

Regular Meeting

Monday, July 25, 2022 7:00 PM

Waconia City Hall, 201 S Vine Street, Waconia, MN 55387

1. **CALL TO ORDER, ADOPTION OF AGENDA, and NOTATION OF MEMBERS IN ATTENDANCE, and PLEDGE OF ALLEGIANCE** **Presenter:** Chair Geller

2. **ANNOUNCEMENTS, ACKNOWLEDGEMENTS, AND CORRESPONDENCE** **Presenter:** Chair Geller

2.A. Upcoming Meetings:

Aug. 1 Finance & Facilities Committee 6pm @ District Office

Aug. 15 Training Session with MSBA 6pm @ District Office

Aug. 15 School Board Work Session 7:30pm @ District Office

Aug. 22 Policy Committee 6pm @ City Hall

Aug. 22 Regular Meeting 7pm @ City Hall

3. **MINUTES OF PREVIOUS MEETING**

Regular Meeting
Monday, June 27, 2022 7:00 PM Central

Waconia City Hall
201 S Vine Street
Waconia, MN 55387

1. CALL TO ORDER, ADOPTION OF AGENDA, and NOTATION OF MEMBERS IN ATTENDANCE, and PLEDGE OF ALLEGIANCE

Members present: Geller, Johnson, DeBoer, AMyers, RMyers, Rothstein, Bullis

Members absent: none

Call to order by Chair Geller at 7:00 PM

Motion by Bullis to adopt agenda

DeBoer second

All in favor

Motion carried

2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, AND CORRESPONDENCE

2.A. Upcoming Meetings:

- July TBD Finance Committee @ TBD
- July 11 Work Session 7:00 PM @ District Office Conf. Rm A
- July 25 Policy Committee 6:00 PM @ City Hall
- July 25 Regular Meeting 7:00 PM @ City Hall

2.B. School Board Candidate Filing

- Aug. 2 - 16, 2022 for General Election
- \$2. Filing Fee
- Submit Affidavit of Candidacy to Election Clerk at District Office
- 4 seats, 4-year terms each

3. PRESENTATIONS

3.A. Superintendent Transition Plan

3.B. Survey Results

4. MINUTES OF PREVIOUS MEETING

Motion by Bullis to Approve minutes of the May 23 regular, June 6 special, June 13 work session meetings

AMyers second

All in favor

motion carried

5. CONSENT AGENDA

Motion by DeBoer to approve consent agenda

Bullis second

All in favor
Motion carried

5.A. Bills and Wire Transfers

5.B. Human Resource Items:

Employment

Bisek, Tim Director of Building & Grounds ESC

Replacement Full-Time; 261 Days

Bock, Lauren Kids' Company Aide Comm Ed

New Part-Time; Hours Vary

Chhoth, Ra Director of Finance & Operations ESC

Replacement Full-Time; 261 Days

Dalbec, Tessandra Driver's Education Instructor Comm Ed

Replacement Part-Time; Hours Vary

Gross, Kyler Kids' Company Aide Comm Ed

New Part-Time; Hours Vary

Kurtz, Courtney Educational Assistant (SPED) LT

Replacement 6.5 Hours/day; 175 Days

Linsley, Sara Early Childhood Program Supervisor Comm Ed

Replacement 8 Hours/Day; 261 Days

Mease, Addie Instrumental Music Teacher WHS

Replacement 0.5 FTE; 184 Days

Mendoza, Mark Custodial Cleaner WHS

Replacement 8 Hours/Day; 261 Days

Mitchell, Lindsey ESL Teacher WMS/WHS

New 1.0 FTE; 184 Days

Norton, Sarah ASD Teacher LT

Replacement 1.0 FTE; 184 Days

Olson, Kendra Dean of Students WHS

New 1.0 FTE; 184 Days

Pieper, Eli Custodial Maintenance WMS

Replacement 8 Hours/Day; 261 Days

Roen, Jada Kids' Company Aide Comm Ed

New Part-Time; Hours Vary

Sabol, Jill Assistant Principal WHS

Replacement 1.0 FTE; 245 Days

Smith, Keyla Educational Assistant (SPED) LT

Replacement 6.5 Hours/day; 175 Days

Vogelgesang, Mackenzie ECSE Teacher WEC

Replacement 1.0 FTE; 184 Days

Wade, Joseph SLD Teacher WMS

Replacement 1.0 FTE; 184 Days

Williamson, Kasja EBD Teacher LT

Replacement 1.0 FTE; 184 Days

Employee Status Changes

Calvente, Lorraine, Nutritional Assistant, from 22.5 hours/week to 37.5 hours/week at WMS

Hockinson, Jake, from Instructional Coach to Interim Teaching and Learning Manager at ESC

Johnson, Julie, from Nutritional Assistant to Assistant Head Cook at BV

Klitzke, Sarah, from Teaching and Learning Manager to Interim Director of Teaching and Learning at ESC

Kurtz, Roxanne, from Nutritional Assistant at WHS to Assistant Head Cook at WHS

Lopez, Jasmine, from Kids' Company Aide (Part-Time) to Kids' Company Lead (Full-Time) at Comm Ed

McDannold, Erin, from Nutritional Assistant at BV to Assistant Head Cook at WHS

Schuette, Bryanna, Health Associate, from 21 hours per/week to 35 hours/week at BV

Schwab, Amy, from Nutritional Assistant at LT to Head Cook at LT

Smith, Jeffrey, Kids' Company Lead, from Step 2 to Step 4 at Comm Ed

Vinkemeier, Christina, Payroll Specialist, from Step 5 to Step 10 at ESC

Leaves of Absence

Barrie, Libby, Life Science Teacher at WHS

Quaas, Brian, Custodial Cleaner at WHS

Schuette, Bryanna, Health Associate at BV

Extended Leave of Absence per Minnesota Statute Section 122A.46

Genz, Megan, Early Childhood Special Education Teacher at WEC

Hockinson, Jacob, Instructional Coach at ESC

Retirements/Resignations/Terminations

Haas, Cheryl, Custodial Cleaner at WMS

Linsley, Sara, SPED Teacher at SV

Mendoza, Mark, Security Monitor at WHS

Mitchell, Lindsey, Educational Assistant (SPED) at WMS

Talton, Avery, Educational Assistant at BV

Trennepohl, Catherine, SPED Teacher at WMS

Vogelgesang, Mackenzie, Title I Educational Assistant at BV

Remer, Jill, Educational Assistant at LT

5.C. Receipts of Donation

6. **REPORTS**

6.A. Finance Report

6.A.1. Update to Preliminary Budget

6.B. Superintendent's Report

6.B.1. Fundraising Proposal: WHS Girls Soccer

6.B.2. Leadership Highlights

7. **ACTION ITEMS**

7.A. Annual Mandatory Review Policies - Second Read
Motion by DeBoer to approve second read board policies
AMyers second
All in favor
Motion carried

7.A.1. 410 Family and Medical Leave Policy (April 2021)

7.A.2. 413 Harassment and Violence (April 2021)

7.A.3. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse (April 2021)

7.A.4. 415 Mandated Reporting of Maltreatment of Vulnerable Adults (April 2021)

7.A.5. 506 Student Discipline (April 2021)

- 7.A.6. 514 Bullying Prohibition Policy (April 2021)
- 7.A.7. 522 Student Sex Nondiscrimination (April 2021)
- 7.A.8. 524 Internet Acceptable Use and Safety Policy (Jan 2022)
- 7.A.9. 616 School District System Accountability (April 2021)
- 7.A.10. 806 Crisis Management Policy (Aug 2021)

7.B. IOwA Resolution (ROLL CALL VOTE)
Motion by DeBoer to approve IOwA Resolution
Johnson second
All in favor
Motion carried

7.C. LTFM ten-year expenditure application
Motion by Bullis to approve
DeBoer second
Roll Call Vote taken
All in favor
Motion carried

7.D. LTFM ten-year revenue application
Motion by Bullis to approve LTFM ten-year expenditure application
Rothstein second
All in favor
Motion carried
Motion by Bullis to approve LTFM ten-year revenue application

7.E. LTFM revenue statement of assurances
Motion by Bullis to approve LTFM revenue statement of assurances
AMyers second
All in favor
Motion carried

7.F. ISD 110 LTFM School Board Resolution (ROLL CALL VOTE)
Motion by Bullis to approve ISD 110 LTFM School Board Resolution
DeBoer second
All in favor
Motion carried

8. **DISCUSSION ITEMS**

- 8.A. First Read Board Policies
 - 8.A.1. 425 Staff Development (Feb 2020)
 - 8.A.2. 603 Curriculum Development (July 2020)

8.A.3. 301 School District Administration (December 2017)

9. BOARD COMMITTEE REPORTS

9.A. Self-Governance & Superintendent Relations Committee

9.B. Finance & Facilities Committee

9.C. Policy & Advocacy Committee

Johnson reports review of calendar with B.Gersich

9.D. District 110 Advisory Council

9.E. Schools for Equity in Education (SEE) Representative

9.F. Southwest Metro Intermediate District 288 Representative

9.G. MSHSL Representative

9.H. Special Education Advisory Council

9.I. Community Education Advisory Council Representative

Rothstein reports CE preschool has a wait list, could fill additional classrooms

9.J. Teaching & Learning Advisory Council Representative

9.K. Chemical Abuse Advisory Council/HERO's

9.L. City of Waconia Liaison

10. PUBLIC COMMENT

11. ADJOURNMENT

Motion by Bullis to adjourn

Rothstein second

All in favor

Motion carried

Meeting adjourned at 8:10 PM

ISD 110 School Board
Work Session
Monday, July 11, 2022 7:00 PM Central

Waconia Public Schools - District Office - Conf
Rm A
512 Industrial Blvd.
Waconia, MN 55387

Members present: Geller, Johnson, DeBoer, R.Myers, Bullis, Rothstein
Members absent: A.Myers

1. Superintendent Updates

1.A. Transition Plan and 1:1's

1.B. Superintendent Updates & Department Reports

2. Review MSBA Membership & Memberships in Other Organizations

3. Board Updates

3.A. Legal Update

3.B. Determine Availability for Superintendent Evaluation Meeting w/MSBA

4. Board Compensation

Motion by Rothstein to increase Director pay by \$100./year starting with the 22-23SY

RMyers second

Yays: Geller, Johnson, DeBoer, Rothsein, R.Myers

Nays: A.Myers

Meeting adjourned at 8:12PM

4. **CONSENT AGENDA**

4.A. Bills and Wire Transfers

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
605285	APPLE INC	06/30/2022	R	299.00	June
605286	AVIBEN	06/30/2022	R	493.37	June
605287	BARNES & NOBLE	06/30/2022	R	1,753.32	June
605288	BINDERY EQUIPMENT & SERVICE IN	06/30/2022	R	375.47	June
605289	BIRCHBARK BOOKS	06/30/2022	R	264.46	June
605290	BSN SPORTS LLC	06/30/2022	R	622.62	June
605291	CARVER COUNTY PARKS & RECREATI	06/30/2022	R	848.00	June
605292	CHAPTER ONE LLC	06/30/2022	R	150.00	June
605293	COLONY PLAZA, INC	06/30/2022	R	95.12	June
605294	CONTINENTAL CLAY COMPANY	06/30/2022	R	8.66	June
605295	ECM PUBLISHERS, INC	06/30/2022	R	105.57	June
605296	FOLLETT CONTENT SOLUTIONS LLC	06/30/2022	R	2,029.72	June
605297	GRAINGER	06/30/2022	R	4,551.06	June
605298	GREAT MINDS PBC	06/30/2022	R	23,056.80	June
605299	HOLTON ELECTRIC CONTRACTORS	06/30/2022	R	294.00	June
605300	HP INC	06/30/2022	R	525.00	June
605301	INNOVATIVE OFFICE SOLUTIONS LL	06/30/2022	R	44.58	June
605302	INNOVATIONAL WATER SOLUTIONS I	06/30/2022	R	1,157.00	June
605303	INTEREUM INC	06/30/2022	R	218.56	June
605304	KOCH SCHOOL BUS SERVICE, INC	06/30/2022	R	214,507.49	June
605305	LAKESHORE LEARNING MATERIALS	06/30/2022	R	664.05	June
605306	MEI TOTAL ELEVATOR SOLUTIONS	06/30/2022	R	571.12	June
605307	MINI BIFF LLC	06/30/2022	R	84.66	June
605308	PARTS CITY WACONIA	06/30/2022	R	211.96	June
605309	PLANSOURCE BENEFITS ADMIN INC	06/30/2022	R	2,316.25	June
605310	REALLY GOOD STUFF LLC	06/30/2022	R	64.90	June
605311	RENNEBERG HARDWOODS INC.	06/30/2022	R	1,625.00	June
605312	SOUTHWEST METRO INTERMEDIATE D	06/30/2022	R	15,044.06	June
605313	TERRAFORM PHOENIX II ARCADIA	06/30/2022	R	179.75	June
605314	TWIN CITY HARDWARE	06/30/2022	R	130.54	June
605315	WESLEY'S AUTO GLASS	06/30/2022	R	350.00	June
605316	WEX BANK	06/30/2022	R	616.24	June
605317	EYE MED-FIDELITY SECURITY LIFE	06/30/2022	R	2,150.00	June
605318	MESSERLI & KRAMER PA	06/30/2022	R	294.51	June
605319	NCPERS GROUP LIFE INS	06/30/2022	R	112.00	June
605320	SCHOOL SERVICE EMPLOYEES	06/30/2022	R	1,407.92	June
605321	WACONIA EDUCATION ASSOCIATION	06/30/2022	R	12,249.42	June
605322	APPLE FINANCIAL SERVICES	07/01/2022	R	69,875.00	July
605323	DVS RENEWAL	07/01/2022	R	236.25	July
605324	EDUCATION MODIFIED	07/01/2022	R	4,125.00	July
605325	GOVERNMENT LEASING & FINANCE I	07/01/2022	R	94,165.63	July
605326	INFINITE CAMPUS, INC	07/01/2022	R	62,817.85	July
605327	KUDELSKI SECURITY INC	07/01/2022	R	36,378.53	July
605328	MASP	07/01/2022	R	40.00	July
605329	MASSP	07/01/2022	R	1,730.00	July
605330	POWERSCHOOL GROUP LLC	07/01/2022	R	31,168.00	July
605331	RISK PROGRAM ADMINISTRATORS	07/01/2022	R	29,005.76	July
605332	SCHOOLS FOR EQUITY IN EDUC	07/01/2022	R	5,843.00	July
605333	SCREENCASTIFY LLC	07/01/2022	R	500.00	July
605334	SKYWARD ACCOUNTING DEPT	07/01/2022	R	27,290.26	July
605335	SPED FORMS, LLC	07/01/2022	R	12,670.59	July
605336	SPIN WAREHOUSE	07/01/2022	R	2,249.00	July
605337	USA Security	07/01/2022	R	7,713.63	July
605338	WELLS FARGO VENDOR FIN SERV	07/01/2022	R	30,055.42	July
605339	Wiselidentity, LLC	07/01/2022	R	4,494.00	July
605340	AMAZON CAPITAL SERVICES	07/07/2022	R	3,056.70	July

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
605341	21ST CENTURY SPORTS LLC	07/07/2022	R	1,170.00	July
605342	4IMPRINT, INC	07/07/2022	R	1,766.73	July
605343	BIFFS, INC	07/07/2022	R	2,526.25	July
605344	CD PRODUCTS INC	07/07/2022	R	33.00	July
605345	COLONY PLAZA, INC	07/07/2022	R	196.38	July
605346	DISCOUNT SCHOOL SUPPLY	07/07/2022	R	355.30	July
605347	ECM PUBLISHERS, INC	07/07/2022	R	360.00	July
605348	FOLLETT CONTENT SOLUTIONS LLC	07/07/2022	R	196.38	July
605349	GRAINGER	07/07/2022	R	449.79	July
605350	GRAPHIC EDGE LLC	07/07/2022	R	1,002.33	July
605351	HELEN SOLAR LLC	07/07/2022	R	6,531.16	July
605352	HELGESON, JOSH	07/07/2022	R	135.81	July
605353	HIGH POINT NETWORKS, LLC	07/07/2022	R	8,432.00	July
605354	HILLYARD/HUTCHINSON	07/07/2022	R	6,144.63	July
605355	INDIANHEAD FS DISTRIBUTOR, INC	07/07/2022	R	7,942.89	July
605356	INFINITE HEALTH COLLABORATIVE	07/07/2022	R	315.00	July
605357	INNOVATIVE OFFICE SOLUTIONS LL	07/07/2022	R	135.15	July
605358	JOSTENS	07/07/2022	R	14.71	July
605359	JP DESIGN & CONSULTING	07/07/2022	R	1,500.00	July
605360	JW PEPPER & SON, INC	07/07/2022	R	19.99	July
605361	LEE'S REFRIGERATION	07/07/2022	R	160.00	July
605365	MATTHYS, MARIA	07/07/2022	R	79.13	July
605366	NASCO EDUCATION	07/07/2022	R	28.86	July
605367	NCS PEARSON, INC	07/07/2022	R	12.72	July
605368	OFFICE OF MNIT SERVICES	07/07/2022	R	84.00	July
605370	PERFORMANCE FOODSERVICE	07/07/2022	R	375.84	July
605372	RUPP, ANDERSON, SQUIRES&WALDSPUR	07/07/2022	R	5,946.14	July
605375	SOUTHWEST METRO INTERMEDIATE D	07/07/2022	R	1,326.88	July
605376	ST JOHN'S UNIVERSITY	07/07/2022	R	29,359.00	July
605379	UNIVERSAL ATHLETIC LLC	07/07/2022	R	602.90	July
605380	WENGER CORPORATION	07/07/2022	R	1,281.28	July
605385	GENESIS TECHNOLOGIES, INC.	07/08/2022	R	2,500.00	July
605386	LOFFLER COMPANIES	07/08/2022	R	13,467.65	July
605387	MARSH & MCLENNAN AGENCY LLC	07/08/2022	R	399.00	July
605388	MASSP	07/08/2022	R	964.00	July
605389	METRONET	07/08/2022	R	1,823.22	July
605390	AMPION PBC	07/14/2022	R	16,926.19	July
605391	APPLE INC	07/14/2022	R	8,790.00	July
605392	AVIBEN	07/14/2022	R	230.04	July
605393	CFC UNDERWRITING LTD	07/14/2022	R	15,000.00	July
605394	CITY OF WACONIA	07/14/2022	R	6,986.76	July
605395	COMPAAN, BRADY	07/14/2022	R	35.00	July
605396	COR ROBOTICS	07/14/2022	R	2,730.00	July
605397	COUNTRYSIDE CUSTOM APPAREL	07/14/2022	R	525.54	July
605398	CRESCENT MOON PRODUCTIONS LLC	07/14/2022	R	250.00	July
605399	DAMBERGER, DONALD	07/14/2022	R	74.00	July
605400	ELLIOTT, BRIAN	07/14/2022	R	2,400.00	July
605401	FENNER, CHRISTINE	07/14/2022	R	400.00	July
605402	GARLETS, QUENTIN	07/14/2022	R	325.00	July
605403	HAPPY FEET SOCCER TWIN CITIES	07/14/2022	R	994.50	July
605404	HERTEL, ANGIE	07/14/2022	R	325.00	July
605405	HICKEY, MECHELE	07/14/2022	R	325.00	July
605406	HIGH POINT NETWORKS, LLC	07/14/2022	R	56,410.20	July
605407	HOPKINS SPORTS CAMPS LLC	07/14/2022	R	7,950.80	July
605408	INDIANHEAD FS DISTRIBUTOR, INC	07/14/2022	R	2,708.03	July
605409	INGINA LLC	07/14/2022	R	3,769.00	July

