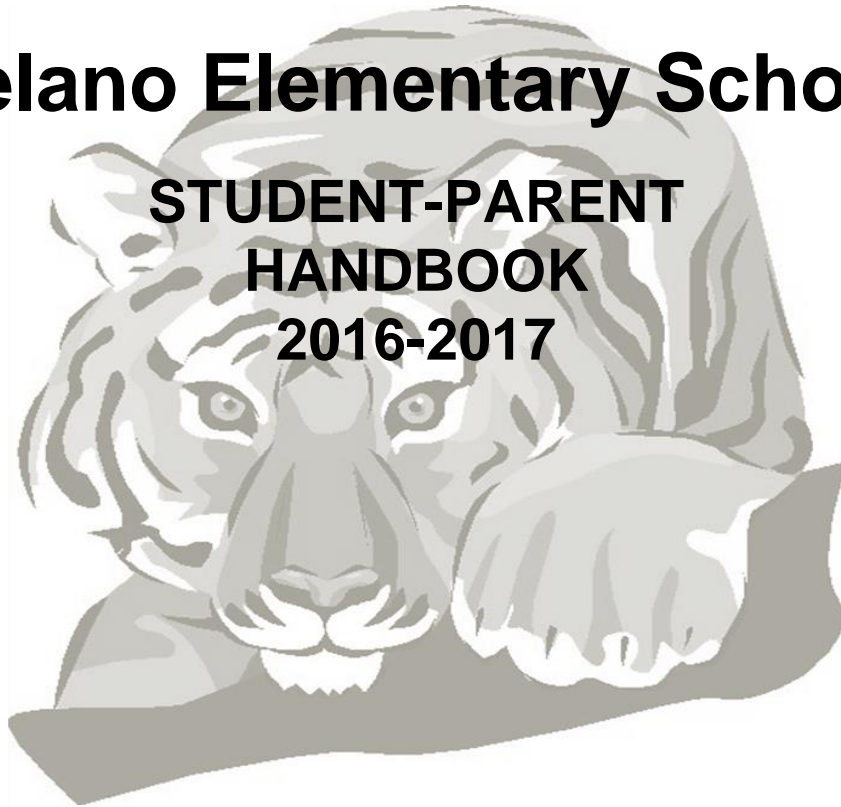


# Delano Elementary School

## STUDENT-PARENT HANDBOOK 2016-2017



*Reward School*  
★ 2014

Minnesota Department of  
Education

**“Educational Excellence is our Foremost Goal”**

[www.delano.k12.mn.us/elementary](http://www.delano.k12.mn.us/elementary)

Welcome Delano Elementary Families,

At Delano Elementary, our staff looks forward to an active partnership with our students' parents and families. We strive to provide an educational environment in which all students are challenged, respected, and responsible.

Education of the child is the responsibility of both the parents and the school. We believe that parents who are involved and connected with their child's classroom and teacher results in academic success and limitless opportunities for their child. The partnership that is developed by the classroom teacher, parents, and student is critical in developing a strong 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.

To that end, communication between school staff and our parents is essential. 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 e-mail, 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 exciting school year.

