

DELANO ELEMENTARY SCHOOL

Every Student Matters; Every Moment Counts



Home of the Tigers

2024-2025 Student-Family Handbook

Approved: June, 2023

678 Tiger Drive
Delano, MN 55328
763-972-6200 Elementary School Office
763-972-3365 District Wide Line
www.delano.k12.mn.us
School Hours: 8:10-2:45

Board Policies	DES Staff Directory
--------------------------------	-------------------------------------

Welcome Delano Elementary Families,

At Delano Elementary, our staff looks forward to an active partnership with our students' parents and families.

Our Vision: Empowering and inspiring all students to excel as lifelong learners.

Our Mission: To achieve our vision we will work collaboratively with staff, families and the community to ensure that each student achieves his/her potential through educational experiences that focus on student centered practices within a nurturing and motivating environment.

Education of the child is the responsibility of both the parents and the school. The partnership that is developed by the classroom teacher, parents, and student is critical in developing a healthy working relationship to support learning. We encourage parents to take an active role in our school, from being active with our parent group, Partners in Education (PIE), to volunteering in your child's classroom, coming in for lunch, or for a special event in our school.

This handbook is one communication tool that highlights many of our day to day operational procedures and policies that are important for all of our students and families. Our staff members also provide other means of communication to keep you connected to your child's classroom such as classroom newsletters, blogs, Skylert Announcements via email, or voice mail, and online access to our Family Access Student Management System.

We are committed to providing an outstanding learning experience for your child. We will work together with you in support of your child's success. Please feel free to contact me during the school year with any additional questions, and I wish you a successful and enjoyable school year.

Sincerely,

Rachel Schultz

Elementary Principal

DES Office Staff Contact Information

Rachel Schultz	Principal	rachel.schultz@delanoschools.org	Ext. 1302
Paul Ludwig	Dean of Students	paul.ludwig@delanoschools.org	Ext. 1301
Wendie Scanlon	Administrative Assistant	wendie.scanlon@delanoschools.org	Ext. 1312
Anna Becker	Administrative Assistant	anna.becker@delanoschools.org	Ext. 1311
Crista Wadholm	School Nurse	crista.wadholm@delanoschools.org	Ext. 1320

NOTICE OF COPYRIGHT

This Handbook is protected by copyright. Portions of this Handbook have been included with permission from The Minnesota School Boards Association (MSBA). Student handbooks are public documents in the hands of a school district and must be made available for inspection to members of the public upon request. Copying and use of these materials by the public, however, is subject to the copyright laws and these materials cannot be reproduced or used without permission from Delano Public Schools and/or MSBA. If you wish to copy and use this Student Handbook in ways not authorized above, you must obtain permission from MSBA. Call MSBA at 507-934-2450 or 800-324-4459 for more information. Failure to receive such permission is a violation of our copyright. All authorized copies must reflect MSBA's notice of copyright.

TABLE OF CONTENTS

PART 1 - INFORMATION

[AFTER SCHOOL ACTIVITIES](#)
[ATTENDANCE](#)
[BICYCLES](#)
[BIRTHDAY PARTIES](#)
[BUILDING and SCHOOL HOURS](#)
[CHILD CARE OPTIONS](#)
[CLASS PARTIES](#)
[DROPPING OFF ITEMS FOR YOUR CHILD](#)
[END OF DAY DISMISSAL PROCEDURES](#)
[FEES](#)
[FOOD SERVICE](#)
[FUNDRAISERS](#)
[INSURANCE](#)
[LOST AND FOUND](#)
[MESSAGES TO STUDENTS](#)
[MONEY](#)
[NON-CUSTODIAL PARENT POLICY / ACCESS RIGHTS](#)
[PARENT PRESENCE AT SCHOOL](#)
[PARKING FOR PARENTS AND VISITORS](#)
[PARTNERS IN EDUCATION \(PIE\)](#)
[PLEDGE OF ALLEGIANCE](#)
[RECESS](#)
[RELEASE OF STUDENT DATA](#)
[SCHOOL CLOSING/E-LEARNING DAYS](#)
[SCHOOL / HOME COMMUNICATION](#)
[STUDENT DROP-OFF AND PICK-UP PROCEDURES](#)
[STUDENT RECOGNITION](#)
[VISITORS / VOLUNTEERS](#)
[WITHDRAWAL](#)

PART 2 - ACADEMICS

[ALTERNATIVE EDUCATION OPPORTUNITIES](#)
[EARLY ENTRANCE TO KINDERGARTEN](#)
[FIELD TRIPS](#)
[GRADING PROCEDURES](#)
[HOMEWORK PROCEDURES](#)
[PARENT RIGHT TO KNOW](#)
[STANDARDIZED TESTING](#)

PART 3 - RULES AND DISCIPLINE

[BEHAVIOR AND DISCIPLINE POLICY](#)
[BULLYING](#)
[BUS PROCEDURES](#)
[CHEMICALS, ILLEGAL DRUGS, TOBACCO AND ALCOHOL](#)
[DRESS/PHYSICAL APPEARANCE OF STUDENTS](#)
[HARASSMENT AND VIOLENCE](#)
[INTERNET/TECHNOLOGY USAGE](#)
[LOCKERS/CUBBIES](#)
[NONDISCRIMINATION](#)
[NOTICE OF VIOLENT BEHAVIOR BY STUDENTS](#)
[PERSONAL ELECTRONICS DEVICES](#)
[PETS / ANIMALS IN SCHOOL](#)
[PHY. ED. PARTICIPATION](#)
[RETENTION POLICY](#)
[SCHOOL AUTHORITY](#)
[STUDENT RECORDS](#)
[TEXTBOOKS/MEDIA CENTER MATERIALS](#)
[TRADING CARDS](#)
[WEAPONS POLICY](#)

PART 4 - HEALTH AND SAFETY

[ACCIDENTS](#)
[ASBESTOS MANAGEMENT](#)
[EMERGENCY DRILLS](#)
[EMPLOYEE BACKGROUND CHECKS](#)
[HEALTH SERVICES](#)
[PESTICIDE APPLICATION](#)
[STUDENTS WALKING TO SCHOOL/ON CAMPUS](#)
[WELLNESS POLICY](#)

APPENDICES

Appendix A
BOARD POLICIES

Appendix B
OPT OUT INFORMATION

PART 1 - INFORMATION

AFTER SCHOOL ACTIVITIES

If your child is to attend a class or sports activity after school, please send a written note to the classroom teacher. If the activity is at a different school building (DIS, CE, DHS) your child will be bussed.

ATTENDANCE

The primary responsibility for students attending Delano Elementary School is to attend school regularly. Students are required to attend school according to the Compulsory Attendance Statute of Minnesota (Minn. Stat. § 120.101). It is the parent's responsibility to plan appointments, vacations, and other absences according to the district calendar.

