credit status with the guidance department. Any doubts or questions which seniors may have concerning their graduation should be cleared up during the first trimester of the school year. Seniors who fail to take this initiative will bear the full responsibility for later consequences.

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

Students who desire help can take advantage of the Learning Labs offered Mondays, Tuesdays, Wednesdays, and Thursdays from 3:00 – 4:00.

Learning Lab staff are available to provide academic support, homework help, make-up opportunities, and study time for students in Grades 9-12.

The Waconia Learning Center (W.L.C.) in Waconia provides a set of required and elective courses which are available in the late afternoon and evening. 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 A.L.C. No transportation is provided by the school district to the A.L.C.

Graduation

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

Minnesota Department of Education

The Minnesota K–12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

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.

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 the Learning Lab, summer school, night school, A.L.C., 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.

Pass and no grade options are available to 12th grade students, for a maximum of two elective credits during their high school career. These option requests must be made by the student during the first five (5) days of the course offering and receive instructor and counselor approval.

Loss of Credit

Students will be denied credit for any class in which the combination of excused and unexcused absences exceeds six (6) 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.

Withdrawal from Classes

After a student has registered for a class and has attended the class for two (2) days, the following drop procedure must be followed:

- a. Discuss the reasons for dropping with the Guidance Counselor.
- b. Process a Drop/Add form, including signatures of teacher(s)/counselor and parent/guardian.

Program Change

Any program changes made will be completed only with the understanding that absolutely necessary educational needs are at stake. Changes in course work will be made only under the following conditions:

1. One or more of the following must approve course changes: the guidance department, affected teachers, and parents/guardians.
2. Course changes will not be made if over- or under-loaded class settings result. The administration will determine over- and under-loading conditions.
3. A career or course sequence decision change has occurred and specific plans explaining the change are described.
4. Course changes cannot occur after the end of the first three full school days in each trimester.

Class Drop Deadline: After three days, 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.

5. 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.)

Marking

Marks A, B, C, D, and (Pass) are passing. A indicates exceptionally fine work; B represents better than average work; C indicates average work; D indicates poor work; (Pass) indicates that student performance has been satisfactory. A mark of F indicates failure.

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

A	4.00	D+	1.33
A-	3.67	D	1.00
B+	3.33	D-	.67
B	3.00	F	.00
B-	2.67		
C+	2.33		
C	2.00		
C-	1.67		

P (Pass)

No numerical computation, but credit received.

NG (No Grade)

No numerical computation.

I (Incomplete)

Pass/fail options are available to 11th and 12th grade students for a maximum of two (2) elective credits during their high school career.

This option request must be made by a student during the first five (5) days of the course offering and must receive teacher and counselor approval. Students choosing this option must maintain a "C" average in the course to obtain a "P." Failure to do so will result in an NG grade.

Honor Rolls

Trimester honor rolls, for all senior high students, grades 9 - 12, will be based upon a 4.00 GPA (grade point average). All student marks will be included in the grade point average. "Incomplete" marks seriously reduce the GPA and may prevent trimester honor roll recognition.

Honor rolls will be published each trimester, with the names of those students earning a 3.000 or higher GPA for that grading period (Honor II), and the names of those students earning a 3.666 or higher GPA for that grading period (Honor I).

In addition, graduating seniors will be recognized as Honor Students at the Commencement ceremony, based on their cumulative GPA at the end of the second trimester (first semester for PSEO students). Students with a GPA of 3.75 or higher, and a minimum of six honor credits, will be recognized as Cum Laude graduates. Students with a GPA of 3.85 or higher, and a minimum of nine honor credits, will be recognized as Magna Cum Laude graduates. Students with a GPA of 3.95 or higher, and a minimum of twelve credits, will be recognized as Summa Cum Laude graduates. Honor distinctions will be based on the student's GPA at the end of the second trimester (first semester for PSEO students), and will include honor credits for honor courses they are enrolled in third trimester (second semester for PSEO students).

WHS Honors Plan/ Commencement Recognition

1. Three levels of Honors for graduating seniors

3.75 – 4.0 and 6 honor credits, Cum Laude

3.85 – 4.0 and 9 honor credits, Magna Cum Laude

3.95 – 4.0 and 12 honor credits, Summa Cum Laude

** Committee selects two student speakers

2. Qualifying courses and number of honors points

AP

US History (2)

AP World History (2)

AP Government (2)

AP Language (2)

CIS

Spanish (3)

UMTYMP

Physics (3)

College Freshman

PLTW

Engineer Design (2)

Civil Engineering (2)

Comp Integ Manuf (2)

Biotech Engineering (2)

Articulated

Accounting I, II, III (3)

Microsoft Office (1)

Adv Microsoft (1)

Child Develop (2)

AP Literature (2)	Comp (1)	Eng. Design & Dev (3)	Human Relations (1)
AP Statistics (2)			Entrepreneurship (1)
AP Calculus AB (2)			Intro to Construction (1)
Calculus BC (1)			Cabinetry (2)
AP Biology (2)			Metals Tech (2)
AP Chemistry (2)			Culinary Arts I
AP Art (2)			Culinary Arts II
Pre-AP English 9 (2)			Medical Terminology (1)
Pre-AP English 10 (2)			Nursing Assistant (1)
			Intro to Education (1)
			Ag Careers (1)
			Police & Community (1)
			Intro to Corrections (1)

Breakdown

Social Studies – 6 possible

English – 9 possible

Math – 5 possible

Science – 7 possible

STEM (Science, Technology, Engineering, Math) - 8 possible

Bus/Comp – 5 possible

FACS – 6 possible

Ind Tech – 8 possible

Art – 2 possible

PSEO

Accept credit for English, Science, Social, Math (3 semester credits = 2 WHS credits)

No credit for non-credit bearing or elective classes

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.

PART IV - VOCATIONAL CENTER PROGRAM

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 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.

Non-Discrimination Policy

It is the policy of the Carver-Scott Educational Co-operative and Independent School District 110 not to discriminate based on sex, race, creed, color, sexual orientation, or physical disability in their educational programs, activities, or employment practices and policies. Inquiries regarding compliance with the non-discrimination titles and statutes may be directed to: Ms. Julie Cink, 512 Industrial Blvd., Waconia, MN 55387 or by telephone at (952) 442-0602; or to: The Director, Office of Civil Rights, Region 5, 300 South Wacker Drive, Chicago, IL 60606.