



WACONIA MIDDLE SCHOOL HANDBOOK 2022-23

Mission: *“Learning by ALL is our core purpose”*

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PART I - INFORMATION

WACONIA MIDDLE SCHOOL CORE VALUES

RESPECT

- We create safe environments by treating all persons with dignity, equity, and compassion.
- We know all property, private and public, is an extension of its owner and is likewise to be treated with thoughtfulness and care.
- We treat others the way we would want to be treated.

RESPONSIBILITY

- We value motivation, hard work, self-direction, and success.
- We know time is our most perishable resource and should not be wasted but rather invested.
- We recognize school should be fun and that having fun while learning is our collective goal.

INTEGRITY

- We value honesty and employ it in all endeavors.
- We recognize fair does not always mean equal. Treating unequal people equally is not fair.
- We make ethical choices and actions that are representative of our families and our community.

KINDNESS

- We value teamwork, cooperation, courtesy, positivity, and inclusion.
- We are each capable of more than we expect, and we are even more capable when we work together.
- We intentionally make choices and take actions to make someone's day better and brighter.

Operating according to our core values is always defensible. Operating contrary to our core values will hurt individuals and our school community. If students are behaving in ways that are contrary to our core values, expect to be corrected.

ADMINISTRATIVE DISCRETIONARY ACTION DISCLAIMER

It is impossible to anticipate and address every circumstance that may occur in the course of a school year. To ensure safety and order, students and others are subject to all school rules, regulations and

policies, and the reasonable and prudent interpretation, therefore, by responsible school officials, regardless of whether or not they are specifically addressed in this handbook. Students are required to provide accurate information when asked by school personnel. Failure to do so may result in detention or suspension.

BOARD OF EDUCATION

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

SCHOOL BOARD POLICIES

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

- 102 [Equal Education Opportunity](#)
- 103 [Complaints-Students, Employees, Parents, Other Persons](#)
- 401 [Nondiscrimination Notice](#)
- 404 [Employment Background Checks](#)
- 419 [Tobacco-Free School Policy](#)
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- 903 [Visitors to School District Buildings and Sites](#)

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

- 413 [Harassment and Violence, Religious, Racial, and Sexual](#)
- 505 [Distribution of Non-School Sponsored Materials on Premises by Students and Employees](#)
- 506 [Student Discipline](#)
- 526 [Hazing Prohibition](#)
- 514 [Bullying Prohibition Policy](#) The Waconia Middle School primary contact person for questions or concerns related to bullying is Mr. Andrews, Assistant Principal (iandrews@isd110.org).

120B.20 PARENTAL CURRICULUM REVIEW

Each school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an

adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose academic or other penalties upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

Policy 609 - Religion

The superintendent shall be responsible for ensuring that the study of religious materials, customs, beliefs, and holidays in the school district is in keeping with the following guidelines:

1. The proposed activity must have a secular purpose.
2. The primary objective of the activity must be one that neither advances nor inhibits religion.
3. The activity must not foster excessive governmental relationships with religion.
4. Notwithstanding the foregoing guidelines, reasonable efforts must be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or a curricular activity for a religious observance.

The school district must provide annual notice to parents of this policy.

PRIVACY AND ACCESS TO SCHOOL RECORDS

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

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

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

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

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

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

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

SCHOOL PUBLICATIONS AND NEWS MEDIA: STUDENT PICTURES AND NAMES

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

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.

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, and Parent/Teacher organizations. Parents/guardians 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 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 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.

PROCESS FOR ADDRESSING CONCERNS

Please follow the following protocol to address concerns:

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

ISD 110 TITLE IX INFORMATION

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

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

[ISD 110 Title IX Informational LINK](#)

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

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

SPECIAL SERVICES

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

Concerns about the need for special help may be alleviated by a pre-referral meeting with the SAT (Student Assistance Team). The SAT will consist of counselors, school psychologist, school nurse, building administration, social worker, and regular and special education teachers. The SAT will attempt to provide help to the student within the classroom setting and without the aid of the special service

department. If this process does not resolve the concerns, the student may be referred to the special education department for evaluation.

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

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

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

Send your request to:

Chris Steffen

csteffen@isd110.org

(952) 856-4513

512 Industrial Blvd. Waconia, MN 55387

STUDENT FEE REGULATIONS

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

Permitted Fees:

A school board may charge fees in the following areas:

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

10. Fees may be charged for lost books and/or intentionally damaged books and/or supplies and equipment.
11. Fees specifically permitted by any other statute.