Procedures

Parents must notify the school by 9:00 a.m. if their child will be absent that day. The attendance line is 763-972-6200; Listen – Option 3; then Option 2. Parents should state the child's name, grade and reason for the absence. When a parent does not call in by 9:00 a.m., the school will contact a parent to verify the absence. The student's absence will be marked unexcused if the school does not receive parent notification within two school days. Make-up work is required for all work missed due to absences. ***Parent/student requests for make-up work due to an absence will only be granted for students who have missed at least two consecutive school days.***

Excused Absences

According to district policy, illness, mental health, funeral, medical or dental treatment, family emergency, court appearance and religious instruction are excused absences. All students will be marked unexcused until we receive parent notification. Any absence for longer than three consecutive days due to illness may require a note from a medical provider. Parent notification does not automatically mean the absence is excused. **DES administration reserves the right to determine the validity of absences and make a determination of excused versus unexcused.**

Unexcused Absences

All absences other than the ones listed above as excused, will be marked as unexcused; these absences may be a result of things like missing the bus, oversleeping, or running late. Minnesota law requires students to attend school until they are 17 years old. DES staff work with Wright County to promote and enforce student attendance. Generally, the parents of students at DES who show a pattern of unexcused absences will be directed to Wright County under Educational Neglect in the following manner: 3 Unexcused absences -parents contacted by DES administration, 5 unexcused absences - 5 day Ed. Neglect filed with the county, 7 unexcused absences - 7 day Ed. Neglect/Child Maltreatment Report filed with the county. In order to meet the threshold for steps of the Educational Neglect process, full day unexcused absences are tallied. The school reserves the right to require medical verification in cases where student absences are excessive. [More information regarding the Wright County Truancy services can be found on their website.](#)

Attendance Communication

For all absence types, once a student has reached 10 full day absences of any reason for the year, an attendance message will be delivered to you on Skyward. The purpose of this notification is simply to make you aware of your child's absences. Once a student reaches 15 absences, a second message will be delivered to you on Skyward and a corresponding letter will be sent home. Further, an administrator may call home to warn the family about future absences and potential next steps. After 20 absences, another message will be

delivered to you on Skyward accompanied by a letter sent home. Any absence that is not pre-approved by an administrator or accompanied by a doctor's note and stating a reason for the absence may be deemed an unexcused absence and should be avoided. As an alternative to a doctor's visit, students may be brought to the school nurse to verify illnesses that require an absence. All steps outlined above, with regard to attendance letters, will generate a discipline referral/email as a means for effective tracking.

Family Vacation Policy

While Delano Elementary School recognizes the value of family time and trips we strongly encourage families to schedule vacations at times school is not in session as designated on our school calendar. The official school calendar can be accessed each year on the school [district website](#). While it's possible for students to do makeup work, the quality of their learning experience is different as if they were in class. Make-up work cannot duplicate the learning that takes place via lectures, discussions, demonstrations, group work, labs and student/teacher presentations.

Should parents decide to remove their child from school for vacation purposes, a written notification or email stating the dates that their child will be absent should be submitted to the school office and each of the student's teachers **FIVE school days in advance of the date of departure**. (One note can be sent, as long as your child presents it to the office and to each teacher.) **Teachers are not expected to provide work in advance of an extended absence.**

Tardies

- **Late to School** – When a student is late to school, he/she must present a written note to the office. A pass is required to enter his/her first class of the day. Students who arrive tardy to school on five occasions in a trimester may be assigned a detention during lunch/recess. Each subsequent tardy may result in another detention.
- **Late to Class** – Regular classroom attendance assists students in developing effective life skills including self-discipline, responsibility, and punctuality. An unexcused tardy is failing to be in the designated area at the designated time. An unexcused tardy will be issued to students who fail to comply. Students who are more than 10 minutes late to a class will be considered absent for the entire class period unless they have obtained a pass from a teacher. When a teacher has detained a student, a pass should be obtained from that teacher for admittance to the next class.

Leaving School During the Day

Students are required to remain in school the entire day unless excused by the elementary school office. Students who need to leave during the school day must present a note to the elementary school office before school. The administrative assistant will issue a pass to be presented to the student's teacher at the time of departure. All efforts should be made to arrange for notification of students leaving early before school on the day of the expected absence.

BICYCLES

All bicycles must be parked in the racks on the north side of the school. Students should securely lock their bike to the rack. The school is not responsible for damage that is incurred to bicycles on school property.

BIRTHDAY PARTIES

No birthday invitations should be delivered to students in school. Contact information can be accessed within Family Access to find phone numbers and addresses of homeroom classmates. This is the method that should be used to avoid disruption to the classroom. When sending treats for birthdays, please send in individual items that can be distributed easily. Do not send in full cakes for staff to cut and serve. In addition, please consider sending a healthy snack option. The State Health Department requires that only commercially

packaged foods be used in schools. Students/families are also expected to be considerate of food allergies that may be present in the classroom, as notified by the teacher at the beginning of the school year if applicable.

BUILDING AND SCHOOL HOURS

The elementary school office will be open at 7:00 A.M. and will be closed at 3:30 P.M. Students shall clear the building by 3:00 P.M. Students remaining at Delano Elementary School after 3:00pm must be registered for an approved activity with adult supervision. After school child care is available through TKC (Tiger Kids Club). Students should not be left at school to wait for parent pick up after 3:00 pm.

Typical school day hours are 8:10 a.m. – 2:45 p.m. Students should arrive at school by 7:55 a.m. to be ready for instruction that begins at 8:10 a.m. Parents can drop off students starting at 7:45 by the cafeteria entrance.

Two Hour Late Start hours are 10:10 a.m. - 2:45 p.m. Students should arrive at school by 9:55 to be ready for instruction at 10:10 a.m. These occur once a month and can be found on the district calendar.

School office hours are from 7:00 a.m. - 3:30 p.m.

CHILD CARE OPTIONS

Before and/or after school care is available for students from 6:30 a.m. to 6:00 p.m. through Tiger Kids Club. Tiger Kids Club is located in the [Community Ed. Center](#). Children will be bussed to and/or from Tiger Kids Club to the Elementary School. Call Tiger Kids Club at 763-972-6210, ext. *212, for specific information.

CLASS PARTIES

Three classroom parties are held during the school year. They are Fall Holiday, Winter Holiday, and Valentine's Day. Money will be requested at the beginning of the school year from each student to pay for treats for these parties, along with other miscellaneous supply or activity needs.

Parents may elect not to have their child participate in any or all of the three recognized parties by notifying the classroom teacher. Parent volunteers may be asked to help plan and/or supervise party activities. **Children other than elementary school students are not permitted to attend.** Please see "Visitors/Volunteers" for volunteer requirements.

DROPPING OFF ITEMS FOR YOUR CHILD

We encourage parents to promote self-responsibility by helping their students with organizational skills at home and to ensure he/she has all necessary items for the day before leaving home. DES encourages parents to allow students to manage the natural consequences of forgetting items. If there is an urgent need to drop off items, they should be labeled with the student's name and brought to the shelf in the entryway.