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
605410	J. CARVER DISTILLERY	07/14/2022	R	350.00	July
605411	JENKS, TRISTAN	07/14/2022	R	90.00	July
605412	JOHNSTON, THOMAS	07/14/2022	R	325.00	July
605413	KEARNEY, ALEX	07/14/2022	R	35.00	July
605414	KEEGAN, KEVIN	07/14/2022	R	900.00	July
605415	KIDCREATE STUDIO	07/14/2022	R	1,079.00	July
605416	KOOIMAN, KEITH	07/14/2022	R	18.36	July
605417	KOSCHINSKA, LUKE	07/14/2022	R	50.00	July
605418	LANGER JR, JAMESON	07/14/2022	R	140.00	July
605419	LENZMEIER, JEFF	07/14/2022	R	325.00	July
605420	LESKE, JACOB	07/14/2022	R	74.00	July
605421	LORUSSO, JOHN	07/14/2022	R	325.00	July
605422	MERRITT, GEDRIC	07/14/2022	R	430.00	July
605423	METTLER, JOHN	07/14/2022	R	325.00	July
605424	MEYER, PAYTON	07/14/2022	R	209.00	July
605425	MUSIC MART	07/14/2022	R	1,190.80	July
605426	NEW DOMINION SCHOOL	07/14/2022	R	4,886.24	July
605427	OCCUPATIONAL HLTH CNTRS MN PC	07/14/2022	R	262.00	July
605428	PAULSEN, TERRI	07/14/2022	R	325.00	July
605429	PEARSON, CHAD	07/14/2022	R	49.20	July
605430	POZEGA, JUSTIN	07/14/2022	R	2,600.00	July
605431	PRICE-MUNSON, MOLLY	07/14/2022	R	325.00	July
605432	PROFESSIONAL TURF & RENOVATION	07/14/2022	R	4,230.00	July
605433	PUCHNER, LUKE	07/14/2022	R	70.00	July
605434	RUPP, ANDERSON, SQUIRES&WALDSPUR	07/14/2022	R	11,453.70	July
605435	SECK, KERIC	07/14/2022	R	325.00	July
605436	SELTZ, MARTIN	07/14/2022	R	325.00	July
605437	SIEVE, MIKE	07/14/2022	R	325.00	July
605438	SMITH, ISAAC	07/14/2022	R	500.00	July
605439	SOLTIS, LEAH	07/14/2022	R	325.00	July
605440	SOMMER, CARY	07/14/2022	R	1,500.00	July
605441	SOUTHWEST METRO INTERMEDIATE D	07/14/2022	R	34,934.88	July
605442	TAYLOR, DERRICK	07/14/2022	R	120.00	July
605443	TECH ACADEMY/COMPUTER EXPLORER	07/14/2022	R	3,012.00	July
605444	TILLER, MICHAEL	07/14/2022	R	300.00	July
605445	TRIO SUPPLY COMPANY	07/14/2022	R	275.80	July
605446	UHL CO	07/14/2022	R	4,617.00	July
605447	UNIVERSAL ATHLETIC LLC	07/14/2022	R	98.00	July
605448	VAN EYLL, TONI	07/14/2022	R	325.00	July
605449	WILSON LANGUAGE TRAINING CORP	07/14/2022	R	15,665.10	July
605450	WOYTCKE, KELLY	07/14/2022	R	325.00	July
605451	YAGER, MICHAEL	07/14/2022	R	148.00	July
605452	YOUTH ENRICHMENT LEAGUE	07/14/2022	R	864.00	July
605453	KOCH SCHOOL BUS SERVICE, INC	07/14/2022	R	40,369.79	July
605454	CULLIGAN BOTTLED WATER	07/14/2022	R	254.85	July
605455	HOPKINS SPORTS CAMPS LLC	07/14/2022	R	711.00	July
605457	ILLUMINATE EDUCATION INC	07/14/2022	R	20,909.00	July
605458	KUTA SOFTWARE LLC	07/14/2022	R	1,211.00	July
605459	MN INSURANCE SCHOLASTIC TRUST	07/14/2022	R	242,834.58	July
605460	MSBA	07/14/2022	R	12,359.00	July
605461	PERA	07/14/2022	R	522.20	July
605462	QUADIENT INC	07/14/2022	R	5,808.00	July
605463	SFM	07/14/2022	R	41,085.00	July
605464	THREE RIVERS PARK DISTRICT	07/14/2022	R	260.00	July
605465	TINTES, MATTHEW	07/14/2022	R	377.00	July
202101420	EDUCATIONAL SUPPORT PARA UNION	06/15/2022	W	1,332.56	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
202101422	LIFE INS CO OF NORTH AMERICA	06/15/2022	W	5,563.99	June
202101427	FURTHER	06/15/2022	W	5,883.65	June
202101438	INTERNAL REVENUE SERVICE	06/30/2022	W	451,027.03	June
202101439	LIFE INS CO OF NORTH AMERICA	06/30/2022	W	5,164.53	June
202101440	MN CHILD SUPPORT PYMT CENTER	06/30/2022	W	112.50	June
202101441	MN DEPT OF REVENUE	06/30/2022	W	76,264.61	June
202101442	MN TEACHERS RETIREMENT ASSN	06/30/2022	W	249,788.06	June
202101443	PERA	06/30/2022	W	41,221.21	June
202101444	FURTHER	06/30/2022	W	33,261.89	June
202101445	AVIBEN	06/30/2022	W	66,304.06	June
202101448	PANGEA CAFE	06/30/2022	W	52.06	June
202101449	MN BD OF SCHOOL ADMINISTRATORS	06/30/2022	W	102.15	June
202101450	APPLE ITUNES	06/30/2022	W	8.35	June
202101451	MAILCHIMP	06/30/2022	W	205.00	June
202101452	TARGET BANK	06/30/2022	W	832.14	June
202101454	JERSEY MIKE'S SUBS	06/30/2022	W	258.50	June
202101455	CARIBOU COFFEE STORE #1300	06/30/2022	W	137.40	June
202101456	DOMINO'S PIZZA	06/30/2022	W	443.34	June
202101459	KWIK TRIP	06/30/2022	W	39.20	June
202101460	SAM'S CLUB	06/30/2022	W	212.48	June
202101462	MOCHA MONKEY	06/30/2022	W	31.13	June
202101463	ALDI	06/30/2022	W	477.16	June
202101474	5 MONKEYS INFLATABLES	06/30/2022	W	965.13	June
202101475	DOLLAR TREE	06/30/2022	W	289.40	June
202101476	VANDY'S GRILLE	06/30/2022	W	181.79	June
202101477	JIMMY JOHNS	06/30/2022	W	544.11	June
202101478	TEACHERS SYNERGY, LLC	06/30/2022	W	54.25	June
202101479	REPUBLIC SERVICES	06/30/2022	W	6,830.38	June
202101481	PANERA BREAD	06/30/2022	W	68.29	June
202101483	WAYFAIR LLC	06/30/2022	W	90.18	June
202101487	GREAT MINDS PBC	06/30/2022	W	110.00	June
202101488	MSHSL	06/30/2022	W	25.00	June
202101493	MOA ENTERTAINMENT COMPANY LLC	06/30/2022	W	2,386.00	June
202101494	EAU CLAIRE JAZZ INC	06/30/2022	W	275.00	June
202101495	COUNTRY INN & SUITES	06/30/2022	W	146.33	June
202101496	MASTER TEACHER	06/30/2022	W	764.35	June
202101499	VALLEYFAIR	06/30/2022	W	5,590.00	June
202101500	BUREAU OF EDUCATION & RESEARCH	06/30/2022	W	279.00	June
202101501	VERTICAL ENDEAVORS, INC	06/30/2022	W	750.00	June
202101502	CHASKA PARKS & RECREATION	06/30/2022	W	240.00	June
202101503	URBAN AIR ADVENTURE PARK	06/30/2022	W	549.75	June
202101507	SAME DAY AWARDS	06/30/2022	W	265.00	June
202101508	AUSTIN PUBLIC SCHOOLS	06/30/2022	W	1,100.00	June
202101513	BROWN INDUSTRIES, INC	06/30/2022	W	296.50	June
202101514	4IMPRINT, INC	06/30/2022	W	450.00	June
202101515	AMERIVU INN & SUITES - WACONIA	06/30/2022	W	1,849.71	June
202101518	BUZZSPROUT.COM	06/30/2022	W	12.00	June
202101519	WALGREENS	06/30/2022	W	22.20	June
202101520	T-MOBILE	06/08/2022	W	3,060.00	June
202101521	XCEL ENERGY	06/06/2022	W	186.51	June
202101522	AT&T MOBILITY	06/08/2022	W	1,022.90	June
202101523	QUADIENT FINANCE USA, INC	06/24/2022	W	500.00	June
202101524	SPRINT WIRELESS	06/27/2022	W	605.25	June
202101525	CENTERPOINT ENERGY	06/28/2022	W	33,437.80	June
202101526	SECURITY BANK & TRUST CO	06/30/2022	W	197.25	June
202101527	AUTHORIZE.NET	06/02/2022	W	205.45	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
202101528	BONZI	06/15/2022	W	4,261.00	June
202101529	AFFINETY SOLUTIONS, INC	06/10/2022	W	14,990.30	June
202101530	BRI Parent, Inc	06/30/2022	W	398.50	June
202101531	PMA	06/30/2022	W	20.83	June
202200001	WILSON LANGUAGE TRAINING CORP	07/10/2022	W	2,093.00	July
202200002	LTR TUTORING ASSOC. LLC	07/10/2022	W	1,860.00	July
202200003	POP UP PARTY RENTAL	07/10/2022	W	401.67	July
202200004	SSLS	07/10/2022	W	184.40	July
202200005	Network Solutions	07/10/2022	W	199.95	July
202200006	QUICKLUTION	07/10/2022	W	39.00	July
202200012	VIMEO	07/10/2022	W	240.00	July
202200013	Minnesota School Based OT/PT I	07/10/2022	W	200.00	July
202200014	MN DEPT OF HEALTH	07/10/2022	W	180.00	July
202200016	CHARLSON MEADOWS	07/10/2022	W	75.00	July
202200019	INTERNAL REVENUE SERVICE	07/15/2022	W	101,642.06	July
202200021	MN DEPT OF REVENUE	07/15/2022	W	17,598.39	July
202200022	MN TEACHERS RETIREMENT ASSN	07/15/2022	W	20,945.82	July
202200023	PERA	07/15/2022	W	31,156.03	July
202200024	AVIBEN	07/15/2022	W	11,585.57	July
202200028	INTERNAL REVENUE SERVICE	07/15/2022	W	178,475.51	July
202200030	MN CHILD SUPPORT PYMT CENTER	07/15/2022	W	112.50	July
202200031	MN DEPT OF REVENUE	07/15/2022	W	29,187.10	July
202200032	MN TEACHERS RETIREMENT ASSN	07/15/2022	W	120,173.61	July
202200033	PERA	07/15/2022	W	9,707.71	July
202200034	AVIBEN	07/15/2022	W	45,740.05	July
202200038	INTERNAL REVENUE SERVICE	07/15/2022	W	3,961.61	July
202200040	MN DEPT OF REVENUE	07/15/2022	W	592.68	July
202200041	MN TEACHERS RETIREMENT ASSN	07/15/2022	W	3,039.41	July
202200042	AVIBEN	07/15/2022	W	920.14	July
212200151	HUNT, BENJAMIN	06/24/2022	A	180.00	June
212200152	LEHNER-HANSON, CORRINE	06/24/2022	A	132.19	June
212200153	MUELLER, RYAN	06/24/2022	A	90.00	June
212200154	OLIPHANT, KATHRYN	06/24/2022	A	330.00	June
212200155	SMITH, NICOLE	06/24/2022	A	270.00	June
212200156	SPARBY, PAUL	06/24/2022	A	840.50	June
212200157	VESTA, AMANDA	06/24/2022	A	90.00	June
212200158	BRAUN, TRACY	06/30/2022	A	360.00	June
212200159	DELANEY, DAVID	06/30/2022	A	120.07	June
212200160	DEVAAN, KHUZANA	06/30/2022	A	360.00	June
212200161	DREW, MEGAN	06/30/2022	A	178.21	June
212200162	FROEHLICH, JENNIFER	06/30/2022	A	360.00	June
212200163	JOHNSON, LYNN	06/30/2022	A	71.22	June
212200164	KINKEL, CRISTINA	06/30/2022	A	17.96	June
212200165	KOSCHINSKA, TIMOTHY	06/30/2022	A	360.00	June
212200166	MCDONALD, NATALIE	06/30/2022	A	54.28	June
212200167	MUELLER, RYAN	06/30/2022	A	70.73	June
212200168	OVERBY, MARY	06/30/2022	A	126.50	June
212200169	SHEA, COREY	06/30/2022	A	557.11	June
212200170	DEVINE, PATRICK	06/30/2022	A	464.49	June
212200171	FOLTZ, KARI	06/30/2022	A	188.37	June
212200172	RAETHER, KELLY	06/30/2022	A	180.00	June
212200173	SWANSON, ANN	06/30/2022	A	360.00	June
212200174	TACKMANN, LORI	06/30/2022	A	18.14	June
212200175	VAN EYLL, TONI	06/30/2022	A	90.68	June
212200176	BIENIEK-GELSCHUS, JANE	06/30/2022	A	73.71	June
212200177	KKOENING, KARNA	06/30/2022	A	396.34	June

<u>CHECK</u>		<u>CHECK</u>	<u>CHE</u>		<u>POST</u>
<u>NUMBER</u>	<u>VENDOR</u>	<u>DATE</u>	<u>TYP</u>	<u>AMOUNT</u>	<u>MONTH</u>
212200178	MICKLO, KEVIN	06/30/2022	A	265.10	June
212200179	SCHONWISE, ENID	06/30/2022	A	90.00	June
212200180	WOYNO, IVAN	06/30/2022	A	90.00	June
212200181	ALMQUIST, TERENCE	06/30/2022	A	447.38	June
212200182	BOSCH, ALAN	06/30/2022	A	265.98	June
212200183	CHAPMAN, ALYCIA	06/30/2022	A	550.00	June
212200184	CLEMENSEN, THOMAS	06/30/2022	A	142.50	June
212200185	JOHNSON, JAN	06/30/2022	A	300.00	June
212200186	KUBE, GREGORY	06/30/2022	A	300.00	June
212200187	RAETHER, KRISTOPHER	06/30/2022	A	300.00	June
212200188	SELTZ, ANDREW	06/30/2022	A	375.00	June
212200189	STACKEN, RON	06/30/2022	A	300.00	June
212200190	VANDERLINDE, LEE	06/30/2022	A	150.00	June
212200191	WURZER, BONNIE	06/30/2022	A	389.56	June
Totals for checks				3,010,793.87	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	General	1,493,737.03	0.00	1,352,016.68	2,845,753.71
02	Food Service	26,224.39	0.00	19,530.84	45,755.23
04	Community Service	53,598.04	0.00	65,666.06	119,264.10
45	OPEB Irrevocable Trust Fund	0.00	0.00	20.83	20.83
***	Fund Summary Totals ***	1,573,559.46	0.00	1,437,234.41	3,010,793.87

***** End of report *****

4.B. Human Resource Items:

**Waconia Public Schools
Independent School District No. 110
Waconia, Minnesota**

BOARD OF EDUCATION

Regular Meeting – July 25, 2022

AGENDA SECTION: APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

AGENDA ITEM: Human Resources Recommendations

ITEM ADDED BY: Dr. Enid Schonewise, Director of Human Resources

Employment

Adams, Jennifer Replacement	Grade 2 Teacher Long-Term Substitute	SV
Becker, John Replacement	Drivers Education Instructor Part-Time; Hours Vary	Comm Ed
Evans, Kaleigh Replacement	Licensed School Nurse 1.0 FTE; 184 Days	WHS
Geyen, Dennis Replacement	Nutritional Assistant Part-Time; 175 Days	WHS
Kinney, Joanne Replacement	Nutritional Assistant 4.5 Hours/Day; 175 Days	SV
Litfin, Vickie New	Nutritional Assistant 4 Hours/Day; 175 Days	LT
Hale, Madison Replacement	Kids' Company Lead 7 Hours/Day; 261 Days	Comm Ed

Mendoza, Mark Replacement	Custodial Cleaner 8 Hours/Day; 261 Days	WHS
Peterson, Ashley Replacement	Educational Assistant 6.5 Hours/Day; 175 Days	BV
Peyton, Rande Replacement	ASD Teacher 1.0 FTE; 184 Days	WHS
Smith, Keyla Replacement	Educational Assistant (SPED) 605 Hours/Day; 175 Days	LT
Tibbetts, Mike Replacement	Educational Assistant - Title I 6.5 Hours/Day; 174 Days	BV
Veldhuisen, Derek Replacement	Recreation Coordinator 8 Hours/Day; 261 Days	Comm Ed
Wiebusch, Kelsey Replacement	Speech and Language Pathologist 1.0 FTE; 184 Days	SV
Worm, Cynthia New	Nutritional Assistant 4 Hours/Day; 175 Days	WHS

Employee Status Changes

Bloem, Jennifer, from 20 hours/week to 35 hours/week at WHS

Carlson, Heather, from 720 hours/year to 843 hours/year at ECFE

Helman, Lorelei, Special Education Administrative Assistant, from Step 9 to Step 10 at ESC

Pedretti, Christine, Parent Educator, from 1004 hours/year to 1067 hours/year at ECFE

Schultz, Vanessa, from 780 hours/year to 1068 hours/year at ECFE

Extended Contracts

Lynette Alger, Guidance Counselor, up to 17 additional extra duty days

Stephanie DeYoung, Emotional Behavior Disorders Teacher, up to 6 additional duty days

Cindy Finke, WLC/Targeted Services Coordinator, up to 5 additional duty days

Haley Fogarty, Guidance Counselor, up to 8 additional duty days

Dana Henn, Guidance Counselor, up to 17 additional duty days

Taylor Pacyna, Instructional Coach, up to 3 additional duty days

Kelly Jo Raether, Work Experience Coordinator, up to 7 additional extra duty days

Leaves of Absence

Donkenna, Megan, Grade 3 Teacher at BV

Mendoza, Mark, Custodial Cleaner at WHS

Olson, Erik, Spanish Teacher at WHS

Extended Leave of Absence per Minnesota Statute Section 122A.46

Niemczyk, Katharine, Language Arts Teacher at WHS

Retirements/Resignations/Terminations

Adams, Jennifer, Educational Assistant at BV

Clark, Marissa, Health Associate at District-Wide

Covington-Nego, Betty, Educational Assistant at BV

Duffy, Joseph, Recreation Coordinator at Comm Ed

Gonzalez, Maryory, Educational Assistant at BV

Korthals, Lisa, Educational Assistant at SV

Koslofsky, Jamie, School Nurse at WHS

Muchow, Rachel, Educational Assistant at BV

Steffen, Christine, Human Resources Coordinator at ESC

It is recommended that the ISD 110 Board of Education approve the above human resource actions as proposed.

4.C. Receipts of Donation

4.D. Joint Powers Agreement w/Crown College for PSEO
Tuition Billing

Presenter: Ra Chhoth,
Director of Finance
and Operations

**ISD #110 Waconia Public Schools
Waconia, MN**

THIS JOINT POWERS AGREEMENT, and amendments and supplements thereto, (hereinafter “contract”) is between **Independent School District #110**, Waconia, 512 Industrial Blvd, Waconia, MN 55387 (hereinafter “SCHOOL DISTRICT”), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10; and **Crown College**, acting through its Board of Trustees (hereinafter “COLLEGE”), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10, and WHEREAS, Minnesota Statutes Chapter 123.3514, the Post-Secondary Enrollment Options act, provides that school district may enter into agreements between a school board and public post-secondary faculty member, and

WHEREAS, SCHOOL DISTRICT wishes to enter into such an agreement, and

WHEREAS, COLLEGE represents that it is duly qualified and willing to perform the services set forth herein

NOW, THEREFORE, it is agreed:

- I. SCHOOL DISTRICT’S DUTIES. The SCHOOL DISTRICT shall:
 - A. Provide a roster to the Finance Office of high school students to be enrolled under the terms of this agreement before the commencement of each term for which the students wish to enroll.
 - B. Provide special education or support services for physically challenged students admitted under the terms of this agreement.
 - C. Provide general information, by March 1 of each year of this agreement, about the program to all students in grades 10, 11, 12. To the extent possible, SCHOOL DISTRICT shall provide counseling services as stipulated in MN Statutes 123.3514 Subd. 4(a) to students and their parents before students enroll for courses at the COLLEGE.
 - D. Inform students enrolling under the terms of this agreement that they must meet all requirements and standards for admission, including, but not limited to those indicated and immunization laws.
 - E. Grant academic credit to a student enrolled in a course if the student successfully completes the course. The SCHOOL DISTRICT shall also grant academic credit to student enrolled in a course for post-secondary credit if secondary credit is requested by the student.
 - F. Counsel students enrolled under this program to ensure that the students meet requirements for high school graduation.

II. COLLEGE DUTIES. The COLLEGE shall:

- A. Provide all books and materials that are required for participation in instructional courses. The books and materials shall become the property of the COLLEGE.
- B. Enroll qualified students on a space available basis in courses selected by the students after COLLEGE'S regular students have registered. Once the student has been enrolled in a course under this agreement, the student may not be displaced by another student. High school students are only permitted to enroll in selected courses as prescribed by the PSEO requirements.
- C. Provide advising for high school students registering under the terms of this agreement. Students shall have their course schedules reviewed for proper registration by the COLLEGE'S authorized agent.
- D. Provide services to students enrolled under the post-secondary program on the same basis as they are provided to other students.

III. CONSIDERATION AND TERMS OF PAYMENT

- A. Consideration for all services performed by the COLLEGE pursuant to this contract shall be paid by SCHOOL DISTRICT as follows:

In consideration for all services performed and benefits derived pursuant to this agreement, SCHOOL DISTRICT agrees to pay COLLEGE at the rate established by the Minnesota Department of Education, which will be **\$226.62** semester credit hour for which students enrolled under this agreement have registered. Such credit hour fee includes the admission to the COLLEGE fee, resident undergraduate tuition, student fees, books and course fees, if any.

- B. Terms of payment. Payments shall be made by SCHOOL DISTRICT promptly after the COLLEGE'S presentation of invoices for services performed and acceptance of such services by SCHOOL DISTRICT authorized representative pursuant to Clause VII. Invoices shall be submitted according to the following schedule:

COLLEGE shall invoice SCHOOL DISTRICT by the sixth week of each academic term. SCHOOL DISTRICT agrees to make payment within 45 days of the receipt of the invoice. If a student drops a course or withdraws by the 14th instructional day of the semester, the COLLEGE will give SCHOOL DISTRICT full credit for the courses.

- IV. CONDITIONS OF PAYMENT. All services provided by the COLLEGE pursuant to this contract shall be performed to the satisfaction of SCHOOL DISTRICT, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. The COLLEGE shall not receive payment for work found by SCHOOL DISTRICT to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

- V. TERM OF CONTRACT. This contract shall be effective as of **August 1, 2022** or upon the date that the final required signature is obtained by the COLLEGE, whichever occurs later, and shall remain in effect until **June 30, 2023** or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.
- VI. COLLEGE'S AUTHORIZED REPRESENTATIVE. The COLLEGE'S Authorized Representative for the purpose of administration of this contract is **Dr. Chris Mathews**. SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is **Superintendent Brian Gersich**. SCHOOL DISTRICT'S Authorized Representative shall have final authority for acceptance of the COLLEGE'S services and if such services are accepted as satisfactory, shall so certify on each invoice submitted.
- VII. ASSIGNMENT. Neither party shall assign or transfer any rights or obligations under this contract without the prior written consent of the other party. Such consent shall not be unreasonably withheld.
- VIII. AMENDMENTS. Any amendments to this contract shall be in writing, and shall be executed by the same parties who executed the original contract, or their successors in office.
- IX. LIABILITY. SCHOOL DISTRICT shall indemnify, save, and hold the COLLEGE, its representatives and employees harmless from any and all claims or causes of action, including all attorney fees incurred by the COLLEGE, arising from the performance of this contract by SCHOOL DISTRICT OR SCHOOL DISTRICT'S agents or employees. This clause shall not be construed to bar any legal remedies the SCHOOL DISTRICT may have for the COLLEGE'S failure to fulfill its obligations pursuant to this contract.
- X. COLLEGE AUDITS. The books, records, documents, and accounting procedures and practices of SCHOOL DISTRICT relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
- XI. DATA PRACTICES ACT. SCHOOL DISTRICT shall comply with the Minnesota Data Practices Act as it applies to all data provided by the COLLEGE in accordance with this contract and as it applies to all data created, gathered, generated or acquired in accordance with this contract.
- XII. OTHER PROVISIONS.
- A. Academic Requirements: Students in the 11th grade must have a minimum cumulative high school GPA of 3.25 (on campus PSEO) or 3.0 (online PSEO). If no GPA is available, the student must have taken either the ACT and received a composite score of 24 or above, or the SAT and received a combined score of at least 1090 (critical reading and math). Students in the 12th grade must have a minimum cumulative high school GPA of 3.25 (on campus PSEO) or 3.0 (online PSEO). If no GPA is available, the student must have taken either the ACT and received a composite score of 22 or above, or the SAT and received a combined score of at least 1020 (critical reading and math).

- B. Transportation costs shall be the responsibility of the student.
- C. Any needed or required equipment shall be the responsibility of the student. Such equipment shall become the property of the student. Equipment is defined as a tangible unit of the non-expandable character, is not consumed in use, and has an extended useful life.
- D. Students may also be charged for fees, textbooks, and supplies that are in excess of the minimum requirements and are at the student's option. Such materials then become the personal property of the students.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. WACONIA PUBLIC SCHOOLS
Waconia, MN

2. CROWN COLLEGE
St. Bonifacius, MN

Contractor certifies that the appropriate person(s) have executed the contract on behalf of the contractor as required by applicable articles, by-laws, resolutions, or ordinances.

School Board Chair
Date:

Title: Vice President Academic Affairs
Date:

Superintendent
Date:

4.E. Auditor Approval

Presenter: Ra Chhoth,
Director of Finance
and Operations



May 14, 2022

The School Board and Management of
Independent School District No. 110
512 Industrial Boulevard
Waconia, MN 55387

Dear Board Members:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit and nonaudit services CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) will provide for Independent School District No. 110 (“you,” “your,” or “the entity”) for the year ended June 30, 2022.

Mary L. Reedy is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Independent School District No. 110, as of and for the year ended June 30, 2022, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity’s basic financial statements. The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements, schedule of expenditures of federal awards, related notes, and RSI.
- Preparation of adjusting journal entries.
- Prepare the Data Collection Form.

Audit objectives

The objectives of our audit are to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors’ report that includes our opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United

States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports. We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements or the single audit compliance opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, and the Uniform Guidance. Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing opinions on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the basic financial statements, including the amounts and disclosures, and whether the basic financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management Override of Controls
- Improper Revenue Recognition
- Completeness of Capital Assets

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your financial statements, schedule of expenditures of federal awards, related notes, and RSI in conformity with U.S. GAAP and the Uniform Guidance based on information provided by you. Since the preparation and fair presentation of the financial statements, schedule of

expenditures of federal awards, and RSI is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and RSI and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, related notes, and RSI prior to their issuance and have accepted responsibility for them. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements, schedule of expenditures of federal awards, and RSI.

- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.
- We will prepare the Data Collection Form. Management is responsible to review for completeness and accuracy before submitting to the Federal Audit Clearing House.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Use of financial statements

With regard to using the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. The financial statements and our report thereon are for management's use. If you intend to reproduce and publish the financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited financial statements in a document, such as an annual report or bond offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Minnesota Department of Education, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies and legislative staff.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Except as permitted by the “Consent” section of this agreement, CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Our engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Mediation

Any disagreement, controversy, or claim (“Dispute”) that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice (“Mediation Notice”) to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

Time limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between the parties. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our final audit report under this agreement to you, regardless of whether we do other services for you relating to the audit report, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery.

The Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Fees

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. Based on our preliminary estimates, the total fees and expenses for the engagement should approximate \$34,500, plus the 5% tech fee for the audit and for entering the information in the Data Collection Form SF-SAC and creating the single audit reporting package. This includes one single audit program, any additional programs will be billed at \$2,750 each. There is an additional charge of \$750 for software usage of up to five leases to implement GASB 87 plus \$250 per hour for assessing leases within the District plus the 5% tech fee. If the District has more than five leases, the price will be communicated with the District before it is billed. These estimates are based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. If unexpected circumstances require significant additional time, we will provide detailed billing information and explanations for the additional charges. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our reports. You will be obligated to compensate us for all time expended and related fees and to reimburse us for all out-of-pocket expenditures through the date of termination.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in this letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Changes related to COVID-19

COVID-19 continues to have significant direct and indirect impacts on financial reporting, disclosure requirements, and the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in this letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

HIPAA Business Associate Agreement

To protect the privacy and provide for the security of any protected health information, as such is defined by the Health Insurance Portability and Accountability Act of 1996, as amended from time to time, and the regulations and policy guidances thereunder (HIPAA), we acknowledge that Independent School District No. 110 and CLA have entered into a HIPAA Business Associate Agreement (BAA) as attached hereto dated April 20, 2016.

Consent

Consent to use information for benchmarking analysis

In an effort to better serve the needs of our clients, we develop a variety of benchmark, performance indicator, and predictive analysis reports, using anonymized client data obtained from our audit, tax, and other engagements. Business and financial information that you provide to us may be combined with information from other clients and included within the aggregated data that we use in these reports. While some of these analytical reports will be published and released publicly, please be assured that the separate information that we obtain from you will remain confidential, as required by the AICPA Code of Professional Conduct.

Subcontractors

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement and the BAA.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. Please sign, date, and return this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP



Mary L. Reedy, CPA, CGFM
Principal
320-203-5534
Mary.reedy@CLAconnect.com

Response:

This letter correctly sets forth the understanding of Independent School District No. 110.