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

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

ATHLETICS AND ACTIVITIES

Sports and Fine Arts activities are organized through the District 110 Athletic and Activities Office. Most sports activities at the sixth-grade level are largely intramural and sponsored by District 110 Community Education.

Student participation in athletics and activities programs of the school is governed by a student eligibility policy. Generally, students must be achieving success in their regular school program academics to remain eligible for extracurricular involvement. A copy of the eligibility policy will be distributed at each sport and activity interest meeting. Participants in any interscholastic activities program must turn in a sport-qualifying physical examination form and register online at www.waconiawildcatactivities.com

LOST AND FOUND

Each year, hundreds of articles of clothing and miscellaneous items are left unclaimed at school. Please label coats, jackets, mittens, caps, boots, etc. Lost and found items are kept in the physical education locker rooms and the cafeteria. Students may identify and reclaim items from those locations. If items remain in the lost and found without being claimed, they will be donated to charity during winter break and summer break.

SCHOOL COMMUNICATIONS

Report Cards

Report cards are generated electronically a week after the end of each quarter-length grading period. Report cards include grades, comments, attendance information, and teacher names. Report Cards will be found online through the parent portal. We will be happy to mail a paper copy of the report card to parents/guardians upon request.

Parent Conferences

Each year, four evenings are designated for parent/teacher conferences. Please see the student calendar for specific dates. In addition, the faculty and the administration of Waconia Middle School are ready to conference with parents at any time a concern is identified.

School Mailings

We are in the process of eliminating as many school mailings as possible and relying on the Parent Portal, Schoology, WMS Website, and email messages. Families can expect to receive an electronic weekly newsletter with information about school-wide events and highlights.

School Closings

If severe weather or building conditions require the school to close, notification of the closing will be sent to families through the Infinite Campus Messenger system. The District Office also provides an up-to-the-minute message line about school closings at (952) 442-0640. Click here to view [ISD 110 Flex Learning Plan Options](#) that may be used when school is closed.

Student and Parent/Guardian Communication During the School Day

A phone for student use is available in the main office. Telephone use should be limited to emergencies only. Students should not leave a message for a return call except from the office with adult permission.

Students will not be called out of class for non-emergency messages. If it is essential for a student to get a message from home, it will be delivered during lunch, between classes, or after school. Students are not allowed to use their cell phones or smart watches to communicate during the school day without the staff's permission. Parents should not expect students to receive or respond to text messages or personal calls during the school day. Parents should also help conserve secretarial time by communicating messages with their student(s) outside of school time whenever possible.

CAFE 110 INFORMATION

Visit www.cafe110.org for information about our menu and programs.

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

HELPFUL INFORMATION:

- Purchasing a meal is very easy. Every student is assigned a student ID that is tied to his or her meal account. The account is similar to a debit account where purchases are immediately deducted from funds applied to the account. Funds can be added using a credit card, cash, or a check paid to the kitchen cashier or the school office. Online credit and debit payments are available by following the payment links on the District website or the Cafe #110 website.
- Student account balance and purchase statements can be viewed by logging into your Family Access page. All meal accounts are "family accounts," meaning that all children in a household belong to the same account. When a family account reaches $-\$0.01$, an automated email will be sent to the parent/guardian. These notices take place daily as a service to our families to ensure that negative charges do not accrue before a parent/guardian is made aware. Families can, and are encouraged to, reset this low balance notification to your preference when logged into the www.waconiaaccess.waconia.k12.mn.us site.
- Cafe #110 participates in the National School Meal Program, which is a federally funded program that assists in providing nutritionally balanced, low-cost, or free meals to students each day. An Educational Benefits packet is available at your student's school and electronically on our webpage, cafe110@isd110.org. The application must be fully completed and returned to the Waconia District Office by mail, e-mail, or drop it off at your student's school. The information gathered from this application is protected information, and will not be shared outside of the meal program without the consent of the applicant.

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

SCHOOL LUNCH/SNACKS/CELEBRATION TREATS

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

To keep a clean school environment, snacks, pop or other treats should not be consumed in the halls or locker area commons. Food should be consumed in the lunchroom and classrooms [with permission on special occasions]. Gum is at the discretion of classroom teachers. Improper disposal of gum will result in a loss of gum privileges.