END OF DAY DISMISSAL PROCEDURES

At the beginning of the school year, parents will inform students' teachers of their normal dismissal procedures. Staff will receive information regarding bus ridership at the beginning of the year. All students who take the bus will be dismissed to the bus parking lot by our Kindergarten classrooms. Students who get picked up after school will be dismissed to the cafeteria entrance and supervised until their name is called for pick up. Any deviation from the normal routine must be accompanied by a signed parent note.

At the beginning of the school year, parents will inform students' teachers of their normal dismissal procedures. Staff will receive information regarding bus ridership at the beginning of the year. All students who take the bus will be dismissed to the bus parking lot by our Kindergarten classrooms. Students who get picked up after school will be dismissed to the cafeteria entrance and supervised until their name is called for pick up. Any deviation from the normal routine must be accompanied by a signed parent note; if the deviation

involves pick-up by someone other than a parent/guardian, the note should include their name and they should bring a form of photo identification for verification.

FEES

Public education in Minnesota is free to all residents. However, fees may be charged under specific circumstances. Fees may be charged when projects are made in class and taken home or consumed in class. Other instances may include, but not limited to, damaged or lost books, equipment or material breakage, music instrument rental, athletics, trips, or student supplies. All financial obligations should be met prior to the last week of the school year or week prior to withdrawal. Students and/or parents/guardians should consult DES administration if they are unable to pay a fee or fine. Scholarships are available for families needing special assistance. Notification of any fines for materials will be sent out in advance. The law provides that fees unpaid at the end of the school year may be collected in a small claims court or by other appropriate means.

FOOD SERVICE

Meals are planned according to federal guidelines. We participate in the "OFFER VS SERVE" plan. Students must select a minimum of 3 out of 5 items at lunch. This option provides our students with the ability to choose the food for their meal and helps to reduce waste. There is a milk charge for students who bring their lunch from home or for students who take additional milk above the single serving provided with lunch.

All students will have family meal accounts with a separate 4-digit PIN (Personal Identification Number) for each student/ user in the family to record individual meal purchases. Students will use their same 4-digit PIN throughout their Delano Schools career. The meal account is similar to a checking account and is debited each time a purchase is made.

Per Governor Walz, students will have one free lunch and breakfast each day, for the 24-25 school year and until further notice. We do not offer more than one meal per day. Milk is still charged for students bringing a cold lunch that needs milk. Parents/Guardians are responsible for monitoring their student's account balance. Updated menus and other food service information can be found [here](#). **Meal payments may be made in the school office or online through Family Access.** We have "family" accounts so you only need to write one check for all students. Payments must be made by 10:00 a.m. each day to be recorded by lunchtime. When paying by check, write your child's first and last name in the memo blank on the check. Send all payments in an envelope with the family name, student name, and "Lunch Program" printed on the envelope.

Families who may qualify for free and reduced lunches are encouraged to complete a confidential application. The information on the application is used for determining meal benefits. Applications are available on the school website and from the Food Service Office located in the district office. **Free lunch applications must be renewed by October 1st each year.** We encourage all eligible families to complete the application, regardless of their intent to accept support.

Students are not allowed to order food to be delivered to school. On special occasions, parents may bring special food items for their child to be consumed in the cafeteria. We encourage this to happen on special occasions only. If doing so, please pre-arrange for your child to pick up these items in the office at their designated lunch time. Office staff will not deliver messages for students to pick up delivered food.

FUNDRAISERS

All fundraisers are facilitated to support the educational experience of our students. Fundraisers must be approved through building and district administration. Buying/selling items during the school day is prohibited. The DES PIE group may plan fundraisers in collaboration with the DES Site-Based Leadership Team. Student groups or teachers within DES may also organize fundraisers as part of a larger learning project. It is the goal of the administration to limit fundraisers to those purposes that are most valid and to reduce the distraction from our educational purpose.

INSURANCE

The school district does not carry insurance to cover student accidents other than liability insurance. The School Board does, however, make available to parents an accident insurance plan. Information on the insurance plan and enrollment instructions can be found on the district website.

LOST AND FOUND

All articles found are placed in the “Lost and Found” in the main commons/cafeteria. The bus company also has a lost and found collection. Because of limited storage space, we will not hold articles month to month. Therefore, at the end of each month and at the end of the school year all unclaimed clothing will be given to charity or discarded. Parents, please feel free to call or come into the office if your child has lost something of value. Please help prevent lost items by labeling your child’s belongings. However, it is the responsibility of the child and parents to check for any lost items. Delano Elementary School is not responsible for any lost or stolen items.

MESSAGES TO STUDENTS

Please make every effort to relay needed information to your child before the start of each school day. Students will not be pulled from class to take non-emergency phone calls and classes will not be interrupted to deliver messages to students. If you must leave a message for your student, please contact the office **before 1:30** and they will be notified. **The Elementary school cannot guarantee that messages will get to students on time.** Please clearly communicate any changes in after school routines/pickup plans with your student before school. Also, please make alternative plans for potential weather-related events or cancellations and communicate these potential changes to your students. During the winter and spring seasons, it is likely for inclement weather to cause changes to school activities schedules. It is important to anticipate likely changes and communicate alternative plans to your student proactively. The elementary school office becomes overwhelmed with calls on these occasions and can’t reach all students individually.

MONEY

When sending money to school with your child, it is recommended that the cash or check be sealed in an envelope with the child’s name, teacher’s name, and what the money is to be used for printed on the outside of the envelope (i.e., “Lunch Program,” “Activity Fee,” “Book Order,” “School Store,” etc.).

NON-CUSTODIAL PARENT POLICY / ACCESS RIGHTS

By statute, a non-custodial parent, just as a custodial parent, has the right to access and receive copies of school records and information, to attend parent-teacher conferences and to be informed about their child’s welfare, progress and status. This would include, but not be limited to, access to school records, notification of school events, attendance at parent-teacher conferences, attendance at individual education program meetings, etc. The only exception to this rule is where access by the non-custodial parent is specifically limited or prohibited by a court order. The school district cannot restrict the rights of the non-custodial parent without notice of a court order providing otherwise. The custodial parent is responsible for advising the school building and/or school district when a court has issued an order limiting or restricting access by the non-custodial parent and providing a copy of the order to the school building and/or school district. The parent is also responsible for providing a copy of any revised orders that affect custody or visitation. If presented with such an order, the building principal and all other administrators, teachers or other persons who have supervision of the child or the child’s records will be made aware of the order. Unless we have a copy of a court order that specifies restraints against the parental rights of the non-custodial parent, the school will assume that both parents may continue to exercise parental rights.

PARENT PRESENCE AT SCHOOL

While DES staff encourages a healthy and supportive partnership with parents, parents do not have the right to attend school and/or visit their child throughout the day without permission from DES administration. Specific procedures are established to ensure that minimal disruptions to the normal learning environment occur.