Authorized governance signature: _____

Title: _____

Date: _____

Authorized management signature: _____

Title: _____

Date: _____

5. **REPORTS**

5.A. Finance Report

Presenter: Ra Chhoth,
Director of Finance &
Operations

REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

Preliminary Draft Not Finalize Yet

WACONIA | June 30, 2022

REVENUE CATEGORIES							June 30, 2022	June 30, 2021	June 30, 2020	Current YTD vs. PYTD	June 30, 2021	June 30, 2020
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received			
STATE	37,757,828	38,867,352	39,903,425	36,372,332	36,372,332	3,531,093	91.15%	100.00%	100.00%	(2,495,020)	38,867,352	37,757,828
FEDERAL	865,974	2,073,894	1,625,476	1,421,557	1,421,557	203,919	87.45%	100.00%	100.00%	(652,337)	2,073,894	865,974
PROPERTY TAXES	6,872,049	7,225,981	9,059,691	10,285,731	10,285,731	(1,226,040)	113.53%	100.00%	100.00%	3,059,750	7,225,981	6,872,049
LOCAL SALES, INS RECOVERY & JUDGEMENTS	4,958	9,456	364,730	324,630	324,630	40,100	89.01%	100.00%	100.00%	315,175	9,456	4,958
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
LOCAL (FEES, INTEREST, ETC.)	1,069,146	916,025	1,342,666	1,301,653	1,301,653	41,013	96.95%	100.00%	100.00%	385,629	916,025	1,069,146
TOTALS	46,569,956	49,092,708	52,295,988	49,705,903	49,705,903	2,590,085	95.05%	100.00%	100.00%	613,196	49,092,708	46,569,956

EXPENDITURES (OBJECT SERIES)							June 30, 2022	June 30, 2021	June 30, 2020	Current YTD vs. PYTD	June 30, 2021	June 30, 2020
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
SALARIES & WAGES	27,402,735	27,567,826	29,297,583	29,140,250	29,140,250	157,333	99.46%	100.00%	100.00%	1,572,425	27,567,826	27,402,735
EMPLOYEE BENEFITS	10,012,564	10,690,251	10,951,351	11,387,682	11,387,682	(436,331)	103.98%	100.00%	100.00%	697,431	10,690,251	10,012,564
PURCHASED SERVICES	5,802,884	5,875,417	6,606,285	7,003,091	7,003,091	(396,806)	106.01%	100.00%	100.00%	1,127,673	5,875,417	5,802,884
SUPPLIES	1,431,258	1,976,695	2,621,520	2,304,137	2,304,137	317,383	87.89%	100.00%	100.00%	327,443	1,976,695	1,431,258
EQUIPMENT	922,652	1,192,150	1,288,398	1,083,627	1,083,627	204,771	84.11%	100.00%	100.00%	(108,524)	1,192,150	922,652
DEBT SERVICE	262,889	205,445	136,287	119,661	119,661	16,626	87.80%	100.00%	100.00%	(85,784)	205,445	262,889
OTHER EXPENDITURES	267,597	269,862	324,315	186,294	186,294	138,021	57.44%	100.00%	100.00%	(83,568)	269,862	267,597
OTHER FINANCING USES	62,578	61,960	62,000	62,920	62,920	(920)	101.48%	100.00%	100.00%	960	61,960	62,578
TOTALS	46,165,156	47,839,606	51,287,739	51,287,662	51,287,662	77	100.00%	100.00%	100.00%	3,448,056	47,839,606	46,165,156

EXPENDITURES (PROGRAM SERIES)							June 30, 2022	June 30, 2021	June 30, 2020	Current YTD vs. PYTD	June 30, 2021	June 30, 2020
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
SITE ADMINISTRATION	1,035,339	1,061,869	1,063,369	1,025,898	1,025,898	37,471	96.48%	100.00%	100.00%	(35,971)	1,061,869	1,035,339
DISTRICT ADMINISTRATION	366,112	380,640	394,153	475,401	475,401	(81,248)	120.61%	100.00%	100.00%	94,761	380,640	366,112
SUPPORT SERVICES	1,841,889	1,814,086	1,869,479	1,887,766	1,887,766	(18,287)	100.98%	100.00%	100.00%	73,681	1,814,086	1,841,889
REGULAR INSTRUCTION	19,689,350	20,228,608	21,368,626	21,229,327	21,229,327	139,299	99.35%	100.00%	100.00%	1,000,719	20,228,608	19,689,350
EXTRA-CURRICULAR ACTIVITES	1,539,160	1,357,464	1,761,291	2,053,226	2,053,226	(291,935)	116.58%	100.00%	100.00%	695,761	1,357,464	1,539,160
VOCATIONAL INSTRUCTION	569,607	584,005	544,745	436,548	436,548	108,197	80.14%	100.00%	100.00%	(147,456)	584,005	569,607
SPECIAL EDUCATION	9,295,875	9,810,623	10,213,506	10,208,586	10,208,586	4,920	99.95%	100.00%	100.00%	397,962	9,810,623	9,295,875
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	2,950,040	3,098,230	3,891,607	3,770,589	3,770,589	121,018	96.89%	100.00%	100.00%	672,360	3,098,230	2,950,040
PUPIL SUPPORT SERVICES	3,978,447	3,796,083	4,580,082	4,318,578	4,318,578	261,504	94.29%	100.00%	100.00%	522,495	3,796,083	3,978,447
FACILITIES	4,526,975	5,278,542	5,240,381	5,288,928	5,288,928	(48,547)	100.93%	100.00%	100.00%	10,385	5,278,542	4,526,975
OTHER FINANCING USES	372,362	429,456	360,500	592,815	592,815	(232,315)	164.44%	100.00%	100.00%	163,359	429,456	372,362
TOTALS	46,165,156	47,839,606	51,287,739	51,287,662	51,287,662	77	100.00%	100.00%	100.00%	3,448,056	47,839,606	46,165,156

REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

Preliminary Draft Not Finalize Yet WACONIA | June 30, 2022

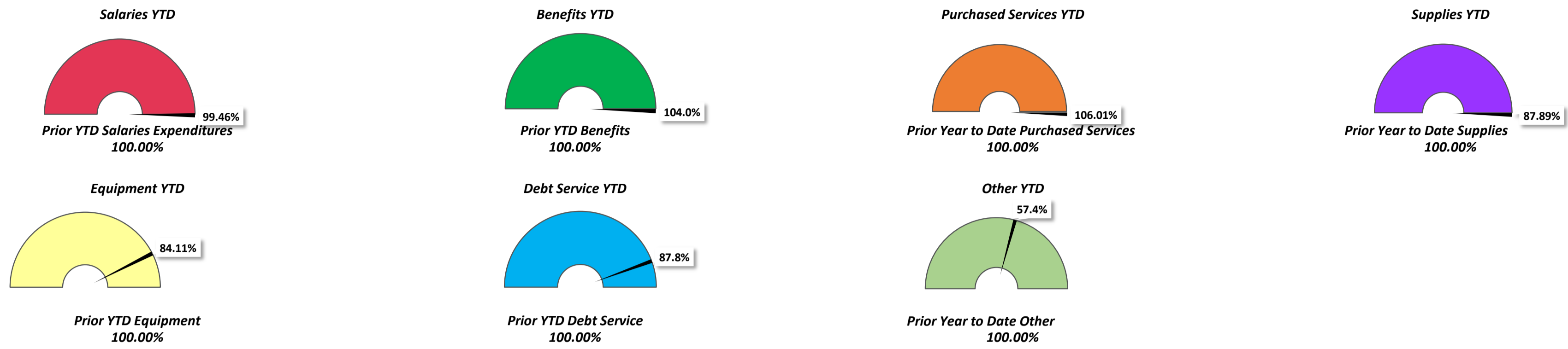
ACTIVITY - OTHER FUNDS				June 30, 2022	June 30, 2021	June 30, 2020				Current YTD vs. PYTD	June 30, 2021	June 30, 2020
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received			
REVENUE												
FOOD SERVICE	2,128,103	3,131,241	3,232,500	4,522,052	4,522,052	(1,289,552)	139.89%	100.00%	100.00%	1,390,811	3,131,241	2,128,103
COMMUNITY EDUCATION	2,734,449	2,757,648	3,140,327	3,300,157	3,300,157	(159,830)	105.09%	100.00%	100.00%	542,508	2,757,648	2,734,449
CONSTRUCTION	189,101	24,033	0	0	0	0	0.00%	100.00%	100.00%	(24,033)	24,033	189,101
DEBT SERVICE	8,967,320	9,464,153	9,570,847	8,614,648	8,614,648	956,199	90.01%	100.00%	100.00%	(849,505)	9,464,153	8,967,320
TRUST	9,873	9,049	11,500	5,570	5,570	5,930	48.43%	100.00%	100.00%	(3,479)	9,049	9,873
CUSTODIAL	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INTERNAL SERVICE	391,593	370,835	427,500	414,168	414,168	13,332	96.88%	100.00%	100.00%	43,333	370,835	391,593
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	80,084	52,573	75,000	(54,625)	(54,625)	129,625	-72.83%	100.00%	100.00%	(107,198)	52,573	80,084
OPEB DEBT SERVICE	857	248	0	0	0	0	0.00%	100.00%	100.00%	(248)	248	857
TOTALS	14,501,380	15,809,780	16,457,674	16,801,969	16,801,969	(344,295)	102.09%	100.00%	100.00%	992,189	15,809,780	14,501,380

EXPENDITURES				June 30, 2022	June 30, 2021	June 30, 2020				Current YTD vs. PYTD	June 30, 2021	June 30, 2020
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
FOOD SERVICE	2,318,322	2,195,386	3,194,624	2,746,580	2,746,580	448,044	85.98%	100.00%	100.00%	551,194	2,195,386	2,318,322
COMMUNITY EDUCATION	2,942,512	2,756,700	2,951,565	2,907,490	2,907,490	44,075	98.51%	100.00%	100.00%	150,790	2,756,700	2,942,512
CONSTRUCTION	1,109,170	(0)	0	0	0	0	0.00%	100.00%	100.00%	0	(0)	1,109,170
DEBT SERVICE	9,261,475	9,154,756	9,404,619	9,363,331	9,363,331	41,288	99.56%	100.00%	100.00%	208,575	9,154,756	9,261,475
TRUST	14,694	92,142	9,500	6,150	6,150	3,350	64.74%	100.00%	100.00%	(85,992)	92,142	14,694
CUSTODIAL	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INTERNAL SERVICE	386,667	420,816	423,500	449,231	449,231	(25,731)	106.08%	100.00%	100.00%	28,415	420,816	386,667
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	231,864	291,426	230,000	2,276	2,276	227,724	0.99%	100.00%	100.00%	(289,150)	291,426	231,864
OPEB DEBT SERVICE	0	73,957	0	0	0	0	0.00%	100.00%	0.00%	(73,957)	73,957	0
TOTALS	16,264,704	14,985,183	16,213,808	15,475,058	15,475,058	738,750	95.44%	100.00%	100.00%	489,875	14,985,183	16,264,704

SUMMARY - ALL FUNDS				June 30, 2022	June 30, 2021	June 30, 2020				Current YTD vs. PYTD	June 30, 2021	June 30, 2020
	June 30, 2020	June 30, 2021	Adopted Budget	Projected End Of Year	YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
SUMMARY												
REVENUE	61,071,336	64,902,488	68,753,662	66,507,872	66,507,872	2,245,790	96.73%	100.00%	100.00%	1,605,384	64,902,488	61,071,336
EXPENDITURES	62,429,860	62,824,789	67,501,547	66,762,720	66,762,720	738,827	98.91%	100.00%	100.00%	3,937,931	62,824,789	62,429,860
SPENDING VARIANCE	(1,358,523)	2,077,699	1,252,115	(254,848)	(254,848)	N/A	N/A	N/A	N/A	(2,332,547)	2,077,699	(1,358,523)

Preliminary Draft Not Finalize Yet

YTD % Expenditures vs. PYTD % Expenditures

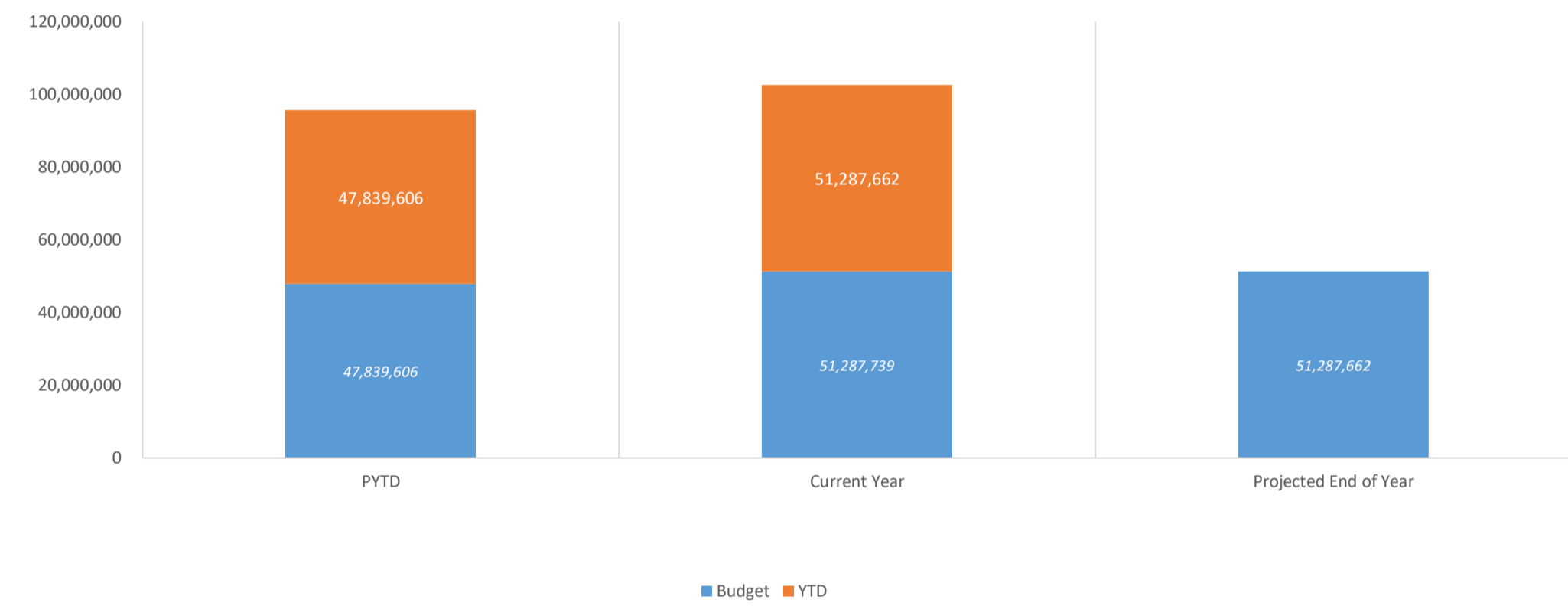


Top 10 Expenditures YTD by Object Code 3

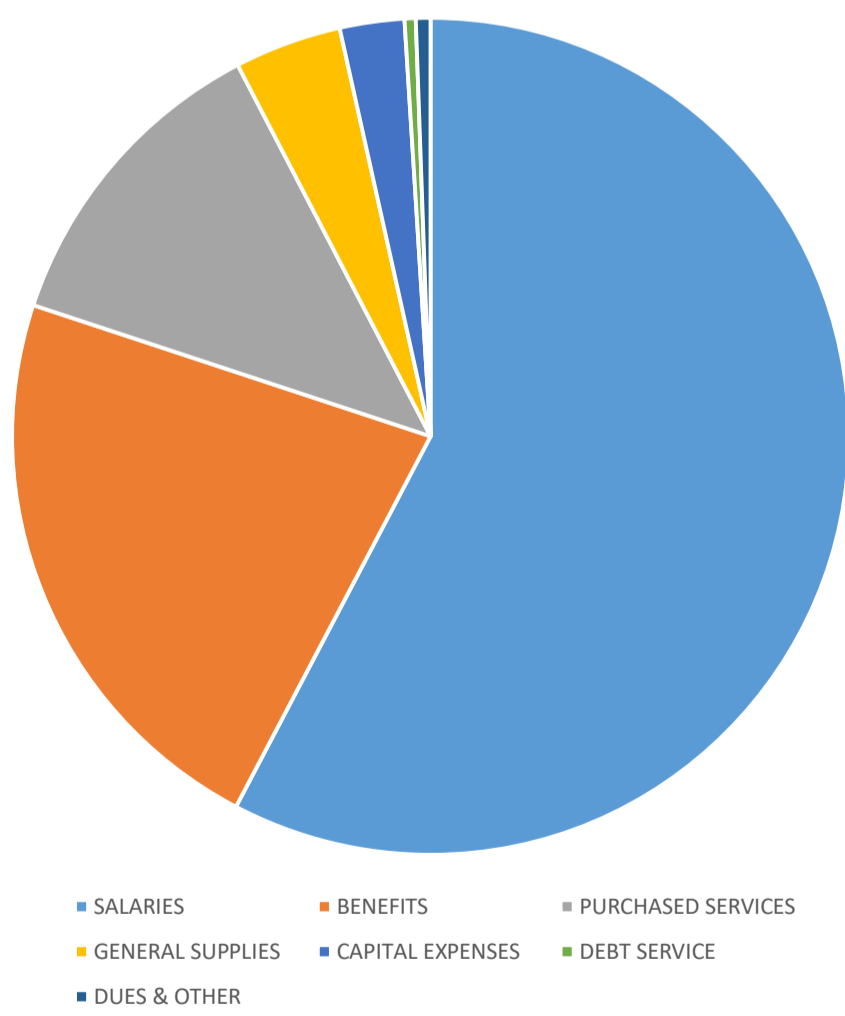
Variance from PYTD Received

	Current YTD	Variance vs. PYTD Received
1 TOTAL SALARIES AND WAGES	\$29,140,250	\$1,572,425
2 LICENSED CLASSROOM TEACHER	\$16,741,682	\$909,067
3 TOTAL EMPLOYEE BENEFITS	\$11,387,682	\$697,431
4 TOTAL PURCHASED SERVICES	\$7,003,091	\$1,127,673
5 HEALTH INSURANCE	\$5,803,824	\$349,562
6 TRANSPORT CONTR <=\$25,000	\$3,033,959	\$498,858
7 ADMINISTRATION/SUPERVISION	\$2,498,334	\$67,828
8 TOTAL SUPPLIES	\$2,304,137	\$327,443
9 FICA/MEDICARE	\$2,112,155	\$113,862
10 TRA	\$1,856,749	\$160,309

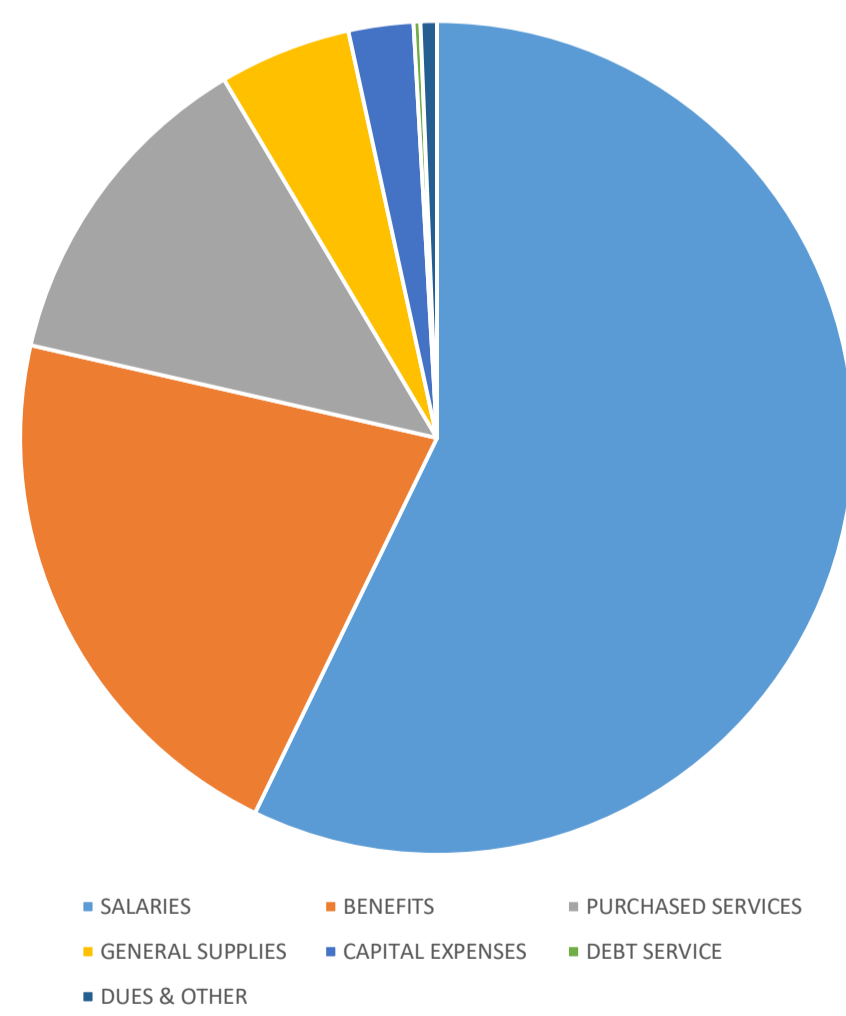
Total General Expenditures Budgeted, Projected, YTD and , PYTD Expended



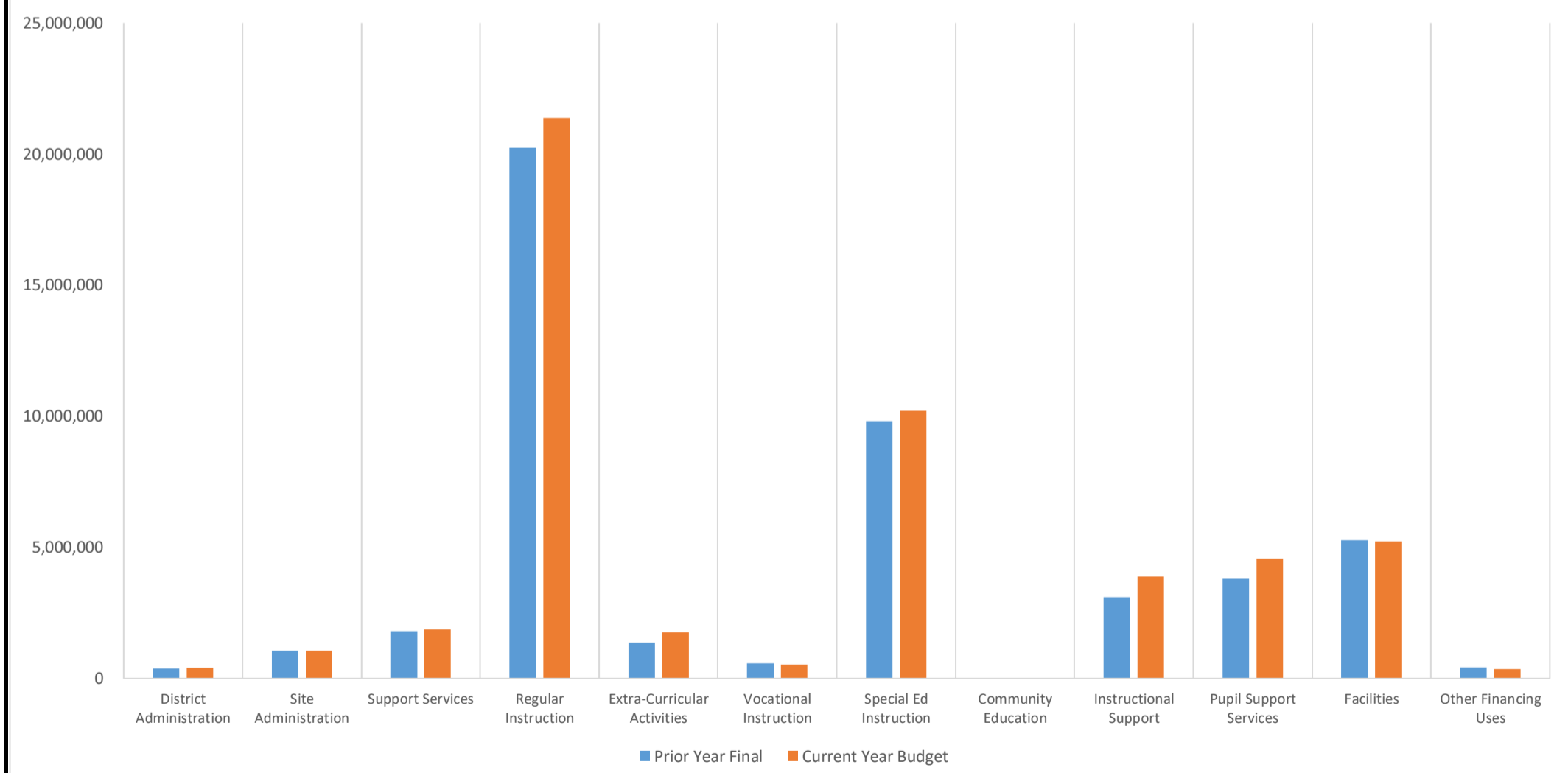
Prior Year Final



Current Year Budget



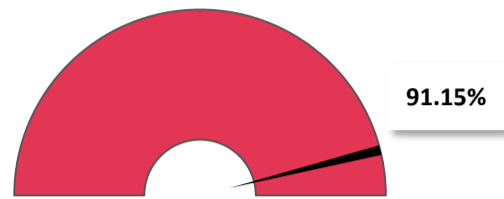
Prior Year Final and Current Budget by Program