Do not send cupcakes, birthday cakes, or other celebration-type food to school with your child. Students will not be allowed to distribute these food items during the school day.

PICKING STUDENTS UP AFTER SCHOOL

If you are picking up students after school, park in the main parking or line up in a single file line in the pick-up/drop-off lane. We cannot allow our driveway to become blocked to emergency vehicles. Idling in a double row and idling in the parking lot aiseways must be avoided. Childcare services before and after those hours may be provided by Community Education's Kids Company Program. Contact CE at 952-442-0610 to make arrangements.

DAILY SCHEDULES

The school does not provide student supervision before 7:45 AM or after 3:20 PM. Students should not be on-site unless students they are present as part of an organized school activity or have a prearranged plan to work with a teacher. [Click here](#) to review all WMS schedules.

WMS Daily Schedule 2022-23

6th Grade	7th Grade	8th Grade
Connect 8:25-8:50 25 min.	Connect 8:25-8:50 25 min.	Connect 8:25-8:53 28 min.
Core 8:54-9:59 65 Min.	Core 8:54-9:59 65 Min.	Encore 8:57-9:42 45 min.
Core 10:02-11:06 64 min.	Encore 10:03-10:48 45 min.	Core 9:46-10:50 64 Min.
Lunch 11:06-11:33	Encore 10:52-11:37 45 min.	Core 10:54-11:58 64 min.
Encore 11:37- 12:24 45 min.	Encore 11:41-12:26 45 min.	Lunch

Wednesday WIN Schedule 2022-23

6th Grade	7th Grade	8th Grade
WIN 8:25-9:10 45 min.	WIN 8:25-9:10 45 min.	WIN 8:25-9:10 45 min.
Core 9:14-10:15 61 Min.	Core 9:14-10:15 61 Min.	Encore 9:14-9:56 42 min.
Core 10:19-11:20 61 min.	Encore 10:19-11:01 42 min.	Core 10:00-11:01 61 Min.
Lunch 11:20-11:47	Encore 11:05-11:47 42 min.	Core 11:05-12:06 61 min.
Encore	Encore 11:51-12:33 42 min.	Lunch

	Lunch 12:26-12:53	11:58-12:25	11:51- 12:33 42 min.	Lunch 12:33-1:00	12:06-12:33
Encore 12:28-1:13 45 min.			Encore 12:37-1:19 42 min.		
Encore 1:17-2:02 45 min.	Core 12:57-2:01 64 min.	Core 12:29-1:33 64 min.	Encore 1:23-2:05 42 min.	Core 1:04-2:05 61 min.	Core 12:37-1:38 61 min.
		Encore 1:37-2:21 44 min.			Encore 1:42-2:24 42 min.
Core 2:06-3:10 65 min.	Core 2:05-3:10 65 min.	Encore 2:25-3:10 45 min.	Core 2:09-3:10 61 min.	Core 2:09-3:10 61 min.	Encore 2:28-3:10 42 min.

PART II - ACADEMICS

TESTING AND STANDARDIZED ASSESSMENT

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

How important are these tests? For students in grades K-8, these tests assess student achievement with regard to the Minnesota Academic Standards. They also measure academic growth from year to year.

[Click this link](#) for specific testing dates.

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

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

[Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)
[Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form Spanish](#)

Protection of Pupil Rights Amendment

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;

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

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

GRADING FOR LEARNING

Rationale/Philosophy

Our goal is to provide students and parents with an accurate measurement of student achievement. Waconia Middle School recognizes that grading, practice work, make-up opportunities, report cards, and reporting practices, in general, should be consistent, accurate, fair, meaningful, research-based, and connected to state and national standards. Through this, we hope to provide students with opportunities for self-evaluation and growth as a means to create lifelong learners.

Students will receive an academic grade and process grades each quarter for core classes and academic grades only for encore classes. **Academic grades** will measure the level of content mastery. **Process Grades** will measure student personal management in three areas: student preparedness, engagement, and, work completion/quality.

Academic Grades

In order to balance formative and summative evidence, grades will be calculated based on two categories: Summative Assessments ($\geq 60\%$) and Formative Assessments ($\leq 40\%$). These will be the **categories** in Infinite Campus. This balance reflects our school's emphasis on assigning quarter grades on a majority of summative evidence so that grades are more indicative of content knowledge, rather than the learning process. All classes at Waconia Middle School will weigh the scores collected in the grade book according to the Waconia Middle School Guidelines for Weighting Academic Grades (see chart below). Grade-level content teams will communicate the agreed-upon grading parameters for their classes.