PARKING FOR PARENTS AND VISITORS

Visitors during the day should use labeled parking spots for visitors. After school event parking is available in the main parking lot.

PARTNERS IN EDUCATION (PIE)

PIE is a committed group of parents, community members, and DES staff who support the educational experience of students and the development of strong partnerships between school and home. Meetings are held once a month. More information on DES PIE can be found on the school's website.

PLEDGE OF ALLEGIANCE

Minnesota Law currently requires all public school districts to lead their students in reciting the Pledge at least once a week. The Pledge of Allegiance is included as part of the school day to teach citizenship, democratic values, and American History. Any student who does not wish to participate in reciting the Pledge of Allegiance for personal reasons can choose to remain quiet and others must respect their right to make that choice.

RECESS

Occasionally we receive notes from parents/guardians requesting that their child remain indoors during the recess period. Our policy indicates that all students are expected to be outside on the playground for supervised play during this time. In some cases, it may be necessary for some children to remain inside for selected health reasons. A note **signed by a physician** indicating the need to stay in for recess and the number of days to stay in will be honored. A guideline parents could use for dressing your child appropriately for recess is: 60 degrees and above, no jacket. 45-59 degrees, jacket or sweatshirt. 25-44 degrees, jacket, hat, and mittens. 24 degrees or below or snow, jacket, hat, mittens, boots and snow pants. Recess will be indoors when the "feels like" temperature with wind chill is below zero.

RELEASE OF STUDENT DATA

According to the Minnesota Data Practices Act, student directory information is public unless a parent requests that the information not be released. Parents who DO NOT want their child's data released for the school year, must notify the school, in writing, by the first Friday of the school year. Parents can choose to opt-out of ANY or ALL of the categories mentioned. This information will need to be updated each school year. This form is available in the school office. If you have any questions, you may contact the school office.

Throughout the year, photographs and videos are taken in classrooms and at school activities. Some of these may be published in district publications or submitted to local newspapers. Photos may also be published on the district website with no or limited student identification. A child's name will be used if necessary or the name of a teacher, grade and school might be used for photo identification. If you do not want your child's name or photo to be used for these purposes, please complete the "**Opt-Out of Release of Student Data**" form. This form is available at the end of this document, by following this [link](#) or in the school office .

SCHOOL CLOSING/E-LEARNING DAYS

If severe weather or building conditions require an early dismissal, late start or school closing, changes in the school day will be announced over the following most major news outlets. You can also find school closing information announcements by calling 763.972.3365 and press "8." Families are encouraged to have a plan in place should a change in the school day occur.

In addition parents will be contacted by the Skylert system. Contact information that has been found on Family Access is used to route the messages, therefore, keeping contact information current is essential for this communication to be possible. We suggest that parents discuss with their children what to do or where to go if they come home and the door is locked and no one is at home. Each year, the approved school calendar indicates dates for make-up days when school is canceled. Delano Schools will use E-Learning Days instead of

“snow day” cancellations for up to 5 days as approved each year in the school calendar. Teachers will communicate with students and families at the beginning of each school year to prepare them to participate in E-Learning Days in accordance with district procedures. [K-3 E-Learning Plans linked here](#).

SCHOOL / HOME COMMUNICATION

Open and immediate communication is essential for student success. Several means of communication are available. Any classroom concerns should be first addressed to the teacher. Strive to resolve a conflict with a teacher by communicating directly via email, phone, or setting up a meeting with him/her. You are welcome to contact the building administration following a conversation with the classroom teacher.

Letters and Notices to Parents

From time to time during the school year, letters or notices will be sent home with students. These contain very important information pertaining to school. Please be sure to read them carefully. It is a good idea to check students’ school bags and folders daily. Some notices and letters are sent home with the “oldest or only” child in the family. The Skylert Notification System will also be used to contact parents via email regarding important school information and announcements. In addition, a monthly newsletter is published and distributed electronically.

Website

Visit our [Website](#) to access information about our school district and individual buildings or programs. Teachers’ web pages are available through the elementary school link. Parents, families and friends are encouraged to visit the **DPS Facebook page** for the latest information on what is happening at Delano Elementary. Daily updates are posted to share information and pictures of the daily events that are occurring in and around our school.

Conferences

Formal Parent-Teacher Conferences are held throughout the school year in person; please refer to the district/school calendar for these dates and times. Conferences are an opportunity for parents to share information about their child, and learn about his/her progress in school. Each student will be allotted **one** time slot. Parents are encouraged to contact their child’s teacher outside of these scheduled times whenever the need arises.

Skylert

In case of school closings, early dismissal or emergency situations, communication to parents will be made via the Skylert system, therefore, it is imperative that the district have the most current contact information. The Skylert system allows parents to receive immediate and accurate information. Current events and reminders may also be delivered through the Skylert system. The use of this system allows availability of telephone lines so communication between buildings and between district authorities and outside agencies can be open and immediate to insure the safety and security of all students and staff. Parents have the option to change communication settings within Skyward Family Access. A “Skylert” tab appears on the left of the screen which will allow you to modify your communication options.

Family Access (Skyward)

Our district recognizes that many parents would like to play a greater role in their child’s education. To make it easier for you to become involved, we will provide you with the ability to view student information via the internet, anytime, day or night. Its purpose is to increase communication between home and school and between parent and student. If you have more than one student in our district, you may access information for each student from the same login screen. Please contact the elementary school office for your username and password. If computer access is not available to the parent, the office will mail paper copies, when requested.

Upon accessing [Skyward Family Access](#) and reviewing academic progress with your student and finding a need for further information, parents are encouraged to contact the teacher.

For emergency contact, it is imperative that parents update changes in contact information and address through their use of Family Access or by informing the elementary school office if computer access is not available.

Report Cards

Report cards will be loaded into [Skyward Family Access](#) two weeks following the end of the trimester. Parents may request a written copy of report cards by contacting the school office. Grades/comments recorded by teachers become a part of the permanent records of the school and represent the student's level of achievement. Parents are welcome to come in and discuss their student's progress with the teacher and principal at any time. Please schedule an appointment in advance. All school materials must be returned before the release of report cards.

Messages to Teachers

Teachers are not available to take phone calls during the instructional day. Voice mail boxes may be used to leave messages for teachers; however, voicemail messages may not be accessed until the end of the school day. Parents leaving an email or voicemail for a teacher can expect to receive a return message within 1 business day. Some tips for communicating effectively with staff include:

- Open communication is a two way process that is reasonable and respectful.
- Telephone the teacher in advance to schedule a meeting if you would like to discuss something directly with the teacher/staff member. Parents can not expect to show up unannounced to school and expect to meet with a teacher or administrator. Please make an appointment.
- Any classroom concerns should be first addressed to the teacher. Strive to resolve a conflict with a teacher by communicating directly, in person, with him/her. You are welcome to contact the building administration following a conversation with the classroom teacher.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

We encourage our students to ride the bus to reduce traffic congestion. However, we understand that riding the bus is not always possible.