Preliminary Draft Not Finalize Yet

YTD % Received vs. PYTD % Received

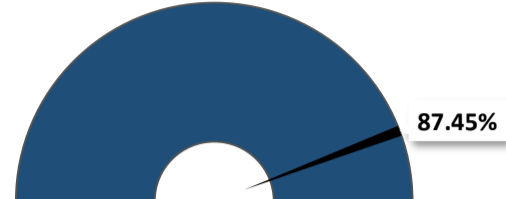
State Revenues YTD



Prior YTD State Revenues

100.00%

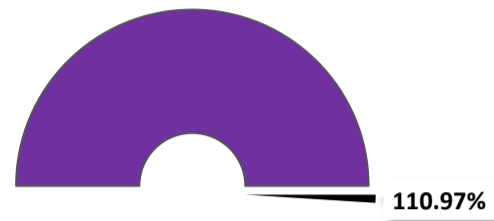
Federal Revenues YTD



Prior YTD Federal Revenues

100.00%

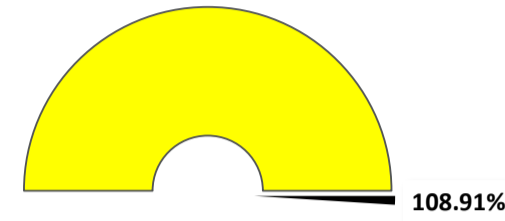
Property Taxes YTD



Prior Year to Date Property Taxes

100.00%

Other Local YTD



Prior Year to Date Local Revenues

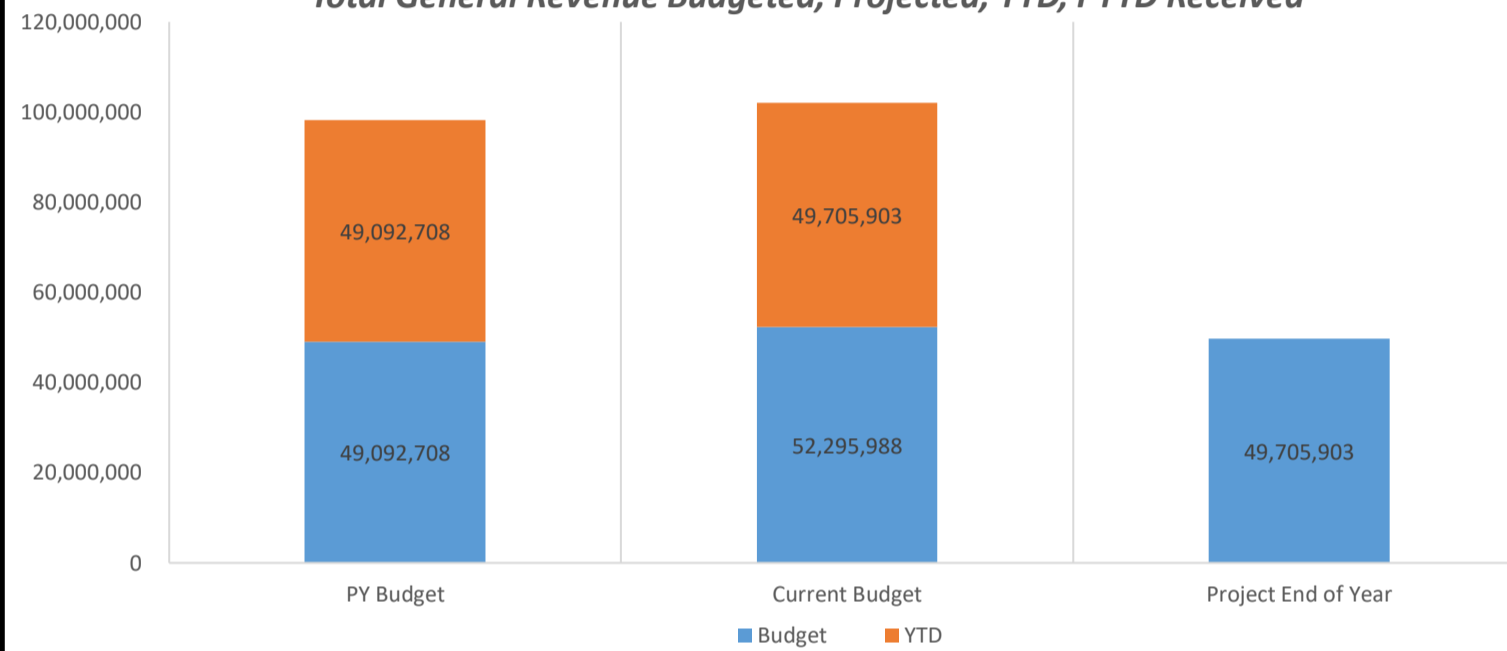
100.00%

Top 5 Revenues Received YTD by Source Code 3

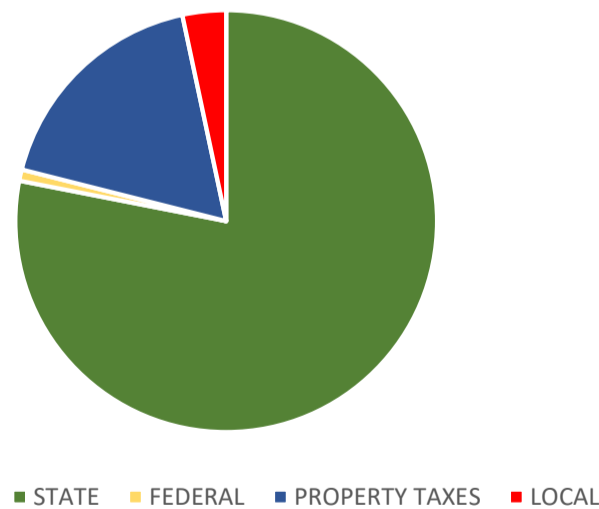
Variance from PYTD Received

	Current YTD	Variance vs. PYTD Received
1 Total STATE REVENUES	\$36,372,332	-\$2,495,020
2 GENERAL EDUCATION AID	\$29,092,563	-\$1,578,622
3 Total LOCAL REVENUES	\$11,587,384	\$3,445,378
4 PROPERTY TAX LEVY, GENERA	\$9,993,260	\$3,021,335
5 STATE AID FOR SPECIAL EDU	\$6,373,435	-\$849,082

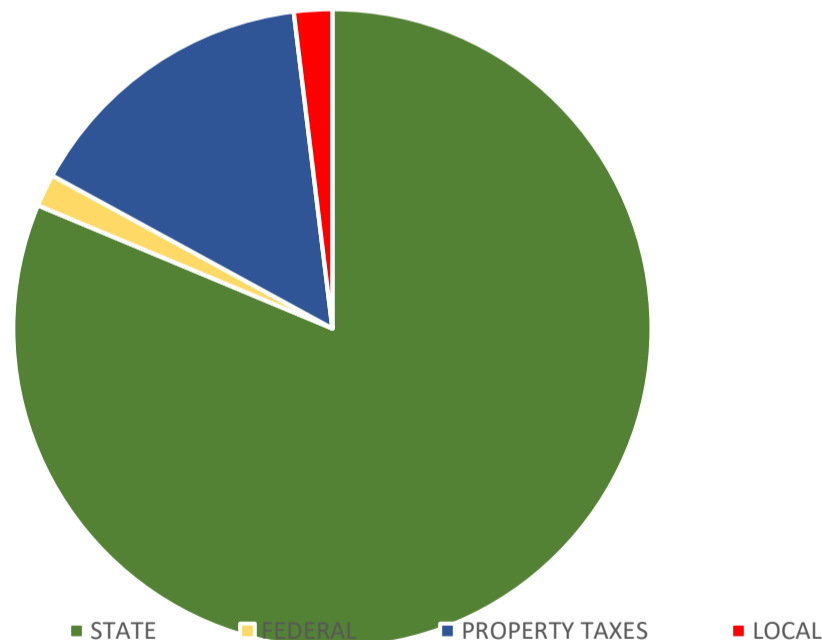
Total General Revenue Budgeted, Projected, YTD, PYTD Received



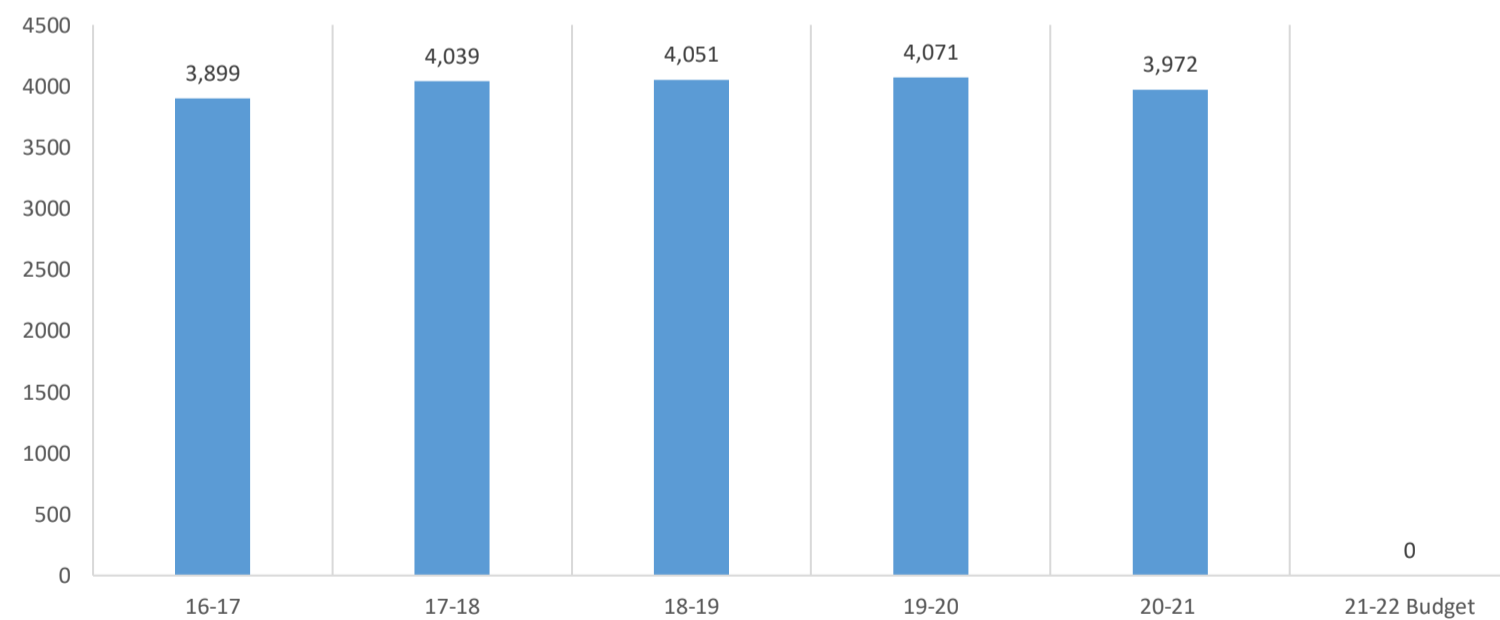
Current Year Revenue Budget



Prior Year Revenue Budget



End of Year ADM History



5.B. Superintendent's Report

Presenter: Brian
Gersich,
Superintendent

5.B.1. Human Resources and Communications
Partnership for Staff Recruitment

Presenter: Enid
Schonewise, Director
of Human Resources
and Paul David,
Director of
Communications

5.B.2. Fundraising Proposal - WHS Girls Soccer

GROUP/ORGANIZATION BACKGROUND

Name of group/organization: Waconia High School Girls Soccer Program

Group Advisor / Contact person: Jill Johnson - A.D.

Extension: 952-442-0665

How many participants in your group/organization? 65 High School

Briefly identify the group/organization's purpose: To provide male and female athletes with the opportunity to play soccer at the High School level be it at the middle school, C squad, JV or Varsity level. Enhancing their high school experience and ensuring equity in participation

How often does your group meet? Fall season - August through November

Does the group/organization have a constitution and bylaws? Yes No

Last revision date: See Waconia School District

Does the group/organization have an Open Membership? Yes No

Does the group/organization have a democratic operation? Yes No

FUNDRAISING PURPOSE

Purpose and need for a fund raising activity (briefly explain):

Although the soccer program receives district funds, additional purchaes of equipment and enhanced year end banquet planning would help improve the current athlete experience and continue to foment an atmosphere of unity for a 7 grade through 12 grade program. Equipment purchases could include but are not limited to: Additional uniforms to create a 7-12 uniform pairity, training rebounders, additional soccer balls, pinnies, cones and athlete warm gear for fall

FUNDRAISING ACTIVITY PROPOSAL

Provide a brief explanation of each activity, include dates, method, fees, product and vendor.

1.)
Jersey Mike's Summer Fundraiser - Jersey Mike's has graciously agreed (if approved) to host a fundraising event for the Waconia Girls Soccer in the late summer of 2022 in preparation for the Fall 2022/2023 season. 50% of the proceeds from sales on the designated date will be donated to the WHS Girls Soccer program

2.)
Hoppers Bar and Grill - Hoppers has agreed to once again host a fundraising event (if approved) in the Fall of 2022 to help the WHS Girls Program offset costs not covered by the fees collected from families to purchase equipment and miscellaneous. Hoppers has agreed to donate 100% of the sale proceeds from a specified sale period (4 hours)

3.)
Double Good Popcorn Sale Fundraiser - DG has once again approved WHS Girls Soccer (if approved) to host an on-line sale of gourmet popcorn, donating 50% of all sale proceeds to the WHS Girls Soccer program to help offset the costs for the season not covered by the registration collected from participating families in 2022

Do any of the activities involve door-to-door sales? Yes No
If yes, is parent notification required?

Do any of the activities require a special permit? Yes No
If yes, please describe:
None required

Are there special food monitoring requirements? Yes No
If yes, please explain:
All of the vendors would conduct and abide by the health requirements existing at their respective business lines

Projected total group/organization profits from fundraising for each activity:
1.) \$2,000 to \$3,000 2.) \$1,000 to \$2,000 3.) \$1,000 to \$2,500

Estimated percent of profits to total sales:
1.) 50% 2.) 100% 3.) 50%

ADMINISTRATIVE REVIEW

Does proposed activity meet one of the following criteria: Yes No

Is a student/organization;

Or community group and is characterized by one of the following:

- a. Takes place during school time
- b. Utilizes school facilities or equipment
- c. Involves school personnel

Does the event require compulsory donations or participation by students? Yes No

Is the group/organization sanctioned by District 110? Yes No

Did the request meet the two week notification limit? Yes No

Is the purpose and need of the fund raising activity appropriate and considerate of District's total education program?
 Yes No

- Group/organization equity
- Gender equity
- Number of fund raising events
- Fund raising dollars/student involve equity
- Appropriateness of the type of fund raising

If required, did District 110 complete the appropriate review and paperwork for the selection of fund raiser vendor?
 Yes No

Comments: These fundraisers meet the high standards established by our program
and do not require athletes to sale items on a door-to-door basis. They also engage
the community and provide valuable synergy between the local business and the
athletes in our program

Approved group/organization profits from event(s): _____

Administrative Approval: Yes No



Administrator Signature

5-25-22

Date

Note: Money raised above the board approved amount will be allocated in a mutually agreed upon method by administration and group/organization representative.

6. **ACTION ITEMS**

6.A. MSHSL Membership Resolution **(ROLL CALL VOTE)**



**2022-2023 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of **Waconia Public Schools**, County of **Carver**, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high schools listed below (name all high schools under your governing board):

Waconia High School

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League;
School Enrollment (grades 9-12): _____
OR;
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____
(Clerk/Secretary - Local Governing Board)

Signed: _____
(Superintendent or Head of School)

Date: _____

Date: _____

District/School Office Address: **512 Industrial Blvd, Waconia, MN 55387**

Head of School/Superintendent's Phone: **952-442-0600**

Head of School/Superintendent's Email: **bgersich@isd110.org**

This form must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2022. Retain one copy for the school files.

2022-2023 RESOLUTION FOR MEMBERSHIP

**This information on page must be entered electronically on the
MSHSL Resolution for Membership 2022-2023 Form on the League website**

once for each high school under your governing board.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

- Designated School Board Member – Mike Bullis
- Designated School Representative – Jill Johnson

208.02 ACTIVITY REPRESENTATIVES

- Boys Sports – Jill Johnson
- Girls Sports – Katie Keogh
- Speech – N/A
- Music – Aaron Olson

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

- Board Member – N/A
- Student – N/A
- Parent – N/A
- Faculty Member – N/A

MAILING REPRESENTATIVE

By signature on the first page, I have verified that all required representatives above have been entered electronically on the MSHSL Resolution for Membership 2022-2023 Form.

6.B. Second Read Board Policies

6.B.1. 603 Curriculum Development (July 2020)

6.B.2. 301 School District Administration
(December 2017)

Adopted: _____

MSBA/MASA Model Policy 301

Orig. 1995

Revised: _____

Rev. 2022~~11~~

301 SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services equitably.
- B. The school board expects all activities related to ~~the school district~~ operations ~~of the school district~~ to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)

Cross References: ~~None MSBA Service Manual, Chapter 3, Superintendent of Schools~~

6.B.3. 101 Legal Status of the School District
(Nov 2019)

Adopted: _____

MSBA/MASA Model Policy 101

Orig. 1995

Revised: _____

Rev. 202204

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

A. Funds

- 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.
- 2. The school district has wide discretion over the expenditure of funds under

its control for public purposes, subject to the limitations provided by law.

3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives,

shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of School Board)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 705 (Investments)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
~~MSBA Service Manual, Chapter 3, Employee Negotiations~~
MSBA ~~Service Manual, Chapter 13~~, School Law Bulletin “F” (Contract and Bidding Procedures)

6.B.4. 101.1 Name of the School District

Adopted: _____

MSBA/MASA Model Policy 101.1

Orig. 1998

Revised: _____

Rev. 1999

101.1 NAME OF THE SCHOOL DISTRICT

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Independent School District No. _____. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

III. UNIFORM NAME

A. The name of the school district shall be _____ (insert name) _____.

(Examples include: Benson; Triton; Cass Lake-Bena; North Saint Paul-Maplewood-Oakdale: White Bear Lake Area Schools; Prior Lake/Savage Area Schools; West St. Paul-Mendota Heights-Eagan Area Schools; Northfield Public Schools; New Prague Community Schools; Stillwater Area Public Schools; Southwest Star Concept Schools; Jackson County Central School District.)

B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.

C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. ____ (_____ name _____), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 123A.55 (Classes, Number)

Cross References:

6.B.5. 213 School Board Committees

213 SCHOOL BOARD COMMITTEES

[Note: Many school boards utilize either standing or ad hoc committees, or both. On the other hand, some school boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those school boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected school board members. Other considerations will apply to committees established by the school board involving members of the public, employees, students, parents, etc.]

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
1. ~~Audit.~~ Finance
 2. Policy and Advocacy.
 3. Facilities (as needed).
 4. Negotiations Committee(s) for various employee groups (as needed).
 5. Governance.

[Note: Each school district should determine which, if any, standing committees the school board wishes to establish.]

- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board –
Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota’s Open Meeting Law)

Policy Adopted April 14, 1997 / Amended November 12, 2001/ November 2007
Revised: May 2016
Independent School District No. 110
Waconia, Minnesota

6.C. Cafe 110 Meal Price Changes

Presenter: Barb
Schank, Director of
Nutrition Services



2022-2023 School Year Meal Price Proposal

July 31, 2022

Dear School Board Members:

Schools participating in the National School Meal Programs are required to set meal prices to ensure that funds are provided to the school food service account to cover the price of meals served to students not eligible for meal benefits.

See chart below for the proposed 2022–2023 school year, meal price adjustments:

Breakfast, Lunch & Contracts					
Description	2019-2020	2020-2021	2021-2022	Proposed 2022-2023	*Area Meal Price Range 2022-2023
Breakfast K	Free	Free	Free	Free	Free
Breakfast 1-5	\$1.00	Free	Free	\$1.50	\$1.50-1.90
Breakfast 6-8	\$1.00	Free	Free	\$1.50	\$1.50-2.05
Breakfast 9-12	\$1.00	Free	Free	\$1.50	\$1.50-2.40
Lunch K-5	\$2.85	Free	Free	\$2.85	\$2.65-3.20
Lunch 6-8	\$3.00	Free	Free	\$3.00	\$3.00-3.45
Lunch 9-12	\$3.15	Free	Free	\$3.15	\$3.00-4.10

**Suburban Area School Districts Includes: Burnsville, Eastern Carver County, Eden Prairie, Hopkins, Minnetonka, Orono, Spring Lake Park, St. Louis Park, Westonka, Waconia, Wayzata.*

Respectfully Submitted,

Barbara Schank, LD

Director of Nutritional Services
Waconia Public School District

6.D. Handbooks

6.D.1. 2022-2023 WHS Handbook

WHS Student Handbook Updates

2022-2023

- We reformatted/realigned the WHS Student Handbook so it mirrors the model handbook provided by MSBA. The new version aligns with the MSBA recommendations and what MSBA recommends you should have in each section of the handbook.
- We have added additional policies that were not included in previous handbook. The added policies were MSBA recommendations. The policies were already district approved policies, we just did not have them referenced or linked in our handbook. (See below)
- Updated names and language items to reflect new staff throughout the district.

Handbook updates:

1. Polices added to student handbook per MSBA recommendation.
 - [404 Employment Background Checks](#)
 - [421 Gifts to Employees and School Board Members](#)
 - [515 Protection and Privacy of Pupil Records](#)
 - [519 Interviews of Students by Outside Agencies](#)
 - [520 Student Surveys](#)
 - [613 Graduation Requirements](#)
 - [801 Equal Access to School Facilities](#)
 - [806 Crisis Management Policy](#)
 - [903 Visitors to School District Buildings and Sites](#)
2. Cafe 110 - pg 20: Updated language/terms for 2022-2023.
3. We updated the language in our dress code (Part III in handbook) to make it more gender neutral.



Dear Students and Parents/Guardians,

On behalf of the teachers and staff at Waconia High School, welcome to the 2022-2023 school year. A special welcome back goes to this year's group of seniors, the Waconia Class of 2023. Going through a worldwide pandemic has had its challenges, but we are ready to return to academics, athletics, arts, and activities like only a Wildcat can!

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

Enrollment for the 2022-2023 school year will be almost 1,400 students, with an incoming freshman class of about 350 students. It is our goal at Waconia High School to provide a safe and positive learning environment for each and every student. We enjoy the advantage of being large enough to offer a comprehensive program for all students, yet small enough to customize students' schedules to meet their individual needs and abilities.

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

This is your high school and we welcome you!

#WeareOne10

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



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Waconia High School

School Year: 3 Trimesters

School Day: 5 periods each day

WHS Daily Schedules

Monday, Wednesday, Friday

Period	Start Time	End Time
1	8:30 AM	9:40 AM
2	9:45 AM	10:55 AM
3	11:00 AM	12:10 PM
4	12:15 PM	1:50 PM
Lunch 1	12:10 PM	12:35 PM
Lunch 2	12:35 PM	1:00 PM
Lunch 3	1:00 PM	1:25 PM
Lunch 4	1:25 PM	1:50 PM
5	1:55 PM	3:05 PM

Tuesday, Thursday

Period	Start Time	End Time
1	8:30 AM	9:30 AM
2	9:35 AM	10:35 AM
WILD/ADV	10:40 AM	11:15 AM
3	11:20 AM	12:20 PM
4	12:25 PM	2:00 PM
Lunch 1	12:20 PM	12:45 PM
Lunch 2	12:45 PM	1:10 PM
Lunch 3	1:10 PM	1:35 PM
Lunch 4	1:35 PM	2:00 PM
5	2:05 PM	3:05 PM

2 Hour Late Start

Period	Start Time	End Time
1	10:30 AM	11:10 AM
2	11:15 AM	11:55 AM
4	12:00 PM	1:35 PM
Lunch 1	11:55 AM	12:20 PM
Lunch 2	12:20 PM	12:45 PM
Lunch 3	12:45 PM	1:10 PM
Lunch 4	1:10 PM	1:35 PM
3	1:40 PM	2:20 PM
5	2:25 PM	3:05 PM

2 Hour Early Release

Period	Start Time	End Time
1	8:30 AM	9:15 AM
2	9:20 AM	10:05 AM
3	10:10 AM	10:55 AM
4	11:00 AM	11:45 PM
5	11:50 PM	12:35 PM

(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.

Administrative Discretionary Action Disclaimer

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

Board of Education

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

Process for Addressing a Concern

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

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

School 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](#)

[421 Gifts to Employees and School Board Members](#)

[501 Weapons Policy](#)

[502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person](#)

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[529 Staff Notification of Violent Behavior by Students](#)

[531 Pledge of Allegiance](#)

[613 Graduation Requirements](#)

[709 Student Transportation Safety Policy](#)

[801 Equal Access to School Facilities](#)

[806 Crisis Management Policy](#)

[903 Visitors to School District Buildings and Sites](#)

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 an 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.

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

[413 Harassment and Violence, Religious, Racial, and Sexual](#)

[505 Distribution of Non-School Sponsored Materials on School Premises by Students and Employees](#)

[506 Student Discipline](#)

[514 Bullying Prohibition Policy](#) The Waconia High School primary contact person for questions or concerns related to bullying is Jill Sabol, Assistant Principal (jsabol@isd110.org)

[526 Hazing Prohibition](#)

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](#)

Privacy and Access to School Records

[515 Protection and Privacy of Pupil 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.

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.

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.

Videotaping, Audio Recording, Photographs

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

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.

Football, Lacrosse, 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.

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 online and must read, as well as sign, an individual copy of the League regulations. The school administration is also empowered to make local rulings on individual student misconduct incidents that may not serve the best interests of the school, its student body, or its programs. Some student misconduct may not be prescribed by the League, but may, nevertheless, require local attention.

Activities Offered At Waconia High School

Waconia High School is a member of the Minnesota State High School League

Fall Activities

Boys Cross Country

Boys Soccer

Fall Musical

Football

Girls Tennis

Girls Cross Country

Girls Soccer

Volleyball

Girls Swimming & Diving

Winter Activities

Boys Basketball	Boys Hockey	Girls Hockey	Girls Basketball	Wrestling
Dance Team	Gymnastics	Show Choir		
Boys Swimming	Alpine Skiing (w/Mound)			

Spring Activities

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

Other School Sponsored Clubs & Activities

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

WHS Academic Eligibility Requirements

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

Extra-Curricular Participation

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

Tournament Attendance Policy

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

Student Information/Expectations

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

Care of School Property

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

Lockers

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

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

Lost and Found

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

Textbooks

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

Media Center

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

Student Valuables

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

Public Display of Affection

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

Commons Area

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

You are expected to help by:

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

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.

Café 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 $-\$.01$, 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/commons area.

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.

Lunch Attendance

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

Graduation – Your Goal

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

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

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

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

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.

WHS Registration Handbook

Please use the attached link for more detailed information in the WHS Registration manual regarding courses and credits.
[Waconia High School 2022-2023 Registration Handbook](#)

Course Offerings

Please refer to the Registration Handbook for a complete list of all course offerings and course requirements.