Waconia Middle School Guidelines for Weighting Academic Grades	
<u>Summative ($\geq 60\%$)</u>	<u>Formative ($\leq 40\%$)</u>

<ul style="list-style-type: none"> • The focus on these items will be an assessment of content knowledge aligned to standards. A minimum of 4 summative items will be recorded in the grade book each quarter. Students will be able to complete retakes for priority standards. Retakes for non-priority standards will be offered at the teacher's discretion. • Unit Assessments, including Mid-Unit Assessments (quizzes/tests) for long units • Major Performance Tasks, including products, performances, and projects (i.e. essays, artwork, visual representations, models, multimedia, oral presentations, lab reports, live or recorded performances) 	<ul style="list-style-type: none"> • The focus of these items will provide practice for learning. Note that not all practices will be scored or reported. Retakes or the ability to redo these items may be offered at the teacher's discretion. • Independent practice on daily work (daily assignments and practice), including online programs that are student-driven and managed • Collaborative group tasks that receive a shared grade • Brief progress checks used to inform instruction (i.e. short quizzes, reviews, warm-ups, cool-downs)
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Process Grades will be published quarterly on student report cards for core courses, along with the Academic Grades. These grades will allow students, parents, and teachers to understand a student's work performance in the area of preparedness, engagement, and work completion and quality. These grades will be posted on Infinite Campus at the end of each quarter. Students should be offered opportunities for mid-quarter reflections on the process grades.

Process Grading Scale

GRADE	DESCRIPTION
M	Meets or Exceeds Grade Level Expectations
P	Partially Meets Grade Level Expectations
I	Improvement Needed

Process Grade Look-Fors

- **Preparedness** look-for (not limited to): student arrives to class on time, the student has necessary supplies, the student is ready to learn, etc.
- **Engagement** look-for (not limited to): student self-advocates, the student is focused on classroom activities, the student follows directions, student works on task(s) in a timely fashion, student collaborates with peers when required, etc.
- **Work Completion and Quality** look-for (not limited to): assignments are completed on-time, assignments are completed to the appropriate level, etc.

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

A	4.0
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67

D+	1.33
D	1.00
D-	0.67
P (Pass)	No numerical computation.
NG (No Grade)	No numerical computation.
I	Incomplete. A plan must be worked out with the teacher to complete the coursework.
F	Fail. Does affect numerical computation

Pass and fail options are commonly used in extension, enrichment, and/or remedial courses. They are often based on being prepared, participating, and completing assigned learning activities. A no grade is often used for students that join a course after mid-quarter or leave a course prior to mid-quarter.

GRADE LEVEL PROMOTION

Student promotion to the next grade level is based upon the combination of school staff and family recommendations at the end of each school year. Students failing multiple classes during the school year may be recommended to repeat the school year or complete specific courses during summer school.

In order to assure promotion to the next successive grade level, a student is expected to pass all assigned classes. Passing grades of D- and above earn completion credit whereas failing grades of F or Incomplete do not. Students are advised to assure promotion to the next grade level by passing all assigned classes.

STUDENT RECOGNITION

Honor Rolls

At the end of each grading period, students are recognized for their efforts in the classroom. Quarter honor rolls for all Waconia Middle School students, grades 6-8, 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 quarter honor roll recognition.

Honor rolls will be published each quarter, 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 3.665 or higher GPA for that grading period (Honor I).

In addition, a male and female 8th grade graduate with the highest combination of GPA and standardized test achievement in their class over all their years at WMS will be recognized with the Principal's Academic Achievement Award at the 8th-grade farewell celebration.

Character Counts

Waconia Middle School's student character recognition program for all WMS students includes monthly recognition for students displaying remarkable character.

Character actions recognized for nomination by WMS staff members include incidents of going above and beyond the daily expectation or consistently demonstrating actions aligned to Waconia Middle School's Core Values of RESPECT, RESPONSIBILITY, INTEGRITY, and KINDNESS.

In addition, a male and female 8th-grade graduate will be recognized for the Waconia Middle School Character Award for continual, positive contributions to the culture at WMS at the 8th-grade farewell celebration.