DROP OFF PROCEDURES If you need to drop off your child, we ask for your cooperation with these procedures.

- Drop off at the cafeteria entrance, near the hockey arena between 7:45-8:10.
- Students should arrive by 7:55 am on regular school days, and 9:55 on late start Wednesdays.
- To provide a safe and efficient drop off, **please pull all the way forward.**
- If you need to park, due to unforeseen circumstances, you **MUST** walk your child to the sidewalk. Do not let them walk or run across without direct supervision.
- After your child has exited the car, continue forward using the drive lane so other parents can proceed.
- Students arriving at school before 7:55 am will remain in the cafeteria.

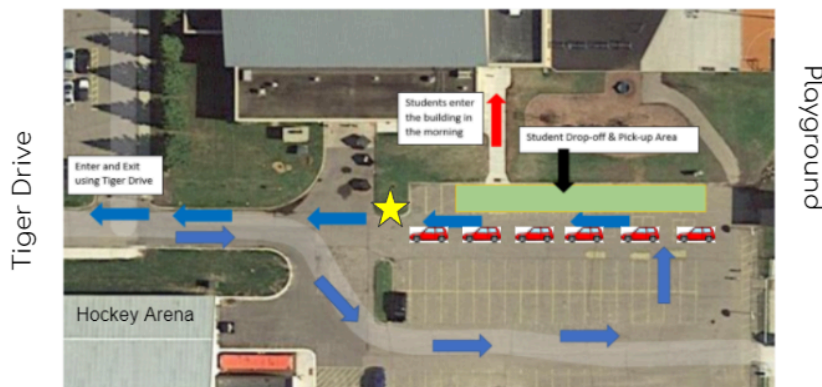
STUDENT PICK UP PROCEDURES

During the School Day If picking up your child during the school day, please send a note to the teacher stating the name of the person picking up (if not a legal parent/guardian) as well as the time of pick up. Prepared with a form of photo identification, use the main entrance to come to the office, sign out, and pick up your child.

Change in End of Day Routine If a child is to be picked up from school rather than riding the bus, they must have a note for the teacher. The note should include the name of the person who will be picking up the student, be dated, and signed by the parent. If the individual picking up the student is not a legal

parent/guardian, the note should include their name and they should bring a form of photo identification for verification. Students not having notes will ride the bus. Parents will not be able to remove a student from the bus.

Parent Pick Up The pick up lane flows very efficiently when used correctly. A “parent pick up number” must be placed in the vehicle and visible to our parking lot volunteers to enter into our spreadsheet which notifies our teachers lining students up. When in line, parents must always pull forward as space becomes available to allow for the free flow of traffic throughout the parking lot. See image below for the flow of parent drop off/pick up.



STUDENT RECOGNITION

The DES PBIS committee plans student recognition programs that support academic success, positive behaviors, and an adherence to the core values aspired to by elementary school staff and students. These recognitions may be found on our district Facebook page and may be published in the Delano Herald Journal. Student recognition programs are subject to change throughout the year.

VISITORS / VOLUNTEERS

VISITORS

A visitor is defined as any person who attends the school for any amount of time during school hours and will remain under the supervision of staff at all times. All visitors to DES must register in the main office and state the purpose of their visit. Any visitor wishing to enter the school building must wear a visitor's badge that is readily displayed at all times. First time visitors must present a government issued ID to the office staff. Any person who does not follow these sign-in procedures is considered to be in violation of the criminal trespass statute Minn Statute 609.605 subd 4. Students will NOT be pulled from classes to meet or speak with a parent or visitor. Any visitors must have the approval of the principal before visiting a classroom during instructional time. **An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district. DES administration reserves the right to limit visitors for the protection of students.** Visitors will not be allowed to accompany students to recess. Only parents/guardians are welcome to have lunch with their child. We ask that these visits are reserved for special occasions only. Any other visitor to a student's lunch must be pre-approved by the DES office along with written permission from the parent/guardian. Parents are encouraged to limit their presence at school for those times when a specific volunteer opportunity is presented and/or on special occasions.

It is the practice of DES to not allow students to shadow peers during the school day as space is limited and it is a distraction to the learning process. Any student/family who is interested in learning more about DES should contact the office and request a guided tour of the facility and programs.

VOLUNTEERS

A volunteer is any person who may be unsupervised with a student during the school day or during a school sponsored activity. Parents and/or community members are welcome to volunteer their time at Delano Elementary School. Volunteering opportunities must be arranged with a member of the administration or staff before the occasion. Any interested persons should contact the school office and complete the necessary process at least two weeks before volunteering can begin. All volunteers are required to register annually. DES staff will solicit volunteers for assistance in organizing special events, supervising students on field trips, and more. Volunteers are prohibited from taking pictures during their service to the school. Further, volunteers are expected to follow all sign in procedures for visitors when attending school. Anyone who is looking to explore new areas for volunteering opportunities should contact the DES principal.

WITHDRAWAL

Students planning to withdraw from school for any reason must bring a written statement from their parents to the office a minimum of one week before their last day in attendance at DES. Educational records will only be released to the new school when the student has completed the withdrawal process. This means all teachers must report that all school materials have been returned, the locker cleaned, and a final grade can be issued. Student records will be mailed upon request to the school to which the student is transferring.

PART 2 - ACADEMICS

ALTERNATIVE EDUCATION OPPORTUNITIES

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. For more information on any of these services and options, please contact the classroom teacher or building administrator.

Section 504 Plan

Section 504 of the Americans with Disabilities Act provides protection from discrimination in the public education setting for students with disabilities. Students on a 504 plan will receive specialized accommodations determined by their individual educational needs. In order to qualify for a 504 plan, parents must consent to an evaluation. A 504 evaluation may include classroom observations, parent/student interviews, review of educational records, consultation of medical reports, etc...Following the evaluation, parents and school staff will meet to determine qualification status and the potential accommodations offered in a 504 plan. In order to qualify, students must meet three criteria: 1. The student must have (or be perceived to have) a disability; 2. The disability must cause a limitation on a major life function; 3. The disability must be SUBSTANTIALLY limiting for the student. To summarize, a student qualifies for a 504 plan only if programmatic changes are required in order to prevent discrimination. More specific information regarding Section 504 plans is outlined in the Delano Schools [Section 504 Implementation Manual](#). Any questions regarding a 504 Plan should be directed to the Dean of Students, Paul Ludwig.

Special Education

Delano Public Schools participates in a special education cooperative with neighboring districts to provide comprehensive services to students with special needs. The Meeker and Wright Special Education Cooperative ([MAWSECO](#)) operates under a board of directors composed of representatives from each member district. Under the direction of the special education director, coordinators, consultants, DPS administration, SPED teachers/case managers, and paraprofessionals work collaboratively with parents to ensure educational

services are provided to students with disabilities in response to their individual educational needs. It is essential that parents are available and respond promptly to staff communications as due process guidelines regarding special education are extremely strict.