Credit Requirements

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

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

CREDITS

- Each class is worth 1 credit.
- 55 credits are required for graduation
- Required credits: 37
 - ❖ English: 8 credits (four years)
 - ❖ Social Studies: 8 credits (four years)
 - ❖ Math: 7 credits (3.5 years)
 - ❖ Science: 7 credits (3.5 years)
 - ❖ PE: 2 credits
 - ❖ Health: 1 credit
 - ❖ Fine Arts: 2 credits
 - ❖ Speech: 1 credit

- ❖ Senior Seminar: 1 credit
- Elective credits: 18
- ❖ Student choice

GRADE POINT AVERAGES

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

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

Honor Roll

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

Graduation – Honor Students

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

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

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

Report Cards

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

Withdrawal From Courses

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

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

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

Pass/Fail Option

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

Test Out Policy

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

Postsecondary Credit Opportunities

Advanced Placement Courses

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

Concurrent Enrollment

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

Project Lead The Way

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

Articulated Courses

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

Southwest Metro Educational Cooperative

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

Postsecondary Enrollment Options (PSEO)

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

Loss of Credit

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

Loss of Credit Appeals Procedure

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

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

Academic Dishonesty

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

Cheating

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

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

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

Plagiarism

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

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

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

Testing & Assessment

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

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

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

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

Assessment Calendar (Please click this link for specific testing dates)

[2022-2023 Assessment Calendar](#)

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

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

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

[Evaluaciones estatales: Guía y negación de permiso para la participación del estudiante](#)

Flex Learning Plan Options

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.

Foreign Exchange Program

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

The Vocational Center

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

Protection of Pupil Rights Amendment

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

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

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

PART III - RULES AND DISCIPLINE

School Discipline Guidelines

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

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

Expected Behavior

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

1. Be in class on time.
2. Be prepared for class.
3. Bring all required materials to class.
4. Be attentive to classroom activities.
5. Make an effort to be successful.
6. Participate in classroom activities.
7. Show respect for teachers, other students, and school property by not engaging in activities that disturb the class or school environment.

8. Follow the directions of teachers or supervisors. Insubordination or the refusal to follow the directions of a teacher or supervisor is considered serious and may result in detention or suspension from class or school.
9. Help keep classrooms and school neat and clean by not littering.
10. Take care of school property such as books, equipment, etc.

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

Attendance [503 Student Attendance](#)

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

RESPONSIBILITIES OF EACH STUDENT:

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

Penalties and Consequences for Exceeding Absence Limits

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

TYPES OF ABSENCES (per trimester course)

<p align="center">EXCUSED ABSENCES*</p> <p align="center">Note: These count toward 7-absence policy</p> <p align="center"><i>*After a combination of 7 excused and unexcused absences, students may be dropped from a course(es) and may have a loss of credit(s)</i></p>	<p align="center">UNEXCUSED ABSENCES*</p> <p align="center">Note: These count toward 7-absence (combined) AND toward the 3 unexcused policy</p> <p align="center"><i>*After 3 unexcused absences, students may be dropped from a course(es) and may have a loss of credit(s)</i></p>
<ul style="list-style-type: none"> ● College visits ● Driver’s license examination ● Family emergency 	<ul style="list-style-type: none"> ● Any absence in which a student and/or parent fails to comply with WHS reporting attendance procedures ● Work at home

<ul style="list-style-type: none"> ● Illness (medical documentation may be required) ● Visit to nurse's office ● Pre-arranged excused absences for student participation in non-school competition and performance activities ● Pre-arranged family vacations ● Professional appointments that cannot be scheduled outside school day ● Spectators at state/regional competitions: student spectators must have parent/guardian approval and follow all attendance policies 	<ul style="list-style-type: none"> ● Work at a business (except a school-sponsored work release program) ● Non-prearranged family vacations ● Missed bus ● Overslept ● Truancy/skipping school ● Missing class to study, work on homework* *this includes studying for AP testing ● Other non-school authorized excuses
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SCHOOL AUTHORIZED ABSENCES

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

<ul style="list-style-type: none"> ● Chronic illness, with medical documentation ● Court-ordered appearances ● Death in student's immediate family or close friend/relative ● Field trips ● Interscholastic meets and events ● School sponsored musical or athletic competitions ● Religious holidays and/or instruction (up to three hours per week) ● Illness in student's immediate family (documentation required by medical personnel) ● Student government and related activities ● Verified meeting conducted with school personnel ● School sponsored testing
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Habitually Truant

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

Late Arrivals and Tardiness

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

Planned Absences

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

Lunch Attendance

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

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 other students or the learning 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;
- Undergarments worn as outer garments do not meet school expectations;
- Shirts must include sleeves or straps;
- 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

The school administration reserves the right to allow or prohibit student attire.

Assault

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

Insubordination

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

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

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

Theft

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

Language

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

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, 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.

Leadership Eligibility

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

Homecoming Eligibility

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

Detention

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

Gambling

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

Student Phone and Cell Phone Use

Students may make emergency calls from the High School Office area.

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

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

Operation of Motor Vehicles

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

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 south & west sides of the high school. In addition, overflow parking is available in the WLC lot on the west side of County Rd 10.

All students who park on school property must register their vehicle with the high school office.

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.

Harassment

[413 Harassment and Violence, Religious, Racial, and Sexual](#)

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.

Waconia High School Bullying Policy

[514 Bullying Prohibition 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 a 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, 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.

Weapons Policy

[501 Weapons Policy](#)

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

PART IV - HEALTH AND SAFETY

Health and Safety

Health Services

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

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

Health Records

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

Health Census Forms

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

Immunizations

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

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

Health Screening Programs

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

Medications

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

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

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

Injury/Illness/Emergency Care

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

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

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

Exclusion for Illness

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

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

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

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

Physical Education Class Excuse

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

Fire Drills

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

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

Safety Glasses

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

Accidents

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

Visitors

[903 Visitors to School District Buildings and Sites](#)

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.

[Asbestos Management Plan](#)

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

WMS Student Handbook Updates 2022-2023

- We reformatted/realigned the WHMS Student Handbook so it mirrors the model handbook provided by MSBA. The new version aligns with the MSBA recommendations and what MSBA recommends you should have in each section of the handbook. The new design closely mirrors the WHS handbook.
- We have added additional policies that were not included in the previous handbook. The added policies were MSBA recommendations and additional helpful information. The policies were already district-approved policies, we just did not have them referenced or linked in our handbook.

Handbook updates:

1. Added a Table of Contents with links to handbook sections, calendar links, daily schedule links, strategic roadmap links, and a staff directory link. (pg. 1)
2. Added Administrative Discretionary Action Disclaimer... MSBA recommended. (pg. 2)
3. Board of Education and School Board policies added to student handbook per MSBA recommendation. (pg. 3)
 - [103 Complaints-Students, Employees, Parents, Other Persons](#)
 - [404 Employment Background Checks](#)
 - [421 Gifts to Employees and School Board Members](#)
 - [515 Protection and Privacy of Pupil Records](#)
 - [519 Interviews of Students by Outside Agencies](#)
 - [520 Student Surveys](#)
 - [524 Internet Acceptable Use and Safety Policy](#)
 - [613 Graduation Requirements](#)
 - [709 Student Transportation Safety Policy](#)
 - [801 Equal Access to School Facilities](#)
 - [806 Crisis Management Policy](#)
 - [903 Visitors to School District Buildings and Sites](#)
4. Added Parental Curriculum Review information... MSBA recommended. (pg. 3)
5. Added Privacy and Access to School Records information... MSBA recommended. (pg. 4)
6. Added School Publications and News Media Information... MSBA recommended. (pg. 4)
7. Added Students' and parents'/Guardians'rights regarding student records... MSBA recommended. (pg. 5)
8. Added Special Services information... mirrors WHS handbook. (pg. 6)
9. Added Student Fee Regulations... mirrors WHS handbook. (pg. 7)
10. Updated language for Activities and Athletics (pg. 7)
11. Added Cafe 110 information (pg. 9)
12. Added Daily Schedules information (pg. 10)
13. Added GPA information to Grading for Learning information (pg. 13)
14. Added Grounds for Dismissal... MSBA recommended. (pg. 15)
15. We updated the language in our Student Dress Policy (pg. 17). This was revised in collaboration with PTO members, the faculty leadership team, and an action group of 8th-grade female students.
16. Added School Locker Policy MSBA recommended. (pg. 18)
17. Added Fire, Severe Weather, and Lockdown Drills information (pg. 24)
18. Added Asbestos plan... MSBA recommended. (pg. 24)



WACONIA MIDDLE SCHOOL HANDBOOK 2022-23

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

Principal: Shane Clausen sclausen@isd110.org

Asst. Principal: Irv Andrews iandrews@isd110.org

Dean of Students: Jamie Hise jhise@isd110.org

MAIN OFFICE: 952-442-0650

WMS ATTENDANCE LINE: 952-442-0660

FAX: 952-442-0659

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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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- 501 [Weapons Policy](#)
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- 520 [Student Surveys](#)
- 524 [Internet Acceptable Use and Safety Policy](#)
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- 709 [Student Transportation Safety Policy](#)
- 801 [Equal Access to School Facilities](#)
- 806 [Crisis Management Policy](#)
- 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.

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 $-\$.01$, 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.
	Encore 10:52-11:37 45 min.	
Lunch 11:06-11:33	Encore 11:41-12:26 45 min.	Core 10:54-11:58 64 min.
Encore 11:37- 12:24 45 min.		Lunch 11:58-12:25
Encore 12:28-1:13 45 min.	Lunch 12:26-12:53	Core 12:29-1:33 64 min.
Encore 1:17-2:02 45 min.	Core 12:57-2:01 64 min.	
Core 2:06-3:10 65 min.	Core 2:05-3:10 65 min.	Encore 1:37-2:21 44 min.
		Encore 2:25-3:10 45 min.

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.
	Encore 11:05-11:47 42 min.	Core 11:05-12:06 61 min.
Lunch 11:20-11:47	Encore 11:51-12:33 42 min.	
Encore 11:51- 12:33 42 min.	Lunch 12:33-1:00	Lunch 12:06-12:33
Encore 12:37-1:19 42 min.	Core 1:04-2:05 61 min.	Core 12:37-1:38 61 min.
Encore 1:23-2:05 42 min.		Encore 1:42-2:24 42 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 a **Process Grade** at the end of each quarter. We believe that grading and reporting should reflect student content mastery, as well as how they arrived at this level of performance. 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, and 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	
Summative ($\geq 60\%$)	Formative ($\leq 40\%$)
<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)

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 and 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

GROUNDS 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.

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.

2022-23 Elementary Handbook Changes

Board of Education Notification

Assessments: page 6

Updated link for specific 2022-23 MCA testing dates & link for Parent Opt Out Form.

Attendance: page 6

Added the following sentence: 'If a reason is not given for a child's absence or tardy by the parent/guardian, it will be unexcused.'

Attendance: page 7

Removed the following sentence at the end of the section: 'For these reasons elementary schools do not give out PERFECT ATTENDANCE AWARDS at the end of the year.'

Food Service: page 13

Removed the following sentence: 'Breakfast and Lunch protocols are subject to change during the 2021-22 school year based on free lunches provided by the USDA.'

Parties and Activities, Student: page 17

Removed 'Valentine' as an example of a type of classroom party.

Waconia Elementary Schools Student Handbook



Bayview Elementary
24 South Walnut St
Waconia MN 55387
952-442-0630
Ann Swanson, Principal

Laketown Elementary
960 Airport Rd
Waconia MN 55387
952-442-0690
Keith Baune, Principal

Southview Elementary
225 West 4th St
Waconia MN 55387
952-442-0620
Khuzana DeVaun, Principal

Dear Parents and Students,

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

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

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

School office hours are from 7:15 am-3:45 pm. Another way you can contact the school is through email. The e-mail address is the staff member's first initial followed by the staff member's last name, then @isd110.org. Here is an example: Jane Doe's email is: jdoe@isd110.org Email addresses can also be found on the district website staff directory.

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

Warm regards,

Ann Swanson, Bayview Elementary Principal
Keith Baune, Laketown Elementary Principal
Khuzana DeVaan, Southview Elementary Principal

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

Waconia Elementary Schools

Schools:

Bayview Elementary

24 South Walnut St
Waconia MN 55387
Office/Attendance Line 952-442-0630
Fax - 952-442-0609
Health Office - 952-442-0630
Principal: Ann Swanson 952-442-0630

aswanson@isd110.org

Laketown Elementary

960 Airport Rd
Waconia MN 55387
Office/Attendance Line 952-442-0690
Fax - 952-856-4530
Health Office - 952-442-0690
Principal: Keith Baune 952-442-0690

kbaune@isd110.org

Southview Elementary

225 West 4th St
Waconia MN 55387
Office/Attendance Line 952-442-0620
Fax - 952-442-0629
Health Office - 952-442-0620
Principal: Khuzana DeVaan 952-442-0620

kdevaan@isd110.org

School Hours:

7:55 a.m. - 2:30 p.m.

Bus Transportation:

Koch Bus Company 952-442-3370

Nutritional Services:

Director: Barb Schank 952-856-4512
Admin. Assistant: Tracy Braun 952-856-4523

bschank@isd110.org


tlbraun@isd110.org

Kids Company:

Supervisor: Jenny Merritt 952-442-0618

jmerritt@isd110.org



<p>Absences</p> 	<p>Children are expected to be in school every day unless they are ill or there is an emergency in the family. If children are ill, it is better to keep them home than expose others to illness. When a student will be absent for any reason, the parent is expected to notify the school. Parents are requested to call the school office by 8:30 a.m. on the day of absence to give the reason for the absence. If there is no call, safety calls are made by office staff to verify your child's location.</p> <p>Excused absences include but are not limited to: illness, doctor appointments, death in the family/funeral, family emergencies, and family vacations. Unexcused absences include but are not limited to: babysitting, shopping, missing the school bus, oversleeping, repeated car problems, and truancy. Principals will communicate with and notify families if attendance becomes problematic.</p> <p>After 15 consecutive days absent, State Law requires that we withdraw the student from our enrollment. Upon the student's return, the original enrollment form must be re-signed and dated by the parent or guardian.</p>
<p>Activity Fee</p>	<p>Activity funds are used to pay for things such as special projects, grade level celebrations, daily planners, and field trips. Should this fee prove to be a hardship for your family, assistance is available by contacting the school office.</p>
<p>Addressing Concerns</p>	<p>Process for Addressing a Concern: For concerns that you would like to be addressed. Please follow the following protocol:</p> <ol style="list-style-type: none"> 1. Contact the person directly in charge of the area of concern. Ex: the classroom teacher. 2. If the concern is not addressed to your satisfaction, contact the supervisor of the person directly in charge. Ex: the principal of the building 3. If the concern is still not addressed to your satisfaction, contact the next person in the chain of command. Ex: the superintendent of the school district 4. Finally if the concern is still not addressed to your satisfaction, contact the school board chair or a school board member of your choice.
<p>Alternative Instructional Arrangements</p>	<p>The school board recognizes the importance of alternative program options for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school board that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style. Alternative instructional arrangements are provided in accordance with District 110 Policy.</p>
<p>Animals in the School</p>	<p>To prevent exposure to allergens and to maintain the health and safety of students and staff, animal visits must be approved by the principal and the district health coordinator prior to the visit. Please call prior to the visit.</p>



Arrival Time

School begins at 7:55 a.m. If your child does not ride the bus, please plan for your child's arrival **between 7:40 a.m. – 7:50 a.m.**

7:40 -7:50 a.m. Morning Recess

7:55 a.m. School begins ~ Students report to classrooms.

Assembly Programs

Periodic all-school and small group assemblies will be scheduled at school, providing students with a special learning experience. The scheduled assemblies are posted on the school website, communicated through school newsletters and/or added to the school event calendar. Most of these programs are related to curricular units as well as being provided to students in recognition of positive behavior.

Assessments



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

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

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

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

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

Developmental Reading Assessment (DRA): The DRA is an individually administered assessment of a student's reading level, accuracy, fluency, and comprehension. The DRA provides teachers with information that helps them

determine a student's independent reading level and to focus on specific goals that the student needs to learn next.

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

Minnesota Comprehensive Assessment Test - (MCA-III): The MCAs evaluate student progress toward achievement of high standards in reading and math at the 3rd, 4th, and 5th grade levels. The 5th grade students have an additional test in science. This information is used to implement improvement strategies. The MCAs are administered in April. [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 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 school by January 15 to best support school district planning. Your student's district may require additional information.

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

Attendance



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

Please refer to the tardy and absence guidelines below:

Arrival:

7:55 -8:10 a.m.	Students marked tardy
8:10-11:00 a.m.	Students marked ½ day morning absence
After 11:00 a.m.	Students marked ½ day morning absence

Early Dismissal:


11:00am-1:00 p.m.	Students marked ½ day afternoon absence
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Any student leaving the building before dismissal time must be signed out at the office. In no case will a child be released to a person without proper identification.

	<p>Any student who misses, or it is anticipated will miss more than two consecutive weeks of school due to illness and/or injury, may be eligible for a homebound program of instruction. It is the responsibility of parents to contact the school office if they believe homebound instruction would be appropriate.</p> <p>Parents have the ability to monitor student attendance on Infinite Campus, the district student reporting program.</p> <p>School attendance is of utmost importance to the academic and social growth of a child. That being said, it is unavoidable to miss school due to illness or a family emergency.</p>
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<p>Band</p>	<p>Fifth graders have the opportunity to participate in the Fifth Grade Band Program. Students receive instructional lessons on a weekly basis and are involved in two concerts during the school year.</p>
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<p>Bike Safety</p>	<p>Your child is welcome to ride his or her bike to school. Please talk to your child about bike safety. Ask your child to walk the bike across the street to school, in the school parking lot, on the sidewalk, and wherever pedestrian traffic is busy. Remind your child to watch for traffic at all times. We strongly encourage you to have your child wear a bicycle helmet and bring a bicycle lock. A bike rack is provided. The school is not responsible for loss or damage. Skateboards, inline skates and roller shoes may not be used on school property.</p>
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<p>Birthdays</p> 	<ul style="list-style-type: none"> ❖ Birthday Invitations <p>All children love to be invited to a birthday party. We ask your cooperation in not sending birthday invitations to school to be handed out. We have many disappointed children when invitations are handed out and they are not included.</p> ❖ Birthday Treats & Celebration <p>We love celebrating birthdays at the elementary buildings. We will celebrate our students' special day in a variety of ways, including saying birthday names on Morning Announcements, an office visit to pick up a small token, and grade level traditions.</p> <p><i>ISD 110 Wellness Policy has been updated and new wellness guidelines have board approval. Since many children have a variety of food restrictions and due to safety and wellness we are now only accepting <u>non-food items</u> for the class birthday treats only. Some suggestions would be pencils, erasers, small notebooks, yo-yos, bouncy balls, etc. A board game or book donation to the classroom are also fun ways to honor a child.</i></p> <p><i>*Please note that we may have food treats on party and celebration days. We believe that moderation/balance is important.</i></p>
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<p>Bus Conduct</p>	<p>Please remind your children that you expect them to follow bus rules and to be well-behaved and obedient to the driver. In Minnesota, student transportation is a privilege, not a right. Students who choose to behave inappropriately or unsafely may have their transportation privileges revoked.</p>
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Elementary students are instructed in safe and appropriate bus behavior. Students who interfere with the safe operation of a school bus which is stopped or moving or who behave in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops or at pick-up/drop-off areas will be disciplined.

Consequences for Misconduct on the Bus

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

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

Severe Clause

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

Cell Phones/ Electronic Communication Devices

While responsible use of cell phones is permitted during non-school hours, all cell phones and watches capable of sending or receiving messages must be powered off and secured from 7:40 a.m. to 2:30 p.m. unless otherwise directed by a school staff member. Cell phones or other electronic communication devices with telephone or picture taking options are not allowed to be visible in lavatories or on school buses. If a student is found to be using his/her electronic devices inappropriately, the student may have their electronic devices confiscated until the parent or guardian is able to retrieve the item. Furthermore, students are expected to follow District 110 Policy 524 ~ INTERNET ACCEPTABLE USE AND SAFETY POLICY. Violations of this policy are subject to disciplinary action.

Change in End of Day Plans

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

We ask that you call before 1:30 p.m. regarding any end-of-the-day transportation changes to ensure that the school office has sufficient time to notify the teacher. It is also required that you notify the school office if someone other than a parent/guardian will be picking up your child. Photo identification will be needed before the child will be released to the parent requested adult.

Classroom Assignment

District 110 elementary schools have established an effective and equitable classroom assignment process. Parents have an opportunity to participate by completing a Parent Input Form available in spring. Please do not request a specific teacher when completing this form. In order for input to be considered, the form must be turned in on or before the deadline.

Placement Process:

- Parents may complete the Parent Input Form (date deadlines apply).
- Classroom assignments are based on many educational considerations, parent and teacher input.
- The principal has the final authority on all placements.

Code of

District 110 is committed to providing a quality education for all students. The staff is committed to providing an atmosphere conducive to learning. School

Conduct

wide expectations for behavior have been developed to enable teachers to teach and students to learn.

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

Expectations and Interventions

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

Incidents Involving Weapons or Threatening Behavior

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

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

Communication

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



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

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

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

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

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

Curriculum



All students receive instruction in these core subjects: **Language Arts (reading, language, spelling, handwriting), Mathematics, Social Studies, Science and Health.**

In addition, specialists in the following areas provide regular instruction: Physical Education, Art, Music, Library/Media Skills and Spanish. For more information, visit the District 110 website.

PARENTAL CURRICULUM REVIEW

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

Process for Addressing a Concern:


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

Custody Determination

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

Discipline / Behavior

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

Expectations	accordance with District Policy.
Dismissal / Early Pick-Up	<p>Regular dismissal is at 2:30 p.m.</p> <p>Early Dismissal: 11:00am-1:00 p.m. Students marked ½ day afternoon absence If you are picking up your child during school hours, you <u>must</u> notify the office so we can note that your child is leaving. The office will call the classroom to release your child when you arrive to pick up. Students will not be released until the teacher receives notification from the school office. For your child's safety, please do not ask us to send your child home from school unattended. Please try to schedule appointments after regular school dismissal time.</p>
Donations, School	<p>Any donations to the school must receive the pre-approval of the school principal. A receipt of the donation will be provided when requested. All commercial donations, which may also include commercial advertising, must be approved by the building leadership team. When necessary, school board approval may be required. The acceptance of donations will be the weight of the educational impact versus the other related variables. Donations must be made in accordance with District Policy.</p>
<p>Dress Code</p> 	<p>We are fortunate to have a wonderful student body and a supportive community. Appropriate student dress is essential to a positive educational environment, and we ask for your support in enforcing our school dress code.</p> <p>Students should be dressed in clothes that will help a child develop a positive self image toward learning. Proper attention to appearance can also improve personal expectations for behavior and performance. Students are not allowed to wear hats or tennis shoes with wheels in the school building. (<i>Hats may be worn at recess.</i>) Any clothing that causes an interference with the learning process is not allowed. Such dress may include, but is not limited to, clothing with drug, alcohol, or sexually explicit or suggestive messages, representations that are inappropriate or demeaning to any groups, and clothing that is suggestive or provides inadequate covering.</p> <p>If your student comes to school in a manner not conducive to learning (spare T-shirts will be kept in the health office), you will be called to arrange for other clothing to be brought to the school. If a change of clothing is needed, a child will wait in the office until their parent/guardian provides a change of clothing.</p> <p>Gym shoes are required for Physical Education classes (shoes may be kept at school if necessary).</p> <p>Students must wear appropriate outerwear according to weather seasons. Please label your child's clothing in order that we are able to return lost items.</p>
Drop off / Pick Up Location	<p>For the safety of our students, parents/guardians must drop off/pick up students in school designated areas only.</p> <p>If you are going to escort your child(ren) into the building, you must park your vehicle in designated parking areas and sign your child in. Any vehicles left unattended in the fire lane (yellow curb along sidewalk) are subject to being ticketed.</p>

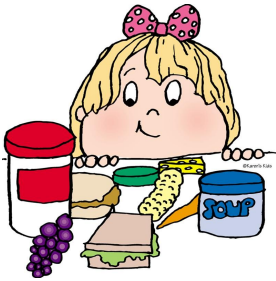
Email Communication	<p>Only general school information will be communicated via email, i.e. homework assignments, activity time/date, general classroom news. Specific information related to a student's grades, an incident, and/or personal information will be communicated via phone or meeting.</p>
Emergency Parent/Guardian Contact Information	<p>To provide assistance to each student in case of an emergency, the required emergency information is essential. The annual Student Health Census Form provides up-to-date emergency phone numbers and medical information. <i>It is the parent's/guardian's responsibility to notify the school of any change of address, telephone number, or emergency numbers.</i> In a medical emergency, the local emergency system will be used and the student will be transported to Ridgeview Medical Center by ambulance at the parent's expense.</p>
Emergency Preparedness	<p>We place the safety of students as a top priority. State law mandates that each school building conduct five fire drills, five lockdown drills, and one severe weather drill. We view these drills as proactive measures to teach students the proper methods of evacuating the school premises and procedures for safe sheltering inside the school building.</p>
Emergency School Closing	<p>Weather related school closings, late starts or early dismissals are communicated to parents via Infinite Campus Messenger and posted on the school website. You can also obtain school closing information by calling our Weather Line at 952-442-0640. Parents are responsible for updating their contact information in the Infinite Campus Parent Portal. Parents are also required to complete the Emergency Dismissal Form each year. This form provides valuable information for the homeroom teacher and school office in the case of an emergency dismissal due to weather, power, or other building emergency.</p> <p>A parent/guardian is responsible for informing the teacher of any changes in your emergency plan that may occur during the school year.</p>
English Language Learners (ELL) Program	<p>The mission of the ELL program is to ensure equity and access to a high-quality education for English language learners (ELLs) to reach their greatest potential. ELL Teachers will develop, implement, and evaluate research-based language instruction education programs for English learners to attain English proficiency based on the WIDA English Language Development (ELD) standards and achieve state academic content standards.</p>
Family Life Education	<p>Family Life is included as part of the district health curriculum in grades five through ten. The fifth grade curriculum goals are directed toward greater understanding of family life, more effective interpersonal skills, and greater understanding of human growth and reproduction. A curriculum outline and list of materials is available from the school office. Any parent or guardian who does not wish their child to participate in this program is asked to make a written request to his/her classroom teacher.</p>
Field Trips	<p>A field trip is considered to be a learning experience. Field trips are directly related to curriculum units. Parents/guardians shall be informed of all field trip experiences scheduled for the students prior to the activity. A student fee is assessed for each student to help offset the cost of the field trip. No child will be denied a field trip experience due to family financial constraints. If parents/guardians have any questions about the experience, they should contact the classroom teacher.</p> <p>Parent chaperones are determined by the homeroom teacher. K-3 chaperone guidelines are one adult to five students and one adult to seven students for Gr</p>



4-5. Parents are not to attend field trip activities unless they are an assigned chaperone for the activity. **Non-classroom students are not to attend school-sponsored activities.**

Parent chaperones will be asked to supply information for a background check to be completed prior to the field trip.