PART III - RULES & DISCIPLINE

STUDENT BEHAVIOR MANAGEMENT

Our purpose in student behavior management is twofold: first, to maintain a safe and productive learning environment for all students, faculty, and staff that adheres to our WMS Core Values; second, to encourage student self-management as a life skill. Therefore, our discipline practices are intended to be instructive and protective rather than punitive.

Students are required to participate and answer questions on investigative matters regarding student conduct that involves a violation of school expectations.

Corrective measures will be applied on the basis of the **level of severity** of the student's behavior infraction and will take into consideration the **number of times** the student has been reported violating a behavior expectation. If a student is sent to the administration, families will be contacted to be informed of the incident(s) and partner on solutions.

Level 1 Behaviors

Any of the following actions may result in a behavior ticket, removal of privileges, lunch or after-school detention, and/or in-school suspension.

- Disrespectful language and/or actions toward peer(s), adult(s), or property
- Running in the building
- Profanity and/or vulgar language
- Lunchroom/recess misbehavior
- Unauthorized snacks or gum
- Selling non-school sponsored items
- Disrupting the learning of others
- Public display(s) of affection
- Unexcused tardy to class
- Before/After-school misbehavior
- Insubordination (repetitive negative behaviors after intervention)
- Other like or similar infractions

Level 2 Behaviors

Any of the following actions may result in lunch or after school detention, behavior intervention program, in-school suspension, and/or out-of-school suspension.

- Threatening or intimidating language and/or actions
- Verbal assault
- Insubordination (repetitive negative behaviors after intervention)
- Harassment
- Physical aggression
- Forgery or cheating
- Possession of obscene or threatening material
- Absence without leave (pass)
- Other like or similar infractions

Level 3 Behaviors

Any of the following actions may result in lunch or after school detention, behavior intervention program, in-school suspension and/or out-of-school suspension, and/or expulsion.

- Possession or use of alcohol, tobacco, nicotine, or other illegal drugs and/or paraphernalia
- Physical attack or fighting
- Extortion
- False alarms or reports

- Fireworks, smoke bombs, snaps
- Aggravated vandalism
- Electronic impersonation of students and/or school staff (social media sites and/or unauthorized site login)
- Use of an image capturing device in a restroom and/or locker rooms
- “Pantsing” or the intentional removal of another student’s clothing
- Other like or similar infractions

GROUND FOR DISMISSAL

No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

A pupil may be dismissed on any of the following grounds:

1. willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
2. willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school-sponsored extracurricular activities; or
3. willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

If a pupil's total days of removal from the school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

BEHAVIOR TICKETS

Our first step in correcting the behavior of students is the use of a “Behavior Ticket.” The procedure for the use of the Behavior Ticket System is as follows:

1. An adult observes improper behavior.
2. That adult will make the student aware of the behavior observed and inform him/her that a Behavior Ticket will be written.
3. The student is expected to sign the behavior ticket and tell his/her parents about the misbehavior and the warning ticket that was issued. (These tickets do not go home with students).
4. The behavior ticket is given to a grade-level teacher for recording.
5. If or when a second behavior ticket is recorded for a particular student, that student will receive a written reminder that they have two recorded behavior tickets. The written reminder will be carried home by the student to his/her parents. A teacher will use the occasion of this warning to conference with the student to remind him/her of the needed improvement in behaviors.
6. If a student receives a third behavior ticket, he/she will be assigned a Lunch or After-School-Detention(s). A copy of the behavior tickets issued will be attached to the detention.
7. If a student receives multiple detentions during a quarter length-grading period as a result of repetitive behavior tickets, they may be assigned to a period of time in school time detention or In-School-Suspension.

Note: Student behavior that is not just a violation of school rules but is also a violation of law, may be reported to the police.

WEAPONS POLICY

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

BULLYING POLICY

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

A. Bullying Definition

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

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

B. Cyber Bullying

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

C. Reporting Bullying

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

D. Investigation

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

E. Disciplinary Actions

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

F. Board Policy

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

STUDENT DRESS POLICY

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

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

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process of school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications. The school administration reserves the right to allow or prohibit student attire. [School Board policy numbr 504.](#)

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

- Going without shoes;
- Wearing undergarments as outer garments;
- Wearing shirts without sleeves or straps;
- Wearing headwear during the school day including but not limited to hats, caps, bandanas, or hoods worn up during school hours unless approved on a school-wide dress-up day, religious needs, or approved health reasons;
- Wearing clothing with language that is lewd, vulgar or obscene;
- Wearing apparel promoting products or activities that are illegal for use by minors (including tobacco, use of drugs, and/or alcohol advertising);
- Wearing objectionable emblems, items, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group; which connotes gang membership; or that approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals

SCHOOL LOCKER POLICY

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 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 practicable 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.