Student Success Team (SST)

The Student Success Team is DES's application of our multi-tiered system of support (MTSS). SST is designed to identify students who are struggling in the core curriculum, intervene as appropriate, and continuously monitor the progress of these interventions. The SST meets regularly so that teachers can discuss concerns with students and collaborate for possible support strategies. These grade level meetings are referred to as Tier 1. Tier 1 interventions occur within the core curriculum. Students who are unsuccessful at Tier 1 are referred to the monthly Tier 2 SST meeting for the purpose of developing Tier 2 interventions. The SST consists of special education teachers, grade level teachers, the social worker, principal, and math and reading specialists. Tier 2 interventions are more individualized and will occur in a small group setting. Should a student receive two scientifically research based interventions at the Tier 2 level without success, they may be referred for a SPED assessment or a Tier 3 intervention. Tier 3 interventions are individualized, 1:1 interventions that are highly specific to a student's needs.

EARLY ENTRANCE TO KINDERGARTEN

Incoming kindergarten students must have a birthdate on or before September 1st, turning five, per [Sec. 124D.02 MN Statute](#) to begin Kindergarten. In the event a family would like to have their child attend with a birthdate after September 1st, that is not yet five years of age, the following procedures and timeline must be followed. There is a fee for this process.

1. Parent(s) request and complete the application from the Elementary Principal by March 1st.
2. Parent(s) complete and return the Parent/Student Questionnaire with fee by April 1st.
3. Parent(s) make an appointment to meet with a kindergarten teacher and visit a kindergarten classroom by April 1st.
4. The child will be screened by a kindergarten teacher, using a Preschool Skills checklist. If the child meets preschool criteria within the screening, the child will be referred for an intellectual assessment, conducted by a staff member.
5. The Early Entrance team or representative will confer with the parent(s) to review evaluation results and make a decision to determine if Kindergarten would be an appropriate placement. Team members may include: kindergarten teacher, parent(s) and Principal.

FIELD TRIPS

Periodically, throughout the school year, various classes take field trips which are an extension of the classroom and/or promote positive social/emotional skills. Parents give permission for the student to participate on the field trip via a permission form that is sent home. There is educational value in activities that have been arranged off of the school campus and we encourage all students to participate. A field trip day is considered to be a school day. When a parent does not want his/her student to go on a trip, families must let the office know the reason for the absence to be excused. Further, DES may not be offering refunds for students who do not attend the trip.

We want to ensure that all students have the opportunity to participate in these events. Should any family be concerned with the cost of a field trip and the potential financial burden, they are encouraged to speak with the DES social worker or principal. All school policies apply to conduct during field trips. Parents that are

interested in chaperoning the field trip may arrange to do so through the Volunteer Coordinator's office. ALL students will use the transportation that the district provides. Students may not ride with a parent or adult.

GRADES / GRADING PROCEDURES

Delano Elementary School staff utilize [Standards Based Grading/Reporting \(SBGR\)](#) practices for all classes. A task force consisting of staff and parents for the purpose of refocusing our effort towards learning has developed this system. Specific questions regarding grades or grading procedures can be directed to the classroom teacher or building principal.

HOMEWORK PROCEDURES

DES staff believe:

- Homework is a form of communication about student learning.
- Homework teaches students the study and time management skills they will need when they move to higher grade levels.
- Content requires direct instruction from the teacher and work at home should only introduce or reinforce learning done at school.
- Work should represent student learning and should be able to be completed with little or no assistance from parents.
- Homework should be used as a tool to inform teacher and student learning.
- Homework informs the teacher about who is on track and who needs additional practice or instruction.

DES staff will:

- Have clearly defined routines for assigning, communicating and collecting homework on a regular basis
- Have expectations for homework that is consistent across a grade level.
- Not supply homework for students to complete while on vacation.
- Work with students AFTER they have returned from an extended absence, or vacation, to help them get caught up on content missed.
- Only assign work that is directly connected to instruction at school.
- Check homework assignments and provide feedback as needed.
- Will work with parents to adjust and modify homework expectations based on individual student needs
- Homework expectations by grade level linked [here](#).

PARENT RIGHT TO KNOW

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teachers is teaching under emergency or other provisional licensing status through which state qualifications or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether the students are provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

STANDARDIZED TESTING

Delano Elementary School participates in various standardized testing programs to assess student progress and the overall health of our curricular programs. Much of this testing is mandated by the Minnesota Department of Education.

For information on opting out of standardized testing, visit the above site and/or speak to your building administrators. Opt out forms must be submitted each school year.

PART 3 - RULES AND DISCIPLINE

BEHAVIOR EXPECTATIONS and DISCIPLINE POLICY

We believe that school should be a safe and respectful environment in which all students are free to learn. As members of this school community, students, parents and school staff all share in the responsibility of creating this positive learning environment.

Our school's discipline policy supports this environment by clearly articulating to all members of the school community expectations for safe, kind, responsible, and respectful behavior. This is our "Tiger Way".

Tiger Way (PBIS -Positive Behavior Interventions and Supports)

Each teacher is required to create a behavior management plan for his/her classroom based on The Tiger Way: Be Respectful, Be Responsible, Be Safe, Be Kind. This plan should contain a handful of expectations with three to five consequences for disruptive behavior. Positive consequences for appropriate behavior must also be developed, balancing the negative consequences. This plan must be shared with the Principal before its application in the classroom.

As a PBIS school, a [behavior management system](#) addressing positive expectations for appropriate behavior for those areas outside of the classroom is also in place. We call this The Tiger Way! This includes halls, bathrooms, playground, cafeteria, and bus loading and unloading zones.

Expectations for areas of the school outside of the classroom are as follows:

- Keep hands, feet and objects to yourself.
- Remain in assigned areas.
- Follow directions the first time they are given.
- Use playground and building equipment appropriately.
- Use kind words or appropriate words.
- Use a quiet voice and walk inside of the building.
- Be respectful to others

Additionally, our school's discipline policy will be administered in a manner which is fair and recognizes the dignity and worth of each individual.

Students must develop specific behaviors to be academically and socially successful. These behaviors include cooperation, self-advocacy, responsibility, honesty, empathy and self-control. By modeling and supporting these behaviors, we will develop students who are self-directed learners and who respect the authority, property and rights of others.

BULLYING

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

- an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
- materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term "bullying," specifically includes cyberbullying as defined in Board policy.

An act of bullying, by either an individual or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies to students who directly or indirectly engage in an act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. Families and students can access our [Safe Schools Tip Line](#) to report bullying.

BUS PROCEDURES

Riding the school bus is a privilege, **NOT** a right. Students are expected to adhere to the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. School bus safety rules are posted in every bus. Stahlke Bus Company furnishes the transportation to and from Delano Schools as well as special events. If you have any questions pertaining to busing, please contact the Bus Company at 763-972-3991. If your child is late in getting home or if the bus seems late in the morning, call the Bus Company, not the school. If your child has a disability or a health concern that may require emergency intervention, it is the parent's responsibility to notify the bus company.