Food Service/ Cafe #110 Nutritional Services



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

All ISD #110 families must set up a lunch account by going to [online-payments](#). You can use the Family Site to check your family balance, make payments and more. All breakfast and lunch charges come directly out of your family lunch account.

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

*We serve breakfast at Bayview and Laketown Elementary schools before school and at Southview Elementary, mid-morning. All Kindergartners have the option for free breakfast daily. During our mid morning snack break, **we strongly recommend nutritious snacks, as opposed to cookies, pastries, etc.** Students are not allowed to share home prepared snack/food items with other students.*

Lunch: Students in grades K-5 are encouraged to participate in our Cafe #110 lunch program. Lunch includes 5 meal components: meat, whole grains, assorted fruits, vegetables, and milk. The lunchroom is open to all students, whether they bring their own lunch or buy a school lunch.

Free breakfasts and lunches are provided for students whose family qualifies. Application forms for these meals are available [online](#) or in the school office.

Meal costs: Go to <https://cafe110.org/cafe-110-meal-prices/>

Fundraisers

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

Health Screening

Vision screening is conducted in the fall for all students in grades 1, 3 and 5. If you request your child not be screened or if your child has a special health concern that may make it difficult for a routine vision screening, please contact your building health services office.

Vision and Hearing screenings can be conducted at any time by a special request or referral from teachers or parents. When suspected health problems are detected, a referral for a medical evaluation is made. If financial assistance is



needed or resource information is requested, please contact the District School Nurse at 952-442-0625.

Homework



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

Homework may be assigned to:

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

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

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

Immunizations



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



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



Immunization procedures are in accordance with District Policy #530.



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



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

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

Information and/or Concerns	<p>When you need information or have a concern about your child, the first person to contact is your child's teacher. Teachers welcome calls from parents. If after talking to the teacher, you still have questions, contact the principal.</p>
Injury or Illness, Student 	<p>Health Office staff is available during the school hours for emergency first aid and assistance to students who are injured or ill. In case of an injury/illness, the school will contact the parent/guardian first if deemed necessary. The parent, if requested, will pick up the child or make arrangements for someone else to do so as soon as possible. If unable to reach the parent/guardian, the person identified as an emergency contact in Infinite Campus Parent Portal will be notified. We ask parents to make sure the emergency contact person has agreed to assume this responsibility, is available and has transportation. Students will be excluded from school when they exhibit any of the following symptoms:</p> <ul style="list-style-type: none"> ❖ Oral temperature over 100 degrees ❖ Undiagnosed rash ❖ Vomiting ❖ Breathing difficulties ❖ Diarrhea <p>All students are required to participate in Physical Education. Following an injury or illness, a physician's order is required for any student to be excused from Physical Education class for more than three days.</p>
Insurance, Student	<p>The school district insurance policies do not provide coverage for injuries incurred by students at school. Parents/guardians are encouraged to review their present health and accident insurance program to determine its adequacy.</p> <p>The school district is making available accident insurance through Student Assurance Services, Inc. This plan will provide benefits for medical expenses incurred because of an accident. An explanation of the costs and benefits of this plan is available in the school's office.</p>
Kid's Company (School Age Childcare)	<p>The District's Community Education Program is sponsoring an all-day childcare program, known as Kid's Company, for student's grades K-5. The program offers daycare for students at school. For more information, call the Community Education Office (952-442-0610). The program is open 6:00 am- 6:00 pm.</p>
Life Threatening Allergies 	<p>In any given school year we may have students and staff with life threatening allergies to bee stings, peanuts and/or tree nuts. Although emergency medications and treatments are available in the health office in the event of a severe allergic reaction, the best treatment is prevention since measures may not be adequate to counteract the swift severe reactions that may occur.</p> <p>Ideally our environment would be free of all allergens, including those related to foods, but this is not always possible. With peanuts it can be especially difficult since they can be a hidden ingredient in foods.</p> <p>In an effort to keep children and adults safe we ask that you:</p> <ul style="list-style-type: none"> ❖ Frequently remind your child never to share any part of their lunch or snack. ❖ Check with the school nurse regarding food allergies or dietary restriction guidance. ❖ Bring personal snacks that are nut and peanut free. Please see the

	<p>birthday section above for guidance on birthday celebrations.</p> <p>Please contact the District Health Coordinator for more information.</p>
<h3>Lost & Damaged Materials</h3>	<p>The school will charge an appropriate replacement fee for electronic devices, textbooks, workbooks and/or library books that are lost and/or damaged beyond repair.</p>
<h3>Lost & Found</h3> 	<p>There's a good bet we know where the missing gym shoe, mitten or hat is! Each year many items find their way to our Lost and Found, and you can help this problem by:</p> <ul style="list-style-type: none"> *Clearly labeling your child's coats, jackets, sweaters, caps and boots with their full name. *Trying to locate the item immediately upon discovering it is lost. Don't let too much time elapse. *Using caution in allowing articles of sentimental or monetary value to be brought to school. <p>Unclaimed lost and found items are donated to a local agency on a regular basis as communicated by the school.</p>
<h3>Medication Policy, Student</h3> 	<p>In accordance with the Minnesota Department of Health's recommendations, the Waconia Public Schools WILL NOT provide any medication (including Aspirin or Tylenol). Medications will be administered by the School Nurse, Health Associate or school trained designated employee under the following conditions:</p> <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> * Student Name * Dosage and route of administration * Name of medication * Termination date of administration * Time and frequency of administration * Reason for medication * Possible side effects 2. Prescription and non-prescription medication must be in the prescription or over the counter container. The pharmacy, if requested, will divide the medication for home and school into two bottles with proper labels. 3. Parents are encouraged to bring medication (especially controlled substances such as ADHD medication) to the Health Office for the health and safety of your child and other students. If parents are unable to bring the medication to school, they should contact the Health Office and alert the staff to the type and amount of medication being sent to school that morning. 4. Students will not be allowed to self-medicate or carry medications with them unless an exception and individual health plan is developed by the School Nurse, physician, and parent. <p>See District 110 website for a Medication Permission Form. Click on the Health Services link.</p>

<h2>Messages</h2>	<p>Each classroom and special education teacher has voice mail access. Those messages are picked up before and after school. Emergency messages need to be communicated to the school office staff.</p> <p>Each day we receive many requests to get a message to students. We know that occasionally important family things come up and it is necessary to contact your child. However, because teaching/learning is a priority, we need to keep messages and classroom interruptions to a minimum.</p>
<h2>Parent Teacher Conferences</h2> 	<p>Parent-Teacher Conferences are one of the most important channels of communication between school and home. Conferences are held twice a year. You will sign up for a 20-minute visit with your child's teacher through an online scheduler called PICK-A-TIME. Watch for more information about how to sign up in the school newsletter.</p> <p>TIPS FOR A SUCCESSFUL CONFERENCE:</p> <ol style="list-style-type: none"> 1) Arrive to the meeting on time; 2) Make a list before you come of items you want to discuss, or questions you'd like answered; 3) Ask for clarification of any information the teacher gives that you don't understand; 4) Follow-up with the teacher in the weeks to come.
<h2>Parent Teacher Organization (PTO)</h2>	<p>A Parent Teacher Organization is designed to enhance the home-school relationship. The purpose of the organization is three-fold:</p> <ol style="list-style-type: none"> 1. To provide a forum for parent input regarding instruction and organizational practices/policies in the elementary program. 2. To provide parent educational opportunities on academic, social, and emotional topics related to children. 3. To provide opportunities for families to participate together in education and social activities. <p>All parents are invited to become active in the PTO. PTO supports the school in many ways including fundraisers, staff recognition, volunteering opportunities and programs that enhance the education of our students and families.</p>
<h2>Parties and Activities, Student</h2> 	<p>Special parties or classroom activities not directly related to the curriculum may occasionally be scheduled by the classroom teacher during the school year (i.e. fall and/or winter). A parent/guardian may opt for a student not to participate in the event, at which time the teacher will plan an alternative activity for the student. Due to allergies and District Wellness Policy classroom teachers and staff will be responsible for the organization/ordering of special party treats. We will not ask parents to bring in items for the entire class.</p>
<h2>Personal Belongings of Students</h2>	<p>Unless a teacher requests them specifically, students are discouraged from bringing toys, sports equipment or other expensive items to school. School staff are not responsible for non-requested items.</p>

<p>Pledge of Allegiance</p> 	<p>Students recite the pledge of allegiance to the flag of the United States of America on a daily basis via the morning announcements or as part of the individual classroom morning meetings.</p>
<p>Recess</p> 	<p>Students will go outside for recess before school (7:40-7:50 a.m.) and before or after their lunch times unless any of the following weather-related conditions exist:</p> <ol style="list-style-type: none"> 1. The temperature is at or below -10° degrees inclusive of the wind chill index. 2. Precipitation (rain or snow) and/or weather conditions (thunderstorms, lightning) are of a degree that it is deemed the conditions are not conducive to students' well-being. 3. The playground/playfields are in such condition, i.e. wet, icy, muddy, that it is deemed unsafe and/or not conducive to students well-being. 4. The principal or their designee will make decisions related to the application of this policy. We make every attempt to get students outside every day.
<p>Records, Parent Access to Student</p>	<p>Parents/guardians are permitted to review their student's educational records. Upon request, the district will provide a list of the types and locations of educational records used by the district. Upon requesting access to records, parents/guardians will be supplied a more detailed copy of rights and procedures involved. Non-custodial parents do have the right to education information including, but not limited to, records and report cards. Please contact the building administrator for additional information. Parents have the ability to access student information on Infinite Campus parent portal. Parents will be supplied with online instructions in the yearly Open House electronic mailing.</p>
<p>Registration, Student</p>	<p>New students enrolling in school are to complete the Online Registration on the District Website. Contact the School Administrative Assistant for additional enrollment forms. All immunizations must be current. An official county birth certificate is required. Proof of residence is required: a copy of a utility bill, driver's license, Rental/Purchase Agreement with current district address listed are all acceptable forms of proof of residence.</p> <p>To enter Kindergarten, a child must be 5 years old before September 1st of the school year. If you have any questions regarding enrollment, please contact the school.</p>
<p>Report Cards</p>	<p>Report Cards are issued three times a year. They will be available for review and printing via Infinite Campus parent portal. If you wish to receive a hard copy, you must notify the school office. The report card reflects the student's performance in terms of maturity and ability. The students are graded in academic areas as well as in the areas of study habits and social growth. A non-custodial parent may receive a progress report.</p>

Safety Patrol	The school's Safety Patrol is on duty before and after school each day. The patrol's main duty is to help students cross the streets safely, board buses, monitor hallways and protect students from accidents. Adult supervision is provided at each crossing site.
Special Education Services	<p>Special education support programs are provided in math, reading, oral and written language, speech, science, social studies, and vocational subjects. Support with emotional, behavioral, and handicapped programs are also provided. Students with special needs remain with their classmates and classroom teachers as much as possible. Specialists may provide services by team-teaching classes with regular education teachers, meeting with individual or small groups in a resource room, or a combination of both.</p> <p>Concerns about the need for special help may be alleviated by a pre-referral meeting with the Child Study Team. The Child Study Team consists of the teacher, special education teachers, school psychologist, school nurse, special education director, social worker, autism specialist, occupational therapist, and principal.</p> <p>The Child Study Team will attempt to provide help to the student within the classroom setting and without the aid of the special service department. If this process does not resolve the concerns, the student may be referred to the special education department for evaluation.</p> <p>Parents/guardians, teachers, counselors, etc. on behalf of a student may make requests for special education services.</p>
Student Surveys	<p>The Protection of Pupil Rights Amendment (PPRA)</p> <p>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. Please see attached link for more details.</p> <p>The Protection of Pupil Rights Amendment (PPRA), 20 U</p>
Title IX	<p>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.</p> <p>ISD 110 Title IX LINK</p>

<p>Transportation</p>	<p><u>Bicycles:</u> Students may ride bicycles to and from school. Upon arrival at school, the students must park their bikes in the appropriate bike rack on the outside of the school. The school is not responsible for bikes brought to school. We strongly recommend that students wear helmets and lock their bikes.</p> <p><u>Busing:</u> The school district contracts with independent owners for transporting students to and from school. If a student has a need to be transported to a location other than their home on a regular basis, the parent/guardian must contact the bus contractor and fill out the appropriate form.</p> <p><u>Parent/Guardian Transportation:</u> Parents/guardians may drop-off and pick-up students. Students will be dismissed from their school's determined location and parents must enter the building and sign-out their children. Students will not be released until a parent/guardian or an adult with written parental permission meets the child in their school's determined pick-up location.</p> <p><u>Walking:</u> Students who walk to school are reminded to follow the pedestrian safety rules. The rules include:</p> <ol style="list-style-type: none"> 1. Cross the streets only at crosswalks 2. Walk on street sidewalks when available 3. Walk along the edge of the street facing traffic when sidewalks are not available <p>A student buddy system which has students living in the same neighborhood walking together to school, especially pairing younger students with older students, should be used when possible.</p>
<p>Tutoring Services</p>	<p>School District 110 recognizes that additional tutorial support through direct instruction can be beneficial to students. Teaching staff working in partnership with the building administrator and student's parents can provide tutorial services to students that are intended to improve his/her academic skills within the regulations established by school district policy (#427). Parents requesting tutorial services are asked to contact the building administrator for assistance.</p>
<p>Videotaping and Filming</p>	<p>The staff recognizes the occasional request from parents to videotape and/or film an activity or programs in which their child is participating. The videotaping and/or filming of special programs (i.e. class plays, musical performances, athletic events, etc.) is permissible. The videotaping and/or filming of routine daily instructional programming and/or practices requires teacher notification and permission and is not to include videotaping and/or filming of other students, adults, and/or staff without permission being granted by the parent/guardian and/or respective adult/staff member.</p>
<p>Volunteering</p>	<p>Parents have the opportunity to volunteer their service to the school. The purpose of parent volunteering is to provide "extra classroom hands" and to increase parent involvement in their child's education. Each grade level establishes parent volunteer opportunities consistent with age/student grade. Prior arrangements should be made with the classroom teacher. We ask parents not to bring younger siblings into your school-age child's classroom while volunteering. A younger child may become a distraction when students are concentrating on an assignment or activity. Always check in at the school office to obtain a visitor's badge before going to your child's classroom.</p> <p>Confidentiality is a must when volunteering in our classrooms and schools.</p>

Weapons	<p>It is the policy of District 110 Public Schools to maintain a positive, safe learning and working environment and school zone.</p> <p>The prohibition specifically includes all school-sponsored activities such as field trips, or co-curricular activities wherever they occur.</p> <p>All weapons or instruments, which have the appearance of a weapon, are prohibited within all school environments and school zones except for educational purposes as authorized by the building principal or designee. This prohibition applies to all school buildings and grounds, leased or owned, within all school owned, leased or contracted vehicles, and at other buildings or premises where District 110 students are present.</p> <p>Regulations:</p> <ol style="list-style-type: none"> 1. The school environment includes any District 110 school building or any location at which a school activity including District 110 students occurs. The school zone means: <ol style="list-style-type: none"> 1. At or on the grounds of a District 110 school 2. Within a distance of 1000 feet from the grounds of a district school. 2. Weapons are defined as a firearm or device designed as a weapon capable of causing death or bodily harm or one that results in the fear of death or bodily harm. 3. Consequences for a violation of this policy may include a suspension of up to fifteen days and/or expulsion/exclusion from school. In addition, violations of this policy will be reported to the appropriate law enforcement agency and any weapons will be confiscated. 4. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon. 5. District learners, with and without disabilities, are subject to the consequences of this policy. All applicable statutes and rules that relate to students with disabilities will be adhered to in the enforcement of this policy.
Website	<p>As a means of facilitating communication between home and school, elementary buildings will be using the school website. The website will be updated frequently. Please access our website for current school information.</p> <p>www.isd110.org</p>
Yearbooks	<p>Each spring students are given an opportunity to purchase yearbooks. These special memory books bring smiles to children, parents, and staff members.</p>
XYZ	<p>There's much more to know about our school. If you have questions concerning any portion of our school program, we encourage you to call. When schools and parents work together, children benefit. Nothing is more important to us than your children and the partnership between home and school.</p>



KIDS' COMPANY PARENT HANDBOOK

Learning-Leading-Linking

Welcome

We are pleased that you have selected our program for your family! The team at Kids' Company hopes your child's experience with us is a positive one. We all share a common goal to provide a safe, trusting atmosphere in which our children can grow, develop new interests and friendships, and have FUN!

The policies outlined in this handbook are what you may expect from Kids' Company Preschool and School Aged Care Programs and what the team members expect from you in return. In order for your child's experience to be rewarding, we all need to work together!

We hope this handbook is helpful. Please take the time to become familiar with the policies procedures of Kids' Company.

Our program focuses on respect, creativity, safety, friendship and fun! We welcome you and your child to our program.

Sincerely,

Jennifer Merritt

Kids' Company Program Supervisor

Mission and Goals

Kids' Company's Vision

Our focus is to offer a place where children will have fun, be challenged, build relationships and feel a sense of belonging while fostering a sense of self.

Our goal is to build a strong community through our children

Our Mission

Providing quality, affordable care for your children is not just a business to us. It is our mission- a vital part of our commitment to the community. It is an approach that includes unique programs to make sure kids stay motivated –intellectually, socially, emotionally and physically.

Kids' Company is a values-based organization that is for Youth Development, Healthy Living and Social Responsibility. Kids' Company core values of caring, honesty, respect, and responsibility are taught in every program that we offer. Because of this, our program is a great place for your child to grow!

Important

Phone Numbers

Community Education

952-442-0610

Program Supervisor

952-442-0618

Billing Specialist

952-442-0686

Program Goals

Kids' Company Staff will seek to:

Create a safe atmosphere of learning that helps develop self-confidence and builds character through promoting the values of caring, honesty, respect, and responsibility.

Help each child develop relationships with others and learn to work together in a cooperative manner.

Use activities that support child-centered and child-directed activities.

Create an environment where team members are partners with parents and other caregivers, working together to help kids grow up healthy, happy and strong.

Registration and Enrollment Options

To view your online account:

Go to: <http://waconia.registryinsight.com/>

Click on the "My Account" tab

Enter your ID and Password

Under "My Account", click on "Schedule"

Click on the "Start Date" of the class you would like to review.

School Year Registration

- There are two different sessions of Kids' Company every year-School Year and Summer. Families must fill out separate registration forms for School Year Care and Summer Care.
- Registration can be done through the Community Education registration site

- During the school year, families must contract for a minimum of 3 days per week (2 days during COVID-19) for PreK-5th grade.
- To withdraw from the program, you must give a 2 week notice and contact the Program Supervisor in writing (jmerritt@isd110.org). No matter the circumstances or due to COVID/Governors mandates, a 2 week notice still applies.
- Registration fees are non-refundable
- Your charges start the first day of the new session.
- You need to register for NON-School days on-line, you can cancel your sign up one week prior to the non school date without a fee, after that date you will be charged the non school day rate.

Kids' Company Site Options

- Kids' Company is open for Before School care from 6:00-8:30 AM and After School care from 2:15-6:15 PM at Bayview, Southview and Laketown Elementary Schools.
- Our preschool site at the Waconia Enrichment Center (WEC) is open from 6:00am-6:15pm daily.

Site Contact Information

Bayview 952-442-0614

bvkidsco@isd110.org

Laketown 952-442-0667

ltkidsco@isd110.org

Southview 952-442-0627

svkidsco@isd110.org

Pre-K 952-442-0649

dokidsco@isd110.org

Payment and Compensation Days

Kids' Company Payments

Tuition charged is based on your contracted schedule. If your child does not attend on a day which you have contracted, you will still be billed for the day.

Payments are due at the end of each week, or you can submit an Auto Pay form and be automatically billed monthly.

Weekly payments can be made by check or cash along with a Weekly Payment Slip attached and filled out with your CHILD'S FULL NAME, dated with the week you are paying. You can also pay using your online account

The rate for summer and non-school days are for full days. We do not have half day rates.

Please contact the Program Supervisor for information regarding financial assistance.

Billing Disputes

If there is a dispute over charges, contact the Billing Specialist within 2 weeks of the billing date. If no contact is made within 2 weeks of the billing statement, the charges will stand, no future appeals regarding those dates disputed.

Billing Specialist Contact Info:

Patty Karels
pkarels@isd110.org
952-442-0686

If you are unable to make your payment by the due date, call the Billing Specialist as soon as possible to discuss payment arrangements. If no payment or contact is made within 10 days of the due date, childcare may be terminated. Until the account is in good standing, you will be unable to register for any Community Ed camps or classes.

Compensation (Comp) Days

The amount of compensation days depends on your number of contracted days for the school year. For the summer, you will earn one contracted week worth of comp time. For the school year, you will earn 3 weeks' worth. Comp days do not carry into other sessions.

A request for a comp day must be indicated on the payment form or through an email to your child's site or to the Billing Specialist. If notice is not given, full tuition will be charged.

Planning for Each Day

What to Bring

- Healthy afternoon snack
- Water bottle
- Appropriate indoor and outdoor clothing.
- Face mask
- Home lunch **Non School days ONLY**

Dress Appropriately

Please consider the weather before your child leaves home every morning and remember that the weather can change quickly. Appropriate footwear and clothing will help your child enjoy a more comfortable day. Clothing should be identified with the child's first and last name on it. A lost and found box will be kept in each Main Room

What NOT to Bring

- Cell Phone/Electronics
- Games
- Valuables
- Money
- Candy/Pop
- Toys from home

Every day at Kids' Co ...

We will do our best to ensure the safety of your child's belongings; however, we do ask that you please not send any unnecessary items with them. Kids' Company will not take responsibility or be held liable for lost, stolen, traded or damaged items. Please do not send items of value from home with your child.

Kids' Company provides the majority of supplies your child will need while in our care. It is a good idea to have an extra pair of clothes supplied in your child's backpack and to have the appropriate indoor and outdoor clothing.

Outdoor Play

Outdoor play is an important part of your child's day. We believe it is vital for the total health of a child. We will be going outdoors every day, weather permitting. All children who are well enough to be at the program are expected to participate in outdoor activities. We will typically go outdoors if the temperature is above 0 degrees F. In hot weather, general precautions will be taken in determining appropriate outdoor time.

Safety and Security

Child Protection

- At the time of enrollment, Kids' Company must be provided with names and phone numbers of persons authorized to pick up their child, including all legal guardians. Please inform the staff at your child's site if someone other than those on the authorized list will be picking up your child. Please remind anyone picking up your child to bring their ID as staff will not be able to release the child until their identity is verified.
- If there is a non-custodial parent or court ordered custody agreement, Kids' Company will need a copy of the legal document in order to carry out the legality of the agreement/ court order.
- All staff are mandated reporters.

Sign In/Out

For the safety of each child, Kids' Co requires that a parent/ guardian sign their child in and out of the program daily with both the time of sign out and their signature.

There is a \$10 fee for not signing in/out. Continued refusal to do so will result in termination of childcare. If the group is away from their room, you must go to the lead staff to sign out.

Search Fee

It is the parents responsibility to notify Kids' Company staff if their child will not be attending on a regularly contracted day. The school office does not share absences/changes to schedules with Kids' Co. If a staff needs to call a parent, seek out that child's teacher, or be informed by the school office for verification of a child's absence on a contracted day, a \$10 search fee will be automatically charged to your account for the 1st—3rd time and after that it will be a \$20 search fee. Please contact the site by phone or email before 2:00 on a contracted day to avoid a search fee.

Late Pick Up

Children must be picked up by 6:15 PM. The fee for a late pick up is \$1 per minute per child if you are late 1-3 times. After 4-6 late pick ups, the fee is \$2 per minute per child. After 7 late pickups, your childcare contract will be terminated. The fee is paid directly to the Lead staff on duty. If you have an emergency and will be late, please notify the staff by phone or email. If you do not pick up your child and you and your emergency contacts cannot be reached, the police may be called to pick up your child.

Communication

Parent Communication

Parents are encouraged to communicate openly with Kids' Co staff about the program and their child. Staff will make an effort to communicate with parents/ guardians on a daily basis about upcoming activities, child's behavior or any program changes.

Rotating Schedules

We require families that need a rotating schedule to provide a schedule a week in advance to the Site Supervisor at your child's site. If you are providing your child's school teacher a schedule as well, it is good practice to CC both the teacher and Kids' Company.

Parent Code of Conduct

To ensure that Kids' Company has a positive and healthy atmosphere, this Code of Conduct sets forth conditions that parents/guardians are expected to follow and promote. It is our intent to have Kids' Company programs represented in a positive manner at all times.

In the event that parents/guardians cannot or will not uphold these conditions, those families could face suspension from the program.

Parents/Guardians will conduct themselves in a manner that is consistent with Kids' Company's Core Values of caring, honesty, respect and responsibility.

Parents/Guardians must be responsible for and in control of their behavior at all times, including refraining from foul language, and showing any derogatory conduct toward any Kids' Co staff, participants/children or other parents/guardians.