Sincerely,

Darren Schuler  
Elementary Principal

# ELEMENTARY SCHOOL PERSONNEL

## **Principal**

Mr. Schuler

## **Assistant Principal**

Mr. McDonald

## **Kindergarten**

Mrs. Burns

Mrs. Goudy

Ms. Hegland

Mrs. Huikko

Ms. Kessler

Mrs. Ludwig

Mrs. Rheingans

Mrs. Scanlon

## **Grade 1**

Mrs. Beck

Mrs. Conely

Mrs. Jensen

Mrs. Kern

Mrs. Kurth

Mrs. Schleper

Ms. Wiese

## **Grade 2**

Ms. Anderson

Mrs. Clifton

Ms. Nagengast

Mrs. Schmidt

Mrs. Swan

Mr. Uselding

Mrs. Williams

## **Grade 3**

Mrs. Cleveland

Mrs. Emmerich

Mrs. Knisley

Ms. Langton

Ms. McCartney

Mrs. Petersen

Mrs. Sohns

Mrs. Warne

## **Grade 4**

Mr. Brown

Mrs. Berggren

Mrs. Griep

Mr. Hall

Mr. Hiltner

Ms. Sass

Mr. Schleper

Mrs. Stern

## **Media Center**

Mrs. Verhey

## **Music**

Mrs. Dake

Mrs. Sanderson

## **Phy. Ed.**

Mr. Lyngen

Mr. Picha

Mr. Whirley

## **Special Education**

Ms. Gareis

Mrs. Mathiowetz

Mrs. Pekuri

Mrs. Semeizer

Ms. Waalen

Mrs. Walberg

Mr. Wissink

## **Speech**

Mrs. Bersie

Mrs. Durick

Mrs. Lein

## **Title I/Basic Skills**

Mrs. Downer

Mrs. Knight

Mrs. Vieau

## **Reading Interventionist**

Mrs. Diethart

## **Reading Corps**

Mrs. Dehne

Mrs. Westlund

## **G/T Coordinator**

Mrs. Briesemeister

## **Social Worker**

Ms. Krueger

## **School Psychologist**

## **Technology**

Mr. Ludwig

## **ELL**

Ms. Johnson

## **Administrative Assistants**

Mrs. Scanlon

Mrs. Selchow

## **Elementary School Nurse**

Mrs. Wadholm

## **Media Center Assistant**

Mrs. York

## **Paraprofessionals**

Mrs. Ebert

Mr. Cottew (recess)

Mrs. Gallus

Mrs. Gilliland (recess)

Mrs. Glickman

Mrs. Grangroth

Mrs. Grgas

Mrs. Gust

Mrs. Henderson (recess)

Mrs. Herkenhoff

Mrs. Kenison

Mrs. Kramp

Mrs. Larson

Mrs. McIntire

Mrs. Moe

Mrs. Myrvik

Mrs. Ness

Mrs. Nichols

Mrs. Otterness

Mrs. Rammage

Mrs. Rasmussen (recess)

Mrs. Schreyer

Mrs. Shaw

Mrs. Stern

Mrs. Sundheim

Mrs. Tonsberg

Mrs. Tulkki

Mrs. Williams

Mrs. Workman

Mrs. Yahnke

## **Cooks**

Mrs. Bersie

Mrs. Henderson

Mrs. Oscarson

Ms. Schroeder

Mrs. Zabel

## **Custodians**

Mr. Anderson

Mr. Taylor

Mr. Yanke

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## **AFTER SCHOOL ACTIVITIES**

If your child is to stay after school for a class or sports activity, please send a written note to the classroom teacher. If your child is to attend a class or sports activity at a different school building (i.e. Middle School, High School, Community Ed Center), please send a written note to the office and a bus pass will be issued. **A note is required each week that the student has an after school activity.**

## **ATTENDANCE POLICIES**

The district policy is based on the belief that regular consistent attendance is closely tied with the quality of education your child receives at the Elementary School. This policy defines what excused and unexcused absences are. A record of excused and unexcused absences and the number of tardies will appear on your child's report card.

### **Absences and Tardies**

For the safety of students, it is important to verify absences. Parents are asked to confirm absences from school by calling the attendance line at 763-972-6200, ext. 2100, before 7:30 a.m. If parents do not verify absences and their child does not arrive at school, school personnel will attempt to contact parents. If contact does not occur within 24 hours, absences are unexcused. The following absences and tardies are considered excused: student illness, serious illness or death of a family member, medical appointments which cannot be scheduled outside of school, court appearances, and family vacations. **Family vacations are strongly encouraged during regular school vacation periods. The school must be notified prior to any vacation.** The following absences are considered unexcused: babysitting, shopping, hair appointments, working at home, oversleeping, missing the bus, running late, car trouble, not knowing school schedule, and other incidences as determined by administration.

Students who are tardy must have a parent note and report to the office to receive a pass. The pass must be presented to the teacher when arriving in the classroom.

Excessive absences and tardies will be recorded in the following manner:

- 3 unexcused tardies = 1 unexcused absence
- 3 unexcused absences (9 tardies or combinations of unexcused absences and tardies) = Truancy Early Intervention
- 5 unexcused absences (15 tardies or combination of unexcused absences and tardies) = Truancy Early Intervention filed with the county
- 7 unexcused absences (21 tardies or combinations of unexcused absences and tardies) = Educational Neglect/Child Protection filed with the county

Part of our attendance procedure is to send letters to parents stating our concern about a student's attendance if the student reaches at least 10 absences or tardies. Even though some of those may be excused, a letter may still be sent to communicate our concern. After 10 absences, a doctor's note may be required to excuse any more absences. Excessive tardies and/or absences may lead to a child protection referral being filed with appropriate county officials addressing educational neglect.

It is our goal to work with families to improve school attendance. Studies have shown that regular school attendance is one of the major factors in predicting student success.