The safe operation of the school bus is the responsibility of all student passengers. In the State of Minnesota, school bus transportation is a privilege that may be withdrawn for inappropriate behavior. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must follow the safety rules to keep their bus riding privileges. Students must ride the bus to which they are assigned. The official transportation policy is given to all student passengers and their parents at the beginning of the year. It is the responsibility of all students and parents to know the policy and follow the rules. A complete copy of the transportation policy is available in the office. If the driver of a Stahlke vehicle determines that a young student is left in an obviously unsafe situation when the student is being dropped off at their bus stop, the driver may bring an elementary student to Tiger Kids Club. Tiger Kids Club will bill the parent for care services.

CHEMICALS, ILLEGAL DRUGS, TOBACCO AND ALCOHOL

A student shall not use, possess, distribute or show evidence of having consumed alcoholic beverages or illegal drugs or chemicals in the school buildings, on school grounds, on school property, or at any school-sponsored activity at home or away. Violation of this rule will cause the following:

1. The student may receive a suspension and will be removed immediately from school by:
 - a parent or guardian
 - the Wright County Sheriff's office, depending upon the offense.
2. The student will be suspended from all extracurricular activities on the day of the incident.

All Delano Public School facilities and properties are tobacco free zones.

DRESS/PHYSICAL APPEARANCE OF STUDENTS

Students are expected to dress appropriately. Clothes, make-up, nails, or hairstyles that are a disruption to the learning process or a hazard to health and safety will not be permitted. The district reserves the right to take appropriate action when student attire and/or grooming endangers the health, safety or negatively impacts the educational opportunity of students. The following should be considered and followed when attending DES:

- Caps, hoods, bandannas, and/or headgear of any kind are not permitted during the school day, except

during recess or with the approval of the principal.

- Shoes must be worn at all times. All students should have a pair of tennis shoes which fit properly.
- Clothing should be appropriate for the weather and activity (Phy. Ed. or classroom)
- Clothing should not bear a message that is lewd, vulgar, obscene, sexist, racist, or promoting gang membership or products or activities that are illegal for use by minors
- Students go out for recess daily, so they must be dressed appropriately for the weather. Jackets are needed in spring and fall. Coats, snow pants, hats, mittens, and boots are necessary in the winter months.

EMPLOYEE BACKGROUND CHECKS

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid.

HARASSMENT AND VIOLENCE

This is a summary of the Delano School District policy regarding harassment. [District Policies](#) can be found on the website.

Everyone in District 879 has a right to feel respected and safe. Therefore, it is essential that DES staff, students and families work together to prevent harassment and violence of any kind based upon race, religion, or gender.

A harasser may be a student or an adult. Harassment may include but is not limited to the following when related to religion, race, or gender.

- name calling, jokes, or rumors;
- pulling on clothing
- graffiti;
- notes or cartoons;
- unwelcome touching of a person or clothing;
- offensive or graphic posters or book covers;
- or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, the principal, or the Human Rights Officer, Ms. Rebecca Ring, in the district office.

You may also make a written report or complete the [Safe Schools Tip Line](#). We take all reports of harassment or violence based upon religion, race, or gender seriously and will take all appropriate actions based on your report. The Delano School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported the situation.

INTERNET/TECHNOLOGY USAGE

Students utilizing District provided Internet access will be instructed on the proper use and etiquette of the Internet. The Internet will be used via teacher direction for classroom instruction. Every attempt will be made to provide staff supervision when students are accessing the Internet. These procedures are to be implemented each school year and be provided for all new students entering school during the year.

Students using Internet access on their personal electronic devices or school provided equipment on school grounds are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. Students are responsible for any information

or correspondence they either input or obtain from technology sources. There is no guarantee that information on district equipment will not be retrieved, reviewed and made public. Any and all information, correspondence or requests for information, may be subject to review and retrieval by a second party in either an official or unofficial capacity.

To remain eligible as Internet users, students' use must be in support of and consistent with the educational objectives of Delano Public Schools. Access is a privilege, not a right. Inappropriate use of the Internet use policy may cause disciplinary action, revocation of the user account, and/or appropriate legal action, including suspension from school. You must also agree to report any misuse of the information system to the school technology representative, teacher, or administrator. The School District will not be held responsible for students' illegal or improper use of the internet.

LOCKERS/CUBBIES

At the start of the year, students will be assigned a cubby in the coat bay. It is recommended that students do not leave valuables or money in their cubby. These items should be taken to the office for safekeeping until needed.

Cubbies are the property of Delano Public Schools. School authorities have the right to search and inspect a cubby if there is reasonable cause to believe that it contains an illegal or dangerous substance or paraphernalia. The student assigned to the cubby can and will be held responsible for illegal matter found in the cubby. Delano Elementary School is not responsible for any lost or stolen items.

NONDISCRIMINATION

It is the desire of DES staff to provide equal access to educational services that are free from discrimination. Any student who believes he/she has been discriminated against, denied a benefit, or excluded from participating in any district education program or activity on the basis of sex, disability, marital status, pregnancy, race, religion, sexual orientation, or gender identity may file a written complaint with the principal's office. Specific Board policies regarding non-discrimination can be accessed on the district's website. The Board has designated Ms. Rebecca Ring, HR Specialist, x 1952, as the district's human rights officer to handle inquiries regarding nondiscrimination. Links to relevant policies may be found in the Appendix.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Before giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

PERSONAL ELECTRONICS DEVICES

Cellular phones, Smart Watches, music players, video game systems, cameras and all other devices:

The expectations regarding the use of electronics, is in place due to the following:

1. to ensure the ability to communicate between buildings and with outside agencies during emergency situations.
2. to ensure the privacy of all students and staff
3. to prevent the disruption of, and promote the integrity of, the quality educational programming at Delano Public Schools.

Personal cell phones and electronic devices are subject to search during school investigations. Recording Devices: Students, parents, and other non-school personnel are prohibited from taking photos, recording video and/or audio of another person without administrative or teacher approval.

Cell phones, smart watches and other personal devices are not to be used during the school day unless it is for an educational purpose and the student has received permission from his or her teacher. Should a student be granted permission, the device must only be used for the purposes agreed upon by the teacher. Phones and other devices are strictly prohibited during passing times, recess, lunch, and all other times unless permission has been given. Because of this, cell phones and other devices should be kept in a student's locker until dismissal at the end of the day.

PETS / ANIMALS IN SCHOOL

Pets or other animals will not be allowed in school without an administrator's permission. Service dogs will be allowed in school. Any pets that come for a visit will remain outdoors. Upon receiving permission, the owner/handler is agreeing to all terms provided by the administrator. First, and foremost, the owner/handler is agreeing to maintain control of the animal at all times to ensure the safety of staff and students. Animals are not allowed on school provided transportation. Pets or other living animals are not allowed on buses.