PERSONAL PROPERTY, CELL PHONES, ELECTRONIC DEVICES

The School District will not be responsible for, nor can it insure against damages or losses to personal property brought onto school property and/or at school-sponsored activities and trips. Therefore, students are advised that they bring personal property to school at their own risk.

Backpacks cannot be utilized between classes without specific staff permission. Protection/carrying cases for personal devices should be utilized and appropriately sized for the personal device.

Each year student property is taken from locker rooms and other common areas within the school building. This often happens because a student fails to place his/her property in the locker provided and/or lock the locker. If you do not lock your property in the locker provided, do not expect it to be present when you return.

Laser lights, external speakers, gaming systems, skateboards, roller wheels, cell phones, smart watches, etc. are subject to damage and theft, as well as being personally distracting and potentially bothersome to others. These items should not be brought to school.

If a cell phone, smartwatch, music device, or video game must be brought to school for before or after-school use, it must be kept off and in the student's locker from 8:25 AM-3:10 PM. Students must receive staff permission if any of these devices are to be utilized during the school day. Students that are using electronics without staff permission will be asked to turn off the device before giving it to a staff member and will experience the following consequences:

- First offense: The device is turned into the main office and picked up by the student at the end of the day.
- Second offense: The device is turned into the office and a parent or guardian is contacted to pick up the device. Devices will be locked in a safe location for parents and guardians to pick up at their convenience. Detention may also be assigned.
- Third offense: The device is turned into the main office and a parent is contacted to pick up the device and meet with the school administration. Devices will be locked in a safe location for parents and guardians to pick up at their convenience. Detention or suspension will be assigned for repeated insubordination.

Students are prohibited from photographing, recording, or making any electronic record of other students, staff, or visitors without the express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, during instructional and non-instructional time, or while participating in school events.

EXPECTATIONS FOR STUDENT-OWNED LAPTOPS AND CHROMEBOOKS

1. All students are expected to arrive at school with a fully charged, labeled mobile device and a set of headphones.
2. Students should be on the school WIFI, and signed into their school Google account in Chrome.
3. During classes, devices are to remain closed and stored until a teacher provides instructions.
4. Use of any electronic devices is not permitted in bathrooms, locker rooms, gyms, the cafeteria or while walking in the hallways.

5. Devices should be secured in a classroom, locker, or backpack when not in use.
6. Any violations of the above will follow the existing school behavior policy on device use. This includes but is not limited to: verbal warnings, behavior tickets, parent notification, and /or referrals to school administration.

ATTENDANCE POLICY

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. § 120.101, the students of the school district are required to attend all assigned classes every day school is in session.

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

Students that accrue seven days of excused or unexcused absences will be contacted by the school administration to discuss and develop an attendance plan for their student. The plan may require parents to provide medical documentation for repeated instances of illness.

When a student is absent or tardy for school, a written note or phone call is required from the parent/guardian. **A phone message can be left on our attendance voice mail at: (952) 442-0660.** If we have not received notice of a child's absence by midmorning, a phone call will be made to a parent/guardian.

If a student needs to leave during the school day for an appointment, the student should come to the office before school starts to get a pass for the time they need to leave. A parent must come into the school in order to sign out their child for early release.

Excused Absences

- Family-Authorized Absences:
- Illness
- Family death or emergency
- Medical - dental appointments
- Pre-arranged family business or vacation

School-Authorized/Approved Excused Absences:

- Field trips
- Musical sectionals
- Interscholastic events and competitive events
- Ceremonies in which student is being recognized, honored, or presented with an award
- Major religious holidays
- Support groups
- Suspensions from school

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students and parents should find missed assignments on the Schoology Website associated with their child's classrooms or at the online "Parent Portal" section of our Infinite Campus Student Information Management Computer System. Work missed because of absence(s) must be made up in accordance with the expectations of the individual classroom teacher. A minimum of 2 days will be given. School administration or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances. It is best to

allow teachers time to reteach and adjust assignments for the student when they have returned to health and have returned to school.

