



WACONIA MIDDLE SCHOOL HANDBOOK 2020-21

Principal: Shane Clausen sclausen@isd110.org

Asst. Principal: Irv Andrews iandrews@isd110.org

MAIN OFFICE: 952-442-0650

FAX: 952-442-0659

The following items of information are shared in the hope that they will serve to make your experience at Waconia Middle School pleasant and successful.

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 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 you are behaving in ways that are contrary to our core values, you can expect to be corrected. If you continue, after a reminder, you can expect to receive consequences.

SCHOOL BOARD POLICIES

Waconia Middle 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](#)
- [401 Nondiscrimination Notice](#)
- [419 Tobacco-Free School Policy](#)
- [501 Weapons Policy](#)
- [502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person](#)
- [503 Student Attendance](#)
- [529 Staff Notification of Violent Behavior by Students](#)
- [531 Pledge of Allegiance](#)

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](#)
- [526 Hazing Prohibition](#)

Complete copies of School Board Policies are also available through the Waconia Middle School Office, the District Office and the Waconia Public Schools website <http://www.isd110.org>.

ACCESS TO THE SCHOOL BUILDING

The school does not provide student supervision before 7:15 AM or after 3:15 PM unless students are present as part of an organized and supervised school activity. Students will not be supervised before 7:15 AM or after 3:15 PM unless the student is involved in a supervised activity. Childcare services before and after those hours are provided by Community Education's Kids Company Program. Contact CE at 952-442-0610 to make arrangements.

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 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.

SCHOOL ABSENCES

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 he/she needs 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 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 are responsible to check Schoology or conference with teachers to learn about missed assignments. Work missed because of absence 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.

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 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.

STUDENT BEHAVIOR MANAGEMENT

Our purpose in student 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 code is intended to be instructive and protective rather than punitive.

Additional corrective measures will be applied on the basis of the **level of severity** of the student behavior infraction and will take into consideration the **number of times** the student has been reported violating a behavior expectation.

Families will be notified in regards to behavior incidents and consequences.

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.

- Disrespect language and/or actions toward peer, adult, 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
- Unexcused tardy to class
- Before/After-school misbehavior
- Insubordination
- 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 behaviors)
- 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 students clothing
- Other like or similar infractions

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 assignment form for the parents to see, sign and return to verify 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, will 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, even a pencil, when used as a weapon in the school will also constitute a violation of the Weapon Policy.

WACONIA MIDDLE SCHOOL 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 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 employee 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, 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.

ISD 110 Title IX Information (added 12/2/20)

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

Sonya Sailer, 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](#)

TESTING AND 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 students' achievement with regard to the Minnesota Academic Standards. They also measure academic growth from year to year.

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

[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 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](#)

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.)

STUDENT RECOGNITION

A. 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.

B. 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.

STUDENT DRESS CODE

Waconia Middle School is a professional institution, and it is important to have a proper dress code. The following items **are inconsistent** with a proper educational atmosphere:

- Headwear including but not limited to hats, caps, bandanas or hoods worn up are not allowed during school hours (unless approved school-wide dress up day)
- Clothing displaying vulgar and/or offensive language/images, alcohol, tobacco, sexual or violent pictures/language, and gang related insignia.
- Tops with midriff showing, revealing necklines or open back shirts
- Undergarments showing
- Pajamas (unless a school-wide PJ day)
- Spaghetti strap or strapless halter tops
- Skirts or shorts that do not reach beyond the palm of a hand with hands at their sides
- Shoes must be worn

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

PERSONAL PROPERTY, CELL PHONES, ELECTRONICS

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 8:05 AM-3:05 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 experience the following consequences:

- First offense: Device turned into the main office and picked up by the student at the end of the day.
- Second offense: Device is turned into the office and a parent or guardian is contacted to pick up the device. A detention may also be assigned.
- Third offense: Device is turned into the main office and a parent is contacted to pick up the device and meet with school administration. A detention or suspension will be assigned for repeated insubordination.

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, 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 to 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.

PHONE/TEXT/SOCIAL MEDIA COMMUNICATION AT SCHOOL

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 staff permission. Parents should not expect their child to receive or respond to text messages or personal calls during the school day. Parents should also help conserve on secretarial time by communicating messages with their child outside of school time whenever possible.

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.

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 by having visitors in our school. For the protection of all students, adult visitors must report to the office upon entering the building.

REQUESTS FOR PRACTICE WORK

It is best to allow teachers to reteach and adjust assignments for the student when they have returned to health and have returned to school. Parents should find assignments on the Schoology Website associated with your child's classrooms or at the on-line "Parent Portal" section of our Infinite Campus Student Information Management Computer System.

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. During Parent/Teacher Conferences the lost and found collection will be displayed for students and parents to survey. If items remain in the lost and found without being claimed, they will be donated to charity.

SCHOOL COMMUNICATIONS

I. 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 on-line through the parent portal. We will be happy to mail a paper copy of the report card to parents/guardians upon request.

II. Parent Conferences

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

III. 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.

IV. 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.

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 one or more 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.

WMS HEALTH SERVICES (952) 442-0654

Communications:

The Emergency Contact and Health Census forms, found on-line, 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.

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 last episode
- Diarrhea – 24 hours after 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 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

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 aisle ways must be avoided.

ATHLETICS AND ACTIVITIES

Sports activities at the seventh and eighth grade levels will be interscholastic and organized through the District 110 Athletic and Activities Office. Sports activities at the sixth grade level are largely intramural and sponsored by District 110 Community Education.

Eligibility:

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 of 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 sports qualifying physical examination form and register online at www.waconiawildcataactivities.com

BUS INFORMATION

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**

BUS BEHAVIOR POLICY

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 student, driver, 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 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 as to not come into contact with other students.
7. Students must not consume drinks, eats, or "munchies" 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 the Student Behavior rules will be excluded from riding the bus according to the following schedule:

- 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 the 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.