PHY. ED. PARTICIPATION

All students are expected to participate in all classes, including Physical Education, to the best of their ability. All notes and excuses regarding Physical Education must be brought to the Health Office for the nurse to review. In most cases, the student may participate with some modifications and will still be expected to attend class. Any illness or injury that requires more than two days out of class will require a note from your healthcare provider. It should designate the number of days your child is excused and specific limitations or restrictions. The note may be faxed from your clinic to fax number 763-972-6199.

RETENTION POLICY

The Board of Education, administrators, and faculty of the Delano Public Schools recognize the significant impacts for the retention of students at the elementary level. There are many factors which influence the decision to retain an elementary student. The final decision regarding whether or not to retain a student will always be made in the best interest of the child and with the consultation of the family.

SCHOOL AUTHORITY

All employees of Delano Public Schools have the responsibility and authority to enforce school expectations. This includes principals, teachers, counselors, administrative assistants, nurses, librarians, cooks, custodians, paraprofessionals, and anyone else employed/contracted by the school.

STUDENT RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education.

TEXTBOOKS/MEDIA CENTER MATERIALS

The school district furnishes textbooks free of charge to each student. Students are expected to take care of the books to prevent soil or excessive damage. It is expected that students will cover their books to ensure that they will be kept in good condition. Students are responsible for the care of their assigned books. Textbooks are very expensive, therefore, students will be charged for lost or damaged books to ensure that there are appropriate and necessary materials available for all students the following year.

All media center materials are to be returned at least one week before the last day of school. Parents will be notified of overdue materials by written notice and/or a phone call. Parents will be asked to pay replacement costs of materials that are not returned. Written requests for payment will be issued shortly after the due date of all library materials. Money will be refunded for materials that are later found and returned. Students who

do not return borrowed materials or pay for replacement will not receive their report card and will have restricted access to materials in the future.

TRADING CARDS

Trading cards, such as Pokemon or sport related cards are not allowed at school and should be kept off the bus. These become highly distracting for students and can become lost or ruined. The school is not responsible for any cards that are brought that become lost, stolen or damaged. If students bring these to school they will be kept in their backpacks or brought to the office for parent pick up.

WEAPONS POLICY

The purpose of this policy is to ensure a safe school environment for students, staff and public. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

PART 4 - HEALTH AND SAFETY

ACCIDENTS

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the District Nurse, Tina Prior at Delano High School. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

ASBESTOS MANAGEMENT

The school district has developed an asbestos management plan. A copy of this plan can be found in the district office.

EMERGENCY DRILLS

Fire, tornado, lockdown and evacuation drills will be held at intervals throughout the year. The State of Minnesota requires five fire drills, five lockdown drills and one severe weather drill. It is important that you regard these drills seriously and know the procedure to follow in case of an actual emergency. You should know the exit route to use from each of your classrooms. Each teacher will review emergency procedures with students at the beginning of each grading period.

Lockdown Drills

Our building conducts five lockdown drills each year. The five drills may include a class discussion of the possible options for response in the event of an emergency. We may also practice “hiding” in a lockdown situation. During this practice, students will be instructed to move to an area of the classroom and lights will be turned off. Lockdown drills also allow us to test our technical lockdown response systems at the building level. Lockdown drills do *not* include simulations of an active shooter or other violent event. School support staff will be available to students following any lockdown drill if needed.

HEALTH SERVICES

The student health office is staffed by a trained nurse during school hours for student illnesses, injuries, and medication administration. Students who become ill during the school day must go to the health office so the nurse can assess the student and call parent/guardian. A student reporting to the health office must first obtain a pass from the teacher or, if it is during passing time, from his/her next hour teacher. **Students cannot leave the building when they are ill unless the Health Office receives parent permission. Any parent who receives a call from an ill child should direct them to visit the school nurse.**

Illnesses

Students must be excluded from school when they have a fever greater than 100 degrees, if they are vomiting, or if they have diarrhea. Students should be free of these symptoms for 24 hours without the use of over-the-counter medication to return to school. Also, when diagnosed with a contagious infection, students may return 24 hours after starting medication. Students who are injured while in school should report to the health office, supervising teacher, or coach immediately.

Medications at School During the School Day

Parents/guardians must provide medications (prescription and over-the-counter) for their children. A "Medication Administration Form" needs to be completed, signed by the student's parent **and** physician for all prescription medications. Prescription medications must be in containers with the pharmacy label, and over-the-counter medications must be in the original container. Students in Grades 7-12 may carry and self-administer inhalers and/or Epi-pens if permission is provided by the student's physician and parent/guardian. Prescription medications must be kept in the health office and are not to be carried or self-administered by students, unless documented otherwise in the student's health record. Medications brought in unlabeled bottles, baggies, etc. or without proper authorization will not be given. Marijuana is not allowed on school property even if prescribed. The health office will not administer dietary supplements, herb products, or any other products not regulated by the U.S. Food and Drug Administration.

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Immunization documentation is required before the first day of school. If we have not received this documentation your child will not be able to participate in school until documentation is in the health office. The nurse will notify those students in need of immunizations. A complete guide to immunizations can be found on the MN Department of Health at ["Are Your Kids Ready for School"](#).

Individual Healthcare Plans

Each year, parents/guardians are required to update each student's Health and Emergency Form in Skyward Family Access. As part of this submission, it is the parent's responsibility to notify the office of any health condition that may require special care and provide contact information for healthcare providers. Once received by the school nurse, it will be reviewed to determine if an Individual Healthcare Plan or [Section 504 Plan](#) is required.

PESTICIDE APPLICATION

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified before the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the Director of Buildings and Grounds.

EMPLOYEE BACKGROUND CHECKS

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid.

STUDENTS WALKING TO SCHOOL/ON CAMPUS

Student Safety is Delano Public Schools' greatest priority. In addition to emergency preparedness and response, providing safe routes to schools for students via the bus, parent drop off/pickup, walking and biking is critical to maintaining the safety of our students. Complete information regarding student/pedestrian traffic on school campus can be found on the [Safe Routes to School Flyer](#).

WELLNESS POLICY

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards. DES staff work toward implementing all aspects of the Wellness Policy with the support and assistance of parents. The full [Wellness Policy](#) can be found on the district website. The District's administrator for Wellness is Steve Schauburger, Assistant Principal at Delano High School.

APPENDICES

Appendix A

SCHOOL BOARD POLICIES: For a complete list of board policies, please refer to the [district website](#).

Appendix B

OPT OUT INFORMATION

According to the Minnesota Data Practices Act, student directory information is public unless a parent requests that the information not be released. A parent/guardian must complete and return a form **ONLY** if they choose to opt out of Student Directory Information, Photo/Video/Interviews, Military Recruitment, or Lockdown Drills. Please find this form in the building office your child attends. If you have any questions, contact your building administrator.