Unexcused Absences

- Truancy - An absence by a student that was not approved by the parent and/or the school district.
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- Vacations with family for which no prior arrangements have been made.
- Absences resulting from accumulated unexcused tardies to school (3 tardies equal one unexcused absence).

Unexcused absences may receive disciplinary actions in the form of lunch or after-school detentions and/or exclusion from school activities and events.

3 Unexcused Absences:

School will send home the 1st notification letter to the parent/legal guardian.

5 Unexcused Absences: Truancy Pre-Diversion

School will send a 2nd notification to the parent/guardian **AND** the school will contact Carver County Truancy to schedule a pre-diversion meeting.

7 Unexcused Absences: Truancy Diversion

The school files the truancy paperwork with intake at Carver County Social Services and a Truancy contract meeting will be scheduled.

BUS INFORMATION AND EXPECTATIONS

Student bus transportation in District 110 is provided by the Koch School Bus Company on a contract basis. Koch Bus Company's phone number is as follows: **Koch Bus Co-(952) 442-3370**

The following rules of operation are established as School Board Policy related to the safe and responsible operation of the bus transportation program. The District 110 bus transportation policy is guided by a code of ethics which outlines the responsibilities of students, drivers, and parents.

Safety and Management Expectations:

1. The bus driver is the responsible authority on the bus. Students and parents must respect their need to be in charge of the bus at all times.
2. Students must board and leave the buses only at specified bus stops.
3. Students must remain at a safe distance from the pickup point when buses are arriving.
4. Pickup times are established, and students must be on time at designated stops.
5. Students must go directly to their seats after entering the bus. Standing or walking on the bus while it is in motion is dangerous.
6. Books, backpacks, lunch bags, sports, and duffel bags, and other objects must be kept out of the aisles. Backpacks, musical instruments, and other large items must be handled by students in a way so as to not come into contact with other students.
7. Students must not consume food or drinks other than water on the bus. Lollipops and suckers are also prohibited for reasons of safety and cleanliness.
8. Only authorized students may ride the school buses. All riders must ride the buses to which they are assigned. Permission from the bus owners must be secured in advance if non-regular riders are to be admitted to the buses.
9. Reserving places in line and "saving seats" on buses is not allowed.
10. When crossing a highway after leaving a bus, students must walk in front of the bus when the driver signals that it is safe to cross.

Student Bus Behavior Expectations:

1. Students must not tamper with emergency doors or safety devices.
2. Students must not throw, shoot, or spit objects in, out, or at a bus.
3. Students must not engage in noisy conduct that might distract the driver.
4. Students must not damage or deface the buses in any manner.
5. Students must not use profane or indecent language.
6. Students must not use or possess alcohol, tobacco, or any other kind of illicit drug on the bus.
7. Students must not transport dangerous, objectionable, or offensive objects on the bus. Transportation of animals on the bus is prohibited.
8. Students must not fight, push, shove, or engage in any other type of physically aggressive behavior on the bus or at bus stops.
9. Students must not repeatedly violate a Safety and Bus Management Rule after having been warned.

Dismissal from the Bus:

Students in violation of expectations listed above may be excluded from riding the bus according to the following schedule below. Administration may use discretion to skip steps in this process based on the severity and impact of the behavior.

- First Offense: Written warning combined with an assigned seat for up to four weeks.
- Second Offense: The student will be excluded from the bus for one to five school days.
- Third Offense: The student will be excluded from the bus for six to 10 school days.
- Fourth Offense: The student will be recommended to the superintendent for removal from the bus for the remainder of the school year.

A parent or guardian may request a conference with the bus driver, the bus owner, and the school principal at any of these steps of exclusion. The purpose of the conference would be to establish the facts of the specific case.

Video Cameras on Buses:

Video cameras may serve as a monitoring tool to assist in providing quality and safe transportation services. The cameras are the property of the bus contractors.

Bus Transportation is a Privilege:

The transportation of students to and from school is a privilege provided by District 110. If a student has been excluded from a bus due to a violation of Student Behavior Rules, the district cannot and will not arrange or provide alternate transportation arrangements. The transportation of that student then becomes the responsibility of the student's family. Also, a student's nonattendance during a time of bus exclusion, for no other reason than the bus exclusion, will not be an excused absence.

Bus Assignments:

Students are assigned to a specific route to and from school, from their place of residence. Bus stops are established by the district administration in cooperation with the bus owners. Concerns about bus assignments or stops should be directed to the administration. Students are not allowed on a different bus unless the bus driver knows of the arrangement in advance from a parent/guardian.