Parents/Guardians should not be impaired by alcohol or another substance when picking up their child(ren).

Illness, Incidents, and Accidents

If your child does not attend school due to illness or suspension, they are not eligible to be at Kids' Company for that day.

Injuries

If your child has a minor injury, the staff will perform any necessary First Aid and notify you when you pick up your child.

If a serious injury should occur, the staff will perform First Aid and notify you to pick up your child immediately and let you determine if you should take your child to the doctor or dentist.

In case of emergency, Kids' Co will call 911, perform immediate First Aid and contact parents/guardians immediately. A staff will accompany the child to the hospital and stay until the parent arrives if emergency medical transportation is required.

**All Kids' Co staff is First Aide/
CPR Certified.**

Exclusion of Sick Children

For the health and safety of all children in our program, please do not send your child to Kids' Company if they are ill. Please notify us if your child will not be attending.

Children are not allowed to attend the program if they exhibit any of the following symptoms or illnesses:

- Fever- If over 100 degrees
- Respiratory symptoms
- Vomiting
- Uncontrolled Diarrhea
- Mouth sores with drooling
- Unexplained rash
- Eye drainage
- Bacterial Infection such as strep throat
- Contagious illness
- Head lice-presence of lice or lice eggs/nits

Children must be free from these symptoms for at least 24 hours (without the aide of medication for fevers) before returning to Kids' Company.

If your child requires medication or cough drops while in our care, please fill out the Medication Administration form located on the district website and turn it in to the staff. Children should not keep medicine with them in their backpacks.

The site must be informed of special needs or medical conditions that impact your child's health, well-being, or involvement in activities. You are responsible for keeping this information current. A conference with the family may be requested in order to provide the most appropriate care.

COVID 19

Please see the COVID-19 sections

Policies

Toilet Accident Policy

In order for children to be eligible for the Kids' Company program, they must be toilet trained.

For Preschoolers:

If a child has 5 or more accidents in a one month span they will be deemed ineligible for the program.

For Kindergarten-5th Grade:

If a child has 3 or more accidents in a one month span they will be deemed ineligible for the program.

There is a three month time span from the date of the last accident that the child must be out of the program until they can return, if spots remain available.

Program Access

Kids' Company is committed to providing equal access to its programs, facilities, and enjoyment without regard to race, ability, creed, national origin and sex. We celebrate the presence of differences that make each person unique. We intentionally engage and develop all members of the community.

Babysitting

Staff is permitted to accept babysitting jobs outside of Kids' Company hours-there is even a list of babysitters and their phone numbers we can provide you! Please note that a liability form must be completed, signed and turned into the Community Education office before any Kids' Company staff member babysits during non-Kids' Company hours.

Pictures and Social Media

It is against Kids' Company policy for any staff member to take a picture of any child and post it to any form of social media. The only exceptions to this are our Kids' Company Facebook page and Community Ed Publications. Only children with photo consent as indicated on your registration forms will be published on these sites.

If a special event, or fun moment takes place while your child is in our care, staff may take snapshot and send it to you through your email. This will not be shared with anyone but your family.

Behavior

Program Rules

All children, team members and parents should be following the core values of Kids' Company: caring, honesty, respect and responsibility. In addition to following the values, program rules are:

1. Follow Directions
2. Respect self, others and property
3. Use appropriate verbal and body language
4. Keep your hands and feet to yourself
5. Stay with the group

Behavior Guidance Practices

Kids' Company strives to maintain a positive approach to managing children's behavior at all times. Team members establish and enforce clear and consistent limits and expectations for appropriate behavior. Team members deal with inappropriate behavior through various techniques including modeling, distraction and redirection, adjusting the environment, cooperative problem solving and removal of the activity/area as a last resort.

Process

As mentioned above, when positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following process will be employed:

Reasoning: Efforts to help the child understand the inappropriateness of their actions and agree to an alternate form of behavior.

Redirection: When reasoning has been pursued and behavior has not changed, the child will be redirected to another space or activity.

Take a Break: If reasoning and redirection do not change the inappropriate behavior, the child will be asked to sit and take a break for a decided amount of time.

Written Behavior Notice: This form is used for a child who, after much effort and numerous attempts, has not been able to modify their behavior. The staff and the child will discuss ways to guide the child to make positive choices.

Suspension for Inappropriate Behavior: In order to provide a safe, effective program, suspension may occur for children unable to follow the Behavioral Guidelines. Suspension steps are outlined in our Behavior Policy found on the next page of the handbook.

Removal from the Program: If the above process has not resulted in corrected behavior as outlined in our Behavior Policy, the child will be removed from the program.

Kids' Company reserves the right to bypass the above behavior steps at anytime and remove a child if the inappropriate behavior warrants.

Kids' Company Behavior Policy

K through 5th Grade Behavior Guidelines:

When a child misbehaves (does not listen, does not clean up when asked, name calling) they will receive a warning from staff and will be redirected to a different activity.

When a child misbehaves a second time in one day, the child receives a 5 min. break.

When a child misbehaves a third time in one day, a 10 min. break will be given in an isolated area. The parents will be notified and the child may be asked to sit out from an activity.

When a child misbehaves a fourth time in one day, a call is made to the parents to come and pick up their child from the program immediately. The child is also suspended for the remainder of that day, plus one contracted day.

After each time out, the staff will talk with the child, explain why he/she is sitting out, and suggest what the child could do to avoid further breaks.

Leaving the Premises

If your child leaves Kids' Company's location or group without permission, the staff will make every effort to locate the child without neglecting the other children at the site. If they child is not located, the parents will be called. If the parent cannot be contacted, Kids' Company staff will contact the child's emergency contacts. The Police Department may also be contacted. Due to the seriousness of the situation, consequences are as follows:

Preschool thru 5th

- **1st Incident:** Immediate pick up and suspended for 1 contracted day
- **2nd Incident:** Immediate pick up and suspension for 5 contracted days
- **3rd Incident:** Immediate pick up and suspension from the program for a minimum of 1 year from date

Behavior Policy Physicals

Preschool Physical Incidents

Preschool staff will follow the Pyramid Model

With each physical incident and behavioral incident staff will complete a BIR into a database that tracks such behaviors. If the behaviors continue we will look at strategies to promote social and emotional growth, during this process parents will be contacted by the Site Lead to discuss behaviors and possible tools to help the child. Calm down corner, breaks and body regulation tools will be offered at all times and will be promoted by staff as needed to each child. If behaviors continue after using all social and emotional

A Physical Incident is defined as a child acting out aggressively, with the intent of harm toward another student or staff. This can include, but is not limited to, hitting, kicking and spitting.

Kindergarten-5th Grade Physical Incidents

1st Incident: A call is made to the parents immediately. The child is then placed in an isolated area for 10 minutes.

2nd Incident: A call is made to the parents immediately and the child will be dismissed from the program for the remainder of that day, plus one contracted day. A meeting with the Site Supervisor, parent and child will be set up.

3rd Incident: A call is made to the parents immediately and the child will be dismissed from the program for the remainder of that day, plus five contracted days.

4th Incident: A call is made to the parents immediately and the child will be suspended from the program for a minimum of one year from date of incident. Re-enrollment after one year may be possible pending the following:

- Space Availability
- Kids' Company account is current
- First week fee and registration fee is paid in advance
- A satisfactory meeting with the parent and child by the Site Supervisor
- Approval by Kids' Company staff

Physicals on file expire at one year from date written

Payment must still be made when the child is suspended. You may choose to use comp days.

Summer Kids' Co and Non-School Days

Summer Care

Kids' Company offers care June through August. Children registered for the summer program must begin the first day or request a comp day. Summer child care contracts are available in 3, 4 or 5 days a week.

The Kids' Company summer site for all students is at one location for all ages. This site may change year to year due to the volume of students and community needs during the summer.

Elementary school Distance Learning Day (one Wednesday a month)

As directed by the Governor, we need to prioritize who we offer childcare to on distant learning days. At this time Waconia Elementary Schools will have one distant learning day a month.

Due to limited staff, space, and prioritizing critical workers we will be doing a new registration for the once a month distant learning days. For Kids' Company families this means you are NOT responsible for payment if that is one of your contracted days. All families needing care on those days will need to register.

Since this day is a planning day for teachers students will not have zoom meetings and will only be assigned

Scheduled School Closure Day

Scheduled School closure day sign ups will be available ahead of each non -school day. You must register your child as either attending or not attending even if it is not a regular contracted day. No changes/cancellations will be accepted after the Scheduled School closure day registration deadline. Children who are dropped off and NOT registered for care will be allowed to stay if space is available. A \$10 Non-Sign Up Fee will be charged to your account in addition to the day fee.

All children attending a Scheduled School Closure Day need to bring with them:

- Healthy morning and afternoon snack
- Bag lunch from home
- Appropriate clothing for both indoor and outdoor play

Signing up for a Scheduled School closure day automatically registers your child for any field trip or special event that may be planned for that time. Field trips and special events are routinely planned on Scheduled School closure days. We are not able to offer alternative care for children not participating in the field trips. School year field trips are not included in your weekly fee they do require additional payment. The payment will be added to your weekly tuition.

There are a few days in the year that Kids' Company is closed and you are not responsible for payment. Please refer to the Kids' Company school year calendar for these dates.

Severe Weather and School Closings

**Closings, delays, or early closing of
Waconia Area Schools are announced
on:**

- www.waconia.k12.mn.us
- All local news and radio stations
- (952) 442-0640 (weather hotline)

Weather School Closings

Please remember that anytime school is closed or delayed prior to Kids' Company opening for that day we will follow what District #110 is doing. Please read the following situations:

- If District #110 closes school prior to 6:00am Kids' Company will be closed.
- If District #110 announces there will be a two hour delay prior to 6:00 am Kids' Company will open at

Early Dismissal

If early dismissal occurs on a day when your child is not contracted to attend Kids' Company, they will be sent home according to the instructions given to the school and filled out on the release forms. Please make sure the same information is given to school and Kids' Company. Please talk to your children about alternative arrangements in the event of school closing and inform your school and Kids' Company of these arrangements.

In regards to payment anytime Kids' Company is closed you are not responsible for your contract and will not be billed for that day.

Please remember that unique situations may arise, so if at anytime that you are unsure if we are open please consult our website at www.isd110.org or call any of the Kids' Company Sites. We will update these resources as soon as we receive the information from the District.

Who do I contact?

Process for Addressing a Concern:

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

1. Contact your students' lead instructor.
2. If the concern is not addressed to your satisfaction, contact the site supervisor of the building your child attends Kids' Company
3. If the concern is still not addressed to your satisfaction, contact the supervisor of the Kids' Company program.
4. If the concern is still not addressed to your satisfaction, contact the community education director.
5. If the concern is still not addressed to your satisfaction, contact the school superintendent.
6. Finally if the concern is still not addressed to your satisfaction, contact the school board chair or a school board member of your choice.

Community Education Office:
952-442-0610

Program Supervisor:
Jenny Merritt: 952-442-0618
jmerritt@isd110.org

Community Education Director:
Tiffany Nelson: 952-442-0615
tnelson@isd110.org

Building Site Supervisors:

Bayview Kids' Company:
Ashlie Morrissette 952-442-0614
amorrissette@isd110.org

Laketown Kids' Company:
Ashley Karels 952-442-0667
akarels@isd110.org

Southview Elementary:
Yanet Rosales 952-442-0627
yrosales@isd110.org

WEC Kids' Company:
Rhonda Bjerke 952-442-0600 x6117
rbjerke@isd110.org

Sierrah Bjerke 952-442-0600 X6117
sbjerke@isd110.org

COVID-19

Self Screen

Please perform a self screen on your child before they arrive at School or Kids' Company.

COVID-19 SYMPTOM SCREENING TOOL

Staff and students are required to **DAILY** review the symptoms listed below and proceed according to guidance noted **PRIOR** to coming to school.

Are you experiencing any of the following?

<p>GROUP A 1 or more symptoms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fever (100.0°F) or greater <input type="checkbox"/> New onset and/or worsening of cough <input type="checkbox"/> Difficulty breathing <input type="checkbox"/> New loss of taste or smell 	<p>GROUP B 2 or more symptoms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sore throat <input type="checkbox"/> New onset of nasal congestion or runny nose <input type="checkbox"/> Chills <input type="checkbox"/> Muscle pain <input type="checkbox"/> Excessive fatigue <input type="checkbox"/> Nausea <input type="checkbox"/> Vomiting <input type="checkbox"/> Diarrhea <input type="checkbox"/> New onset of severe headache
--	--

Group A and Group B apply to those who have new symptoms with no other diagnosis to explain it.
*Documentation from a medical provider may be required if symptoms are attributed to a pre-existing health condition or medical diagnosis.

Are you taking any medication to treat or reduce a fever such as ibuprofen (i.e. Advil, Motrin) or acetaminophen (Tylenol)?

YES NO

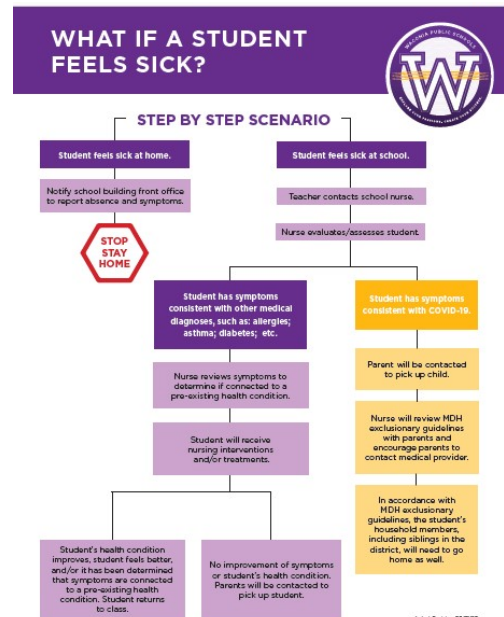
STOP
STAY
HOME

STAY HOME IF YOU:
Have 1 or more symptoms in Group A
OR
Have 2 or more symptoms in Group B
OR
Are taking fever reducing medication

Note: Siblings and household contacts remain at home if any household contacts are screened and meet symptom criteria in either Group A or Group B.

What if my child feels sick while at Kids' Company?

Kids' Company follows the same procedure as ISD110. If your child is out due to COVID or symptoms of COVID you will be allowed to use your comp days. We have given families an extra week this year to help out due to the current pandemic.



**** Everything is subject to change based on guidelines**

6.D.5. Preschool Parent Handbook



Parent Handbook

2022-2023

Waconia Community Education
Waconia Wildcat Preschool



Waconia Enrichment Center
Early Childhood Office
520 Industrial Blvd. Waconia, MN
(952) 442-0613

Community Education Office (952) 442-0610

www.waconiacommunityed.org

**Welcome to
Waconia Wildcat Preschool!**

ISD 110 Early Childhood Office
(952) 442-0613
520 Industrial Blvd.
Office Hours: 8:00 am-4:00 pm

Early Childhood Supervisor
Sara Linsley
slinsley@isd110.org

Early Childhood Administrative Assistant
Brenda Buesgens
bbuesgens@isd110.org

ISD 110 Community Education
(952) 442-0610
516 Industrial Blvd.
Office Hours: 7:30 am-4:00 pm

Community Education Director
Tiffany Nelson
tnelson@isd110.org

Preschool Location
Waconia Enrichment Center
520 Industrial Blvd.

ISD 110 Preschool Teachers
Mary Weber
mweber@isd110.org

Jenny Jensen
jjensen@isd110.org

Laura Jaede
ljaede@isd110.org

Lindsay Hackman
lhackman@isd110.org

Early Childhood Special Education
(952) 442-0600

Waconia Community Education connects, empowers, and enriches lives through lifelong learning and service to our community. Early Childhood Education is a core component of Community Education where families and young children begin their relationship with Waconia Schools. We recognize that every student has unique needs. It is our goal that we offer the best learning environment for your child. Academic and support specialists collaborate with classroom teachers to deliver classroom instruction. This collaboration is designed to support each child who comes through our door to reach his/her full potential.

Waconia Wildcat Preschool provides innovative classrooms where creativity and imagination flourish. Our inclusive programs help all children discover the joy of learning. Your child will be immersed in a stimulating environment that encourages physical, intellectual, and emotional development through play based investigation, purposeful questioning and exploration for deep learning and a seamless transition to kindergarten. Wildcat preschool aligns with the ISD 110 K-12 curriculum and initiatives. We work closely with Early Childhood Special Education and kindergarten teachers to foster a successful transition from preschool to kindergarten.

Greetings,

ISD 110 is excited to welcome you and your family to Waconia Wildcat Preschool! We are dedicated to providing a great learning experience for your child. Our staff will be working hard to create a love for learning and meet your child's individual needs.

This handbook is intended to be a resource for you. We have included important contact information, descriptions of services and policies that apply to students and families. If you have further questions, we welcome you to contact our office.

Thank you for choosing Waconia Wildcat Preschool for your child's early learning.

Sara Linsley
Early Childhood Program Supervisor

About Waconia Wildcat Preschool

At ISD110, our mission is to allow students to explore their passions and create success. In early childhood we give children a high quality preschool experience in partnership with parents. We strive to educate, collaborate, challenge, empower and support families, nurture development and treat all with respect.

We believe:

- Parents are a child's first and most important teachers.
- By nurturing young learners and providing structure, licensed teachers are able to support young learners and their parents.
- Research based curriculum embedded with standardized goals will provide learning to ensure kindergarten readiness.
- Classroom environments should be carefully designed to support developmentally appropriate exploration for preschool children.
- Play opens the world of learning for the preschool child.

We are a Pyramid Model School

Pyramid model is a social and emotional framework incorporated into the classroom to ensure high quality classrooms for all students. Preschool staff members are supported in implementing this framework through the Minnesota Centers of Excellence. Children benefit from this program through learning lifelong skills such as: friendship, self-regulation, problem solving and labeling emotions.



Parent Aware

Waconia Wildcat Preschool is a four star Parent Aware rated program. Parent Aware star ratings help parents find programs that go above and beyond to prepare children for school and life. To earn this top rating, a program must demonstrate the following:

- Conducts ongoing assessment of student's progress
- Continually adapts lesson plans and goals to meet individual needs
- Regularly updates parents on child's progress
- Provides staff with annual professional development relevant to early

Back to School Checklist

- Schedule an appointment for a listening conference with your child's teacher
- Double check that all forms have been uploaded in Infinite Campus
- Attend open house
- Turn in electronic payment form and supply fee
- Confirm transportation
- Make tuition payments by the 1st of each month

Questions?

Brenda Buesgens

(952) 442-0613

bbuesgens@isd110.org

Parent
Aware 

Program Information

Tuition

Waconia Wildcat Preschool monthly tuition should be paid **on or before the 1st of each month** by cash, check or credit card and submitted to the Early Childhood or the Community Education office. The billing policies are as follows:

- You **will not** receive a monthly invoice.
- Electronic payment is available. If you are interested in this option, please download the automatic payment form from our website or ask the Early Childhood office for a copy.
- All preschool classes will be charged a registration fee, payable at the time of registration
- Tuition credit or refunds will not be given for school holidays, school cancellations due to inclement weather or other emergency closings, vacations or illness
- Please see the ISD 110 Safe Schools Plan for policies specific to COVID-19

Children currently enrolled will be given priority registration for the next school year. Registration will begin in March.

Scholarships

Individuals or families who live in ISD 110 boundaries and meet certain income eligibility guidelines may qualify for a 50% fee reduction on their preschool tuition. Scholarship forms are available at the Early Childhood office. Free tuition through a Pathways I or II scholarship may be available for participants who meet income guidelines and complete an application. Please contact the Early Childhood office for guidelines and application forms.

Past Due Tuition Policy

Parent/guardian will be notified of the past due tuition via email, phone call and/or invoice. All accounts maintaining a past due balance after the 15th of the month will be assessed a late payment fee of \$10. Continued late payments or failure to pay will result in a hold on future community education registrations and may result in discontinuance from the preschool program. Please contact the program supervisor if you are having a hardship and together we will work to find a solution.

Cancellation Policy

Notice of cancellation needs to be received two weeks prior to withdrawal or participants will be required to pay the difference. The registration and supply fees are non-refundable.

Waconia Wildcat Preschool Calendar

Wildcat Preschool generally follows the ISD 110 School Year Calendar; however, some adjustments may be made. A calendar can be found on the school district website using the link below..

[ISD 110 Calendars](#)

Health Policy

Your child is too sick to be at school if they:

- Have a fever over 100 degrees
- Vomited or had diarrhea in the last 24 hours
- Have an undiagnosed rash (not including known, recurrent, non-communicable skin conditions)
- Have red, crusty, weepy eyes until antibiotics have been started
- Have an undiagnosed or communicable cough until doctor clears you for return to school (not including allergies, asthma non-communicable ongoing conditions)
- Are not feeling well enough to engage and learn at school

Health guidelines specific to COVID-19 can be found in the ISD 110 Safe Schools Plan.

Allergies

We work hard to make our school a safe environment for every student. Please inform the staff of any allergies your child has so we can take appropriate precautions to prevent exposure. You will be provided a form to fill out giving our staff instructions on how to proceed if your child comes into contact with those allergens. We are able to store an EpiPen you provide if needed for your child.

Immunizations

State law mandates that an immunization record be kept on file for each child in our program. The immunization form is due before the start of the school year. If you are a conscientious objector, a notarized immunization form must be on file with the school district. We have two certified notaries employed in the district who can help with this requirement. Free or reduced cost immunizations for children are available through Carver Co. Public Health at 952-361-1329.

Medical Emergency

Every child attending Waconia Wildcat Preschool needs to have a completed district registration through Infinite Campus. This will ensure that we have contact information in the event of an emergency. In the event of an accident or medical emergency during school hours, parents will be notified by phone if medical assistance is needed or told of the incident at the end of class, if medical assistance is not needed. An accident report will be

shared with parents as needed. In the event that your child needs immediate medical attention, we will call the ambulance and route your child to the hospital you listed on your emergency contact. Parents will be notified immediately.

Attendance

Attendance is important. Please make every effort to get your child to school every scheduled day and arrive on time. If your child is unable to attend class please call or email your child's teacher or the Early Childhood office. If you are receiving a Pathways Scholarship you may not miss more than 12 school days, or your grant may be revoked.

Express Drop-off & Pick-up

Parents will drop their child off with a staff person at an assigned door and proceed through the parking lot to the street. Parents will queue up and wait for a staff member to come to your car to help your child out of the car and into the building. As soon as your child exits your car, please move through the parking lot onto the street as safely as possible. Please prepare your child for this and make drop-off brief, so traffic can continue to move forward.

At pick up, parents will queue up in a line and wait for a staff person to bring your child to the car. You will need to get out of the car to buckle your child into their car seat. Then quickly return to your seat and proceed to the exit.

Heavy congestion is likely, so your patience and help to keep traffic flowing is imperative.

Late Pick-up

Please arrive promptly at dismissal time. Arriving late causes unnecessary worry for many children. Our teachers have tight schedules and must be allowed time to prepare for their classes. In the case of an emergency please call the Early Childhood Office at (952) 442-0613. A child who is not picked up on time may be brought to Kids Company and the family will incur the charges.

Transportation

Bussing is available for qualified families and/or for a fee. Koch Bus Company provides vans to transport preschool children. If your child is riding the bus, please be ready and waiting at least 5 minutes prior to the pick-up and drop-off times. The drivers must see an adult at drop-off to ensure the safety of the child. If an adult is not present the child will be brought back to school and parents will be notified. A fee for extended care may be assessed in this situation.

Classroom Visits

Parents are welcome to volunteer in our classrooms. We encourage family engagement. There are several opportunities for volunteering. If this is something you are interested in, please speak with your child's teacher. If your child is experiencing separation anxiety, it might be best that you wait until your child has adjusted to school before volunteering in the classroom.

Parent Communication

Communication is important for a successful school year and is two way between school and home. We want to partner with you and understand you have valuable information about your child. We will communicate our classroom activities and want to hear from you anytime you feel it is necessary.

- Calendars will be posted on the district website www.isd110.org.
- Emails will be sent from your children's teacher with special updates and alerts.
- Monthly and/or weekly newsletters will be shared electronically. If you prefer a paper newsletter please let your teacher know.
- Most teachers will use an app called SeeSaw. SeeSaw is an additional form of communication and is used to share daily classroom happenings.

Conferences

Conferences are held two times per year and the dates are noted on the school calendar. This is a wonderful time to connect with your child's teacher and share about social, emotional and academic achievements for your preschooler. During these conferences teachers will share observation notes and samples of your child's work.

Wildcat Preschool uses Teaching Strategies Gold as our formal assessment, as well as success criteria selected through the MN Early Childhood Indicators of Progress. Teachers will continuously monitor and support every child's development.

Preschool Parents Connect

Wildcat Preschool parents are invited to a preschool parents connect opportunity that will meet once a month. Parents of preschoolers will come together to share joys and concerns and learn in a fun and relaxing atmosphere. There will be topics of interest to discuss and learn about, but mostly this will be a time for open sharing to get to know each other. The group will be led by our parent liaison and the early childhood program supervisor. Childcare is offered for a fee. Register under District 110 Preschool Programs.

Please check the Community Education catalog for specific dates and times.

Behavior Guidance

Most children do very well in the preschool environment. Our licensed teachers understand the developmental level and needs of children and have appropriate expectations for young children. They are attentive to the children and give verbal and often visual cues to teach behavior expectations. Teachers positively reinforce helpful behavior, acknowledge feelings, use tools and strategies to teach self-regulation and provide a framework for problem solving. If behavior escalates, parents will be informed and consulted about the issue, and a behavior plan will be developed.

Special Education Services

Wildcat Preschools works in full partnership with the district's Early Childhood Special Education program. Qualifying children will receive extra support and services to help them succeed at school. If your child's teacher or yourself have any concerns about your child, the ECSE team can be consulted and a plan to support qualifying children will be created.