PART IV - HEALTH & SAFETY

WMS HEALTH SERVICES (952) 442-0654

Communications:

The Emergency Contact and Health Census forms, found online, are our best source of information to help us communicate with parents/guardians and obtain current medical information. In case of an illness, injury, or medical emergency, the school uses this to reach you or your designated emergency contact. Please remember to contact the school to update any changes that occur during the school year.

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.

Illness:

Please do not send your child to school with any of the following symptoms:

- Temperature of 100.0 F or higher- needs to be fever-free for 24 hours
- Vomiting – 24 hours after the last episode
- Diarrhea – 24 hours after the last episode
- Undiagnosed rash
- Breathing difficulties

If your child has been diagnosed with a communicable disease, please notify Health Services immediately. Follow specific return guidance from your health care provider or follow the Infectious Diseases in Childcare Settings and Schools Manual <https://www.hennepin.us/daycaremanual>

Medications:

District Medication Policy states that students are allowed to take medication at school through *Health Services*. Prescription medications require signatures from a parent and a medical provider on a Medication Authorization form. Non-prescription medications require a parent/guardian signature and a medical provider's signature is recommended. Health Services can help in obtaining the doctor's signature for you. If you do not have a medical clinic to obtain a medical provider's signature, please contact Health Services.

In accordance with the Minnesota Department of Health's recommendations, Waconia Public Schools WILL NOT provide any over-the-counter medications (including ibuprofen, Tylenol, or aspirin).

Medications are administered by the School Nurse, Health Associate, or school-trained designated employee under the following conditions:

1. Prescription and non-prescription medication prescribed for longer than two school days require a completed and signed authorization from the student's parent/guardian and physician.

Written notification must include:

- Student Name
- Dosage and route of administration
- Name of medication
- Termination date of administration
- Time and frequency of administration
- Reason for medication
- Possible side effects

2. Prescription and non-prescription medication must be in the prescription or over-the-counter container. The pharmacy, if requested, will divide the medication for home and school into two bottles with proper labels.

3. If you have arranged to have daily medication at school, the parent/guardian is encouraged to bring medication to the Health Office (especially controlled substances such as ADHD medication). If a parent/guardian is unable to bring the medication to school, please contact the Health Office and alert the staff to the type and amount of medication being sent to school.

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. Self-carry medications are limited to prescription asthma, epinephrine auto-injectors and other emergency medications.

Link for [Medication Authorization Form](#) or see District 110 website for Medication Authorization Form under Health Services.

Required Immunizations:

State law requires parents/guardians to present proof that all immunizations are up to date before the first day of school. Students can be exempt for medical reasons but this requires a physician's signature. Conscientious objection to immunizations requires a notary public signature and seal.

Waiver forms are available through Health Services.

- Tetanus, Diphtheria, and Pertussis – complete series and booster on or after age 11, required for seventh grade
- Measles, Mumps, and Rubella – 2 doses given after first birthday
- Polio – at least 3 doses
- Hepatitis B – series of 3 shots given over six-month period
- Varicella (chicken pox)- series of 2 doses or physician signature documenting the date of disease.
- Meningococcal (meningitis) – required for seventh-grade

Screenings:

Vision screening is done on all seventh-grade students and for individual parent/guardian and teacher requests. If you would like to have your child excluded from screenings please contact Health Services.

Any questions regarding health issues, medications, immunizations, or screenings, please contact Health Services at 952-442-0654 or email wmsnurse@isd110.org

ADULT AND STUDENT VISITORS

Student visitors to our school are not allowed unless prearranged with the office. Unless a student is visiting as a prospective enrollee, we will not assume responsibility for having visitors in our school. For the protection of all students, adult visitors must report to the office upon entering the building and wear a visible visitor's badge.

FIRE, SEVERE WEATHER, AND LOCKDOWN DRILLS

Emergency drills are scheduled periodically, in accordance with State Fire Marshal regulations and state statute. As soon as the alarm sounds, students should follow established building protocols and act according to the directions of the supervisor and/or safety maps posted in each classroom. When outside for fire drills, students are to remain at least fifty feet from the building and wait for verbal approval from the administration before returning to their classes. Setting off false fire alarms is a violation of state law, and student violators will be suspended and prosecuted.

ASBESTOS PLAN

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