Early Childhood Screening

Early Childhood Screening is a free, developmental check required by the State of Minnesota for kindergarten entrance.

Screening appointments:

- Last approximately 60 minutes with parent observation during the entire appointment
- Are best when complete at the age of 3-4 years
- Check your child's height, weight, hearing, vision, immunization record, coordination, large muscle and small motor skills, speech, learning development, and social/emotional skills
- Involves playful activities that make it an enjoyable experience for your child, while providing valuable information to ensure development is on track
- Are not tests. Screening simply helps identify any needs that may require additional support before your child enters kindergarten. Studies show that early intervention can make the biggest impact on development.
- Your screener will discuss the results of the screening with you immediately and answer any questions you may have

To schedule an appointment, go to:

[Early Childhood Screening](#) or call (952) 442-0613.

Early Childhood Advisory Council

This is a group of parents and staff that meet monthly during the school year to support, advise, and take action on behalf of Waconia Early Childhood Programs. This may include such things as planning events, fundraising or teacher appreciation. If you are interested in joining this group please contact or (952) 442-0664.

Snack Time

All Wildcat Preschool sessions include snack time as an important learning time of our day. Families take turns providing nutritious snacks for their child's class. Guidelines will be shared with parents by classroom teachers. All food brought into school for children is required to be commercially prepared. **All classrooms are peanut free.** Individual classrooms may have additional guidelines due to allergies and you will be notified in that case.

Toilet Training

All children are required to be fully toilet trained, unless a special need is involved. If a special need is present, a plan will be created with the parents and may need to include medical information from your child's physician.

Backpacks

Children are requested to bring a school-sized backpack each day. Please make sure to check your child's backpack daily.

Dressing for School

We ask that you dress your child comfortably for play. It is our desire that children participate fully in large muscle opportunities, art, sensory play, science experiences and nature play, which can be messy. Please supply jackets, snow pants, boots, mittens, and hats as needed. You may also want to apply sunscreen and bug repellent to your child before school. Please provide a full change of clothes for your child in case of potty accidents or spills. A gallon ziplock bag works well to store the extra clothes in your child's backpack. ***Please check and empty the backpack daily.***

Curriculum

Creative Curriculum: This is our base curriculum. Creative Curriculum includes developmentally appropriate goals and objectives for children within four main categories of interest: social/emotional, physical, cognitive and language. Teachers use Creative Curriculum as their guide to set-up their classrooms, observe children and ensure they are teaching to the whole child.

Second Step: This is our social-emotional curriculum. Second Step is research-based, teacher-informed, and classroom-tested to promote the social-emotional development, safety, and well-being of young children. When children enter kindergarten with self-regulation and well-rounded social-emotional skills, they are set-up for success.

Foundations: This is our language arts curriculum. Foundations assists children with phonemic awareness, phonics and letter formation.

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 an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

Field Trips

Field Trips are planned throughout the year based on curriculum. School bus transportation will be used when needed. All field trips will require a completed permission slip and will have opportunities for parent chaperones. Field trips will happen during regular school hours.

Nature Play

We believe children need to connect with nature to support healthy development. Wildcat Discovery Park is designed to be a place where children can connect with trees, shrubs, perennials, vines and edible gardens. This outdoor classroom space will be used often in all seasons.

Holidays

We approach holidays with cultural sensitivity. Please be open with concerns you have about what might be included in these days and potential conflict to your personal beliefs. With open communication we have found culturally appropriate ways to celebrate a variety of holidays within our classroom. If you have information about celebrations that you would like to share with the class, please let your child's teacher know to see how we might share those ideas.

Photos and Video

We take many photos in class. A portion of these photos are used as part of our curriculum and classroom management. Other photos are used in promotional literature or on our programs Facebook page. If for any reason you are not comfortable having your child's photo taken in class for these purposes, please let a staff member know so that we can offer you an opt out form. In addition, professional photos will be taken of every child in the fall. Purchase of these photos is optional.

Safety Guidelines

As part of our ongoing commitment to student safety, we practice fire drills, tornado drills, and lock down drills throughout the year. When we conduct safety drills, visitors, parents/guardians and anyone else in the building are expected to participate. If you are in a building during a drill, follow the instructions of the early childhood or building staff.

Mandated reporting

Staff are mandated by state law to report any instance of observed or suspected neglect and physical or sexual abuse of children in the home, school, or community setting.

Weather Emergencies

Any changes made to planned school hours will be posted on the district website. Local news broadcasts will scroll the information at the bottom of the screen or can provide a text, email or call if changes are made to your designated school district. A 2-hour delay to our school cancels morning preschool, afternoon preschool classes will be held. The district's weather line is (952) 442-0640 which provides a recorded message. Tuition refunds due to weather will not be given.

[ISD 110 Website](#)

Process for Addressing a Concern

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

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



Parent Handbook

2022-2023 School Year

Waconia Community Education
Early Childhood Family Education



Waconia Enrichment Center
Early Childhood Office
520 Industrial Blvd. Waconia, MN
(952) 442-0613
Community Education Office (952) 442-0610

www.waconiacommunityed.org

Welcome to Waconia Early Childhood Family Education

Early Childhood Family Education is a District 110 program of Waconia Public Schools Community Education. All families with children ages birth to kindergarten are welcome.

- A terrific place for you and your child to play and learn together
- Provide education, support and friendships with other parents and caregivers
- Weekly parent/child classes, field trips, special events for parents and children led by licensed teachers and qualified teaching assistants
- Parent coaching sessions and home visits
- Affordable with a sliding fee scale - no one denied participation for inability to pay



Waconia Community Education is excited to welcome you and your child to Waconia Early Childhood Family Education. We are dedicated to offering quality learning experiences for you and your child. Our staff will consistently work hard to provide support and education for the healthy growth and development of your child.

This handbook is intended to be a resource for you throughout the 2022-2023 school year. We have included important contact information as well as descriptions of services and policies that apply to families in our program.

If you have any further questions, I welcome you to contact our office. Thank you for choosing District 110 for your child's early learning.

Sara Linsley
Early Childhood Program Supervisor

Waconia School Community Education
(952) 442-0610

www.waconiacommunityed.org

516 Industrial Blvd.

Office Hours: 7:30 am- 4:00 pm

Early Childhood Office

(952) 442-0613

520 Industrial Blvd.

Office Hours: 8:00 am- 4:00 pm

ECFE

Waconia Enrichment Center

520 Industrial Blvd.

District 110 ECFE Teachers:

Christine Pedretti

cpedretti@isd110.org

Heather Carlson

hcarlson@isd110.org

Lauren McQuillan

lmquillan@isd110.org

Vanessa Schlutz

vschlutz@isd110.org

Early Childhood Program Supervisor

Sara Linsley

slinsley@isd110.org

Early Childhood Admin Assistant

Brenda Buesgens

bbuesgens@isd110.org

Community Education Director

Tiffany Nelson

tnelson@isd110.org

Additional Resources

Early Childhood Special Education

(952) 442-0600

About District 110 Early Childhood Family Education

Mission and Goals

To strengthen families through the education and support of all parents to provide the best possible environment for the healthy growth and development of their children.

- Parents demonstrate sensitive and responsive care and interaction with their children
- Parents and children experience a smooth transition from early childhood programs and services into kindergarten and the K-12 school system, setting the stage for school and lifelong learning.
- Parent-child relationships support the child's development
- Parents are engaged in their child's learning and education in the school-age years
- Parents have the knowledge and realistic expectations to anticipate and meet the developmental needs of their children

We are a Pyramid Model School

Pyramid Model is a social and emotional framework incorporated into the classroom to ensure high-quality classrooms for all students. Staff members are supported in implementing this framework through the Minnesota Centers of Excellence. Children benefit from this program through learning lifelong skills such as friendship, self-regulation, problem-solving, and labeling emotions.



About the Staff

District 110 ECFE teachers and classroom assistants are highly trained in best practices and assessments. Teaching staff are licensed by the MN Dept. of Education. Continuing education and staff in-services are available throughout the school year.

Classroom Information

Parent/Child Class Structure

You and your child will spend time together in the classroom, which is set up with age appropriate learning activities for families to enjoy together. Follow your child's lead and have fun!

Parent Communication through Technology

Classroom teachers will use SeeSaw to communicate with parents about class happenings, parent handouts, class lists, and class photos/videos can be shared in this format. Optional zoom sessions will be provided for parent coaching.

Parent-Child Time

Each class begins with parent and child interaction time. Please arrive promptly so you can participate in the activities for the day. During interaction time we suggest:

- Follow your child's lead. Let them choose the activities and the pace.
- Observe and focus on your child. Get down on his/her level, make eye contact and communicate with words, smiles, and loving touch.
- Talk with your child while working and playing together. Offer positive encouragement and support for their efforts.
- Listen carefully to your child's words and to the feeling he/she expresses.
- Encourage creativity and imagination. Focus on the *process* of exploring rather than the *product*. The sensation of spreading paint is usually more valuable than the final picture. Let your child create and don't worry if it's not "perfect".
- Encourage your child to clean up what he/she was working on before moving to the next activity.
- Talk with other adults only when necessary. This is a special time with your child and there will be time for adult conversations during parent discussion time.

Circle Time

The early childhood staff will let you know when circle time begins. During circle time, the whole group participates in songs, finger-plays, rhythms, and movement activities.

- We expect that some children will get up and wander; that is okay. We ask that the parent/guardian stay in the circle. Early childhood staff will encourage children back to the circle as needed. Children learn by repetition, so we will repeat songs, finger-plays and activities. During this time children are learning:
 - to increase their attention span, to listen and follow directions
 - to develop an understanding of the rhythms of speech, music, and life's activities
 - to build vocabulary and encourage speech development
 - concepts that appeal to a child's interest and self-expression
 - beginning math concepts of size, shape, place, direction and sequence
 - to move and wiggle in their own space, increase finger dexterity
 - experience with social skills with other children and adults
 - a closeness between parent and child

Children's Classroom

Licensed teachers and assistants will guide play with children. Children learn the following through their play:

Social and Emotional Skills: playing with children their own age, learning from adults, and using adults as resources helps children develop their uniqueness, competence and social skills. It involves children's feelings about themselves as well as their interactions with others.

Dramatic Play: dress-up clothes, playhouses, dolls, blocks, transportation toys, and animals are used for role-playing activities. Dramatic play activities allow children to role-play members of the family and community, which can help them better understand the world around them.

Expressive Activities: these encourage children to express their creativity through the use of play

materials, art, puppets, creative dramatics, and body movements.

Small Muscle Activities: cutting, pasting, printing, painting, coloring, lacing, buttoning, zipping, playdough, and fitting puzzles provide practice in developing eye-hand coordination, spatial relationships, and small muscle development.

Large Muscle Activities: running, jumping, hopping, sliding, catching and throwing help in the development of large muscle coordination. This allows children to gain control over their bodies and become more confident in themselves.

Cognitive Activities: the focus is on children's curiosity in the people and world around them. Children learn to think, remember, imagine, gather and organize information which they use to problem solve and develop judgment.

During separation time, keep in mind...

Sometimes separation may be difficult for you and your child. You may want to show your child the classroom where you will be during parent discussion. When it's time to separate, get your child settled in with snacks and/or activities, say a short goodbye, let them know you will be back after playtime and leave promptly. Be reassuring and relaxed. If your child senses you are unsure about separation, it may be harder to separate. Do not sneak out. Build a sense of trust by being honest with your child. You can leave a favorite toy, blanket, or pacifier with your child to offer security and reassurance. If your child is crying, say "It's okay to be sad and cry. I know you will have a good time when you're done being sad. I love you and I will come back." The teacher will call you if the crying continues for more than 10 minutes.

Parent Education Time

Discussion time is planned to be relevant and tailored to participant needs and children's ages. ECFE provides a confidential environment where parents can make friends, share concerns, and gain knowledge about the five domains of parent education identified by the Minnesota Department of Education. The Parent Education Core Curriculum Framework is used as a topic guide and content is structured around five main areas:

- Early Childhood Development
- Family Development
- Culture and Community
- Parent Development
- Parent-Child Relationships

A licensed parent educator guides and facilitates group discussion, providing information and resources. Sharing in learning and experiences decreases feelings of isolation and helps parents feel supported while they build and strengthen their relationships with their children, thereby increasing their joy and satisfaction in their role.

During discussion time, keep in mind:

- Everyone participates at their own comfort level yet understands that the richness of group conversation is enhanced when all participate.
- Personal information shared in the group is confidential.
- It's okay to pass.
- Avoid side conversations to give full attention to those speaking.
- We all have different ways of parenting. It's okay to disagree and still support each other.
- The discussion time allows parents to learn from the entire group and to find support for their critical role as parents.

- After parent discussion time, please be prompt to pick up your children. They are eagerly awaiting your return.

Returning to the room

- Parents/guardians return to the room together and greet the children.
- The entire group cleans up together.

Sibling Care

Care for siblings is available, if needed, during most classes. Siblings from three months through kindergarten are eligible. Babies who are not yet crawling are welcome to come to class with their parents. Registration is required as space is limited.

Sibling Care Expectations:

- Children may be dropped off 10 minutes before scheduled class time
- Please pick up your child promptly when class is done
- Snack donations welcome and appreciated

Cell Phones

Out of respect to all participants, avoid using your cell phone or texting during class. If you need to make an emergency call, please let staff know and step out into the hallway. If you need to have your phone on in case of an emergency, please put it on silent or vibrate and alert the teacher.

Attendance Expectations

Please notify the office (952) 442-0613 or email your teacher to let them know that you will not be attending class and include siblings registered for sibling care.

Arrival Time/Departure Time

- Staff are preparing the classroom, please arrive no earlier than five minutes before class time.
- To keep everyone safe families should go straight to their designated classroom.
- Please avoid loitering in the lobby. If you would like to chat after class, please do so outside the building.
- Hang coats and personal belongings in designated areas.
- Put a name tag on yourself and your child every week.
- Wash hands with soap and water before starting class.

Dressing for School

We ask that you dress your child comfortably for play. It is our desire that children participate fully in large muscle opportunities, art, sensory play, science experiences and nature play, which can be messy. Please make sure your child wears sturdy shoes to school for safety.

Snack Time

Our program includes child snack time as an important part of the children's classroom routine. It provides a time when all the children can gather around and begin to socialize with other children and develop self-help skills.

Minnesota Department of Health regulations require that all food brought to school for children be commercially prepared or it can be fresh produce. We encourage you to bring nutritious options. Celebration foods like birthday treats, may be brought to be shared with the class. Please let staff know in advance. Individual

teachers may have special guidelines due to allergies and you will be notified in that case.

Parents with children who have food allergies, please help us keep your child safe by checking snack labels before they are served at each class time.

Allergies

We work hard to make our school a safe environment for every student. Please inform the staff of any allergies so that we can take appropriate precautions to prevent exposure. You will be provided a form to fill out giving our staff instructions on how to proceed if your child comes into contact with those allergens. You will be called back to the classroom if an allergic reaction is detected. If needed, we are able to store an EpiPen you provide for your child.

Birth Date Guidelines

For both ECFE and preschool classes, please select your class based on your child's age by Sept. 1, 2022. This age requirement aligns with district kindergarten age requirements.

Registration

Register online using the link below or stop into the Early Childhood office during business hours.

[ECFE Registration | Waconia Public Schools](#)

Tuition will be collected during the first week of class. Tuition reimbursements will not be given in the event of illness or vacation.

A sliding fee scale is offered based on income. The fee scale is listed on the ECFE website. Pick a category based on your household income, unless otherwise noted. All families are welcome at ECFE. No one is denied access to class due to an inability to pay. Special Event Fees do not qualify for sliding fees.

Refund Policy

A full refund is issued for cancellations before the session begins, minus a \$10.00 processing fee. After the first week, refunds are prorated. There are no refunds midway through a session or for missed days. Weather related refunds will not be issued for weekly ECFE classes. Special Events refunds will only be given with 5-day advance notice. Credit vouchers may be given for special events that are canceled due to weather in the event that they can't be rescheduled.

Behavior Guidance

Our licensed teachers understand the developmental level and needs of children and have appropriate expectations for young children. They are attentive to children and give verbal and visual cues to teach children about behavior expectations. Teachers positively reinforce helpful behavior, acknowledge feelings, use tools and strategies to teach self-regulation and provide a framework for problem-solving.

Safety Guidelines

As part of our ongoing commitment to student safety, we practice fire drills, tornado drills, and lockdown drills throughout the year. When we conduct safety drills, visitors, parents/guardians and anyone else in the building are expected to participate. If you are in a building during a drill, follow the instructions of the early childhood or building staff.

Parking Safety

There is designated parking in the lot next to the playground at the District Education Center. Overflow parking is available next door in the Laketown Gymnastics lot or along the street on the school side curb. Our parking lots are very busy places.

- Drive slowly through the parking lot.
- Please hold your child's hand to and from the car.
- If you need assistance please ask your teacher. We will be glad to help.
- Remember to never leave your child unattended in the car while you come in to drop off/pick up another child.

Cleaning Procedures

We disinfect tables, toys and equipment after each class. If you notice your child mouthing a toy, please put it in a designated bin when they are done playing with it so it can be sanitized.

Child Injuries

Safety is a priority in our classrooms. Teachers do their best to prevent accidents and provide safe environments for exploration. If an accident occurs while a parent is out of the room:

- Appropriate first aid will be administered
- Parents will be called back to the classroom if injury interferes with child finishing the class
- Other injuries will be reported to the parent at the end of class
- In an emergency we will call 911 and parent
- Child will be transported to the nearest hospital if paramedics deem it necessary

Weather Emergencies

Any changes made to planned school hours will be posted on the school district's main page www.isd110.org and on local news sources. A 2-hour delay cancels ECFE classes that start before 10 am. If the school district has an early release and/or after-school activities are canceled, ECFE evening classes will also be canceled. ISD 110 weatherline (952) 442-0640 provides a recorded message.

Health Policy

Please keep your child home if he/she has had any of the following symptoms within the last 24 hours:

- a fever
- vomiting or diarrhea
- any undiagnosed rash
- red, crusty, weepy eyes until antibiotics have been started
- yellow or greenish discharge from the nose
- harsh cough, sore throat, a contagious stage of any communicable disease
- when your child is not feeling well enough to function and learn at school
- head lice

In order to provide a healthy environment for everyone, teaching staff will consult with you if your child appears too ill to be at school. Notify the early childhood staff if your child has a communicable disease and has exposed other children. Staff will notify the parents/guardians of the children who were exposed using confidentiality policies.

Health guidelines specific to Covid-19 can be found in the ISD 110 Safe Schools Plan.

Immunizations

State law mandates that an immunization record be kept on file for each child in our program. The immunization form is due before the start of class. Immunizations can be faxed or emailed from your doctor's office. The fax number is (952) 442-0619 and email is bbuesgens@isd110.org. A notarized immunization form must be on file with our school for conscientious objectors. We have two certified notaries employed in the district who can help with this requirement. Free or reduced-cost immunizations for children are available through Carver Co. Public Health at (952) 361-1329.

Diapering

Parents/guardians are responsible for changing their own child's diaper or for taking them to the bathroom. A good time to do this is before leaving for discussion time. When children are in the process of toilet training we will assist unless advised differently by the parents or in any non-separating class. Parents will be called to change diapers for children using them. All diapering needs to take place on a changing table or pad, which is provided in the restrooms.

Mandated reporting

Staff are mandated by state law to report any instance of observed or suspected neglect and physical or sexual abuse of children in the home, school, or community setting.

Wildcat Discovery Park

We believe children need to connect with nature to support healthy development. Wildcat Discovery Park is designed to be a place where children can connect with trees, shrubs, perennials, vines and edible gardens. This outdoor classroom space will be used often in all seasons. The park is open to the community.

Park Rules

- Parents must supervise children when enjoying the park.
- Sticks need to stay in the fort area and are used for construction purposes.
- Children must stay in the fenced area unless they are with an adult.
- Adults should take care to open and shut the gate.
- Please leave all "messy materials" and "loose parts" here for all to enjoy.
- No Pets Allowed

Parent Communication

Parents are encouraged to share feedback with the teachers and the program supervisor at any time. An electronic newsletter will be emailed during the fall, winter and spring sessions. Classroom teachers can be contacted through email or call (952) 442-0613 to leave a message.

Evaluations

At least once a year, parents will be asked to fill out an evaluation form to provide feedback on their experience. Please know that we welcome your feedback and comments throughout the year. You do not need to wait for a formal evaluation to let us know how we can better meet the needs of your family. Speak to your classroom teacher, parent educator, or Sara Linsley, Early Childhood Supervisor (slinsley@isd110.org).

Home Visits/One-to-One Parenting Session

We have access to many resources and information to support families with a wide variety of needs and would be happy to connect you. ISD 110 employs parent educators who can lend support to parents. Home and center-based visits, email, Q&A and phone conversations are available to families. To schedule an

appointment please fill out this form and a staff person will be in contact with you.

[Parent Coaching Request Form](#)

Parenting Resources

[Parent Resource Page](#)

Early Childhood Advisory Council

This is a group of parents and staff that meet five times during the school year to support, advise, and take action on behalf of Waconia Early Childhood Programs. This may include such things as planning events, fundraising or teacher appreciation. If you are interested in joining this group please contact Amanda Vesta at avesta@isd110.org or (952) 442-0664.

[Early Childhood Advisory Council](#)

Holidays

We find that secular remembrance of certain holidays throughout the year can be a fun way to enhance our daily curriculum. Please be open with concerns you have about what might be included in these days and potential conflict to your personal beliefs. With open communication we have found solutions to make activities work for all of our students. If you have information about celebrations that you would like to share with the class, please let your child's teacher know to see how we might share those ideas.

Special Education Services

ECFE works in full partnership with ISD 110's Early Childhood Special Education program. Qualifying children will receive extra support and services to help them succeed at school and at home. If your child's teacher or yourself have any concerns about your child, the ECSE team can be consulted and a plan to support the child will be created.

[Help Me Grow](#)

[Minnesota's Follow Along Program](#)

Donations

A giving tree is posted in the lobby of the Early Childhood office. Teachers add donation requests to the tree throughout the year. Donations are greatly appreciated and help keep our budget healthy. Donations such as facial tissue, disinfecting wipes, wet wipes, plastic baggies and hand sanitizer are always appreciated.

Early Childhood Screening

Early Childhood Screening is a free, developmental check required by the State of Minnesota for kindergarten entrance.

Screening appointments:

- Last approximately 60 minutes with parent observation during the entire appointment
- Are best when complete at the age of 3-4 years
- Check your child's height, weight, hearing, vision, immunization record, coordination, large muscle and small motor skills, speech, learning development, and social/emotional skills
- Involves playful activities that make it an enjoyable experience for your child, while providing valuable

information to ensure development is on track

- Are not tests. Screening simply helps identify any needs that may require additional support before your child enters kindergarten.
- Your screener will discuss the results of the screening with you immediately and answer any questions you may have

To schedule an appointment, use the link below. If you need assistance, call (952) 442-0613.

[Early Childhood Screening](#)

Photos and Video

We take many photos in class. A portion of these photos are used as part of our curriculum and classroom management. Other photos are used in promotional literature or on our program's Facebook page. If for any reason you are not comfortable having your child's photo taken in class for these purposes, please let a staff member know so we can offer you an opt-out form. In addition, parents have the opportunity to have professional photos taken in October. Purchase of these photos is optional.

Process for Addressing a Concern

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

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

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 an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

7. **DISCUSSION ITEMS**

7.A. First Read Board Policies

7.A.1. 302 Superintendent

Adopted: _____

MSBA/MASA Model Policy 302

Orig. 1995

Revised: _____

Rev. 20~~22~~11

302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and
Program Design)
MSBA/MASA Model Policy 602 (Organization of School Calendar and
School Day)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School
District Budget)
MSBA/MASA Model Policy 704 (Development and Maintenance of an
Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and
Material)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings
and Sites)
MSBA/MASA Model Policy 905 (Advertising)
MSBA/MASA Model Policy 906 (Community Notification of Predatory
Offenders)
MSBA/MASA Model Policy 907 (Rewards)
~~MSBA Service Manual, Chapter 3, Superintendent of Schools~~

7.A.2. 303 Superintendent Selection

Adopted: _____

MSBA/MASA Model Policy 303

Orig. 1995

Revised: _____

Rev. 202216

303 SUPERINTENDENT SELECTION

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Cross References: ~~MSBA Service Manual, Chapter 3, Superintendent~~None

7.A.3. 304 Superintendent's Contract, Duties,
and Evaluation

Adopted: _____

MSBA/MASA Model Policy 304

Orig. 1995

Revised: _____

Rev. ~~2022~~1999

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description, and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. ~~The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.~~

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: ~~None MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)~~

7.A.4. 305 Policy Implementation

Adopted: _____

MSBA/MASA Model Policy 305

Orig. 1995

Revised: _____

Rev. ~~2022~~1999

305 POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school ~~board~~ district policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines, and directives to effectuate the implementation of school board policies. These procedures, guidelines, and directives shall not be inconsistent with said policies. At least annually, these written procedures, guidelines, and directives shall be presented to the school board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)

8. BOARD COMMITTEE REPORTS

8.A. Self-Governance & Superintendent Relations
Committee

8.B. Finance & Facilities Committee

8.C. Policy & Advocacy Committee

8.D. District 110 Advisory Council

8.E. Schools for Equity in Education (SEE)
Representative

8.F. Southwest Metro Intermediate District 288
Representative

8.G. MSHSL Representative

8.H. Special Education Advisory Council

8.I. Community Education Advisory Council
Representative

8.J. Teaching & Learning Advisory Council
Representative

8.K. Chemical Abuse Advisory Council/HERO's

8.L. City of Waconia Liaison

9. PUBLIC COMMENT

10. ADJOURNMENT