## **BICYCLES**

Bicycles may be ridden to the Elementary School. Bike stands are located in front of the building nearest the visitor's parking lot. A second bike stand is located next to the kindergarten playground on the north side of the building. **A written note is required from parents notifying the school that your child has permission to ride a bicycle to and from school.** Students should not leave the bike stand area until the last school bus has left the building.

Bike helmet use is strongly recommended to prevent unwanted injuries. Students living in Rebecca Park Estates should leave immediately upon dismissal prior to buses leaving the building.

## **BIRTHDAY PARTIES**

**Our policy prohibits birthday party invitations from being distributed at school.** Other students experience hurt feelings when not receiving an invitation. **A school directory and classroom (homeroom) directory are available on Family Access.** See "Family Access" for more information.

When sending treats for birthdays, please consider sending a healthy snack option (i.e. gogurts, cheese sticks, craisins, raisins, yogurt covered raisins, pretzels, popped popcorn, crackers, etc.). The State Health Department requires that only commercially packaged foods be used in schools. Please see "Wellness Policy #534" for clarification on preferred snacks/treats.

## **BULLYING PROHIBITION POLICY**

Refer to School Board Policy 514 on the District web site.

To report an incident of bullying, click on or go to:

<http://www.delano.k12.mn.us/elementary-school/information/des-bully-report>

## **BUS PASS**

Students are allowed only **one** bus destination. Therefore, bus passes will **not** be issued except for those students going to the Middle School, High School or Community Ed Center. Contact the elementary principal if you have extenuating circumstances.

## **BUS TRANSPORTATION POLICY**

A student eligible for transportation in the Delano School District will be picked up and returned to the parent's legal residence.

The School District (bus company) must have a written agreement (Alternate Destination Permission Form) with the parent to allow the student to be picked up or dropped off at a place other than the parent's residence. Such agreement must be for the entire school year. School bus routes will not be altered or extended for daycare facilities.

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 extremely 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 parents' 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 comply with 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 dangerous 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, 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 result in the following:

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

### **CHILD CARE, BEFORE AND AFTER SCHOOL**

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 bused to and/or from Tiger Kids Club to the Elementary School. Call Tiger Kids Club at 763-972-6210, ext. \*212, for specific information.

### **COAT BAY 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.

### **CONFERENCES**

Formal Parent-Teacher Conferences are held twice per year. Conferences are an opportunity for parents to share information about their child, as well as learn about his/her progress in school. Parents are encouraged to contact their child's teacher outside of these scheduled times whenever the need arises.

## DISCIPLINE, CLASSROOM

All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration.

We believe this approach to behavior management will provide a better learning atmosphere for each and every child as well as enhance classroom instruction and cooperative relationships between teachers, students and parents.

All teachers shall enforce the School District and school building discipline policies.

In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

## DISCIPLINE, SCHOOLWIDE

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, responsible,** and **respectful** behavior. This is our "Tiger Way". Additionally, our school's discipline policy will be administered in a manner which is fair and which acknowledges the dignity and worth of each individual. See School Board Policy #506 Student Discipline and Code of Conduct on the district website,

[http://www.delano.k12.mn.us/docs/district/District\\_Policies/506.pdf](http://www.delano.k12.mn.us/docs/district/District_Policies/506.pdf)

Students must develop specific behaviors in order 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.

DELANO ELEMENTARY BEHAVIOR EXPECTATIONS					
Expectations	Hallway	Bathroom	Cafeteria	Bus	Recess
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>* Get to where you are going</li> <li>* Stay to right side of stairs and hallway</li> </ul>	<ul style="list-style-type: none"> <li>* Throw paper towels in garbage</li> <li>* Wash hands with soap, 1-2 squirts</li> </ul>	<ul style="list-style-type: none"> <li>* Clean up after yourself</li> <li>* Remain seated</li> <li>* Remember to Recycle</li> <li>* Correct lunch choice</li> </ul>	<ul style="list-style-type: none"> <li>* Keep items in backpack</li> <li>* Toys / Devices</li> </ul>	<ul style="list-style-type: none"> <li>* Put equipment away</li> <li>* Line up quickly</li> <li>* Remember all your personal items</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>* Use inside voice</li> <li>* Voice levels (0-1-2-3)</li> <li>* Carpet silent / Tile whisper</li> </ul>	<ul style="list-style-type: none"> <li>* Consider other students' privacy</li> <li>* Use whisper voice</li> <li>* Be respectful of school property</li> </ul>	<ul style="list-style-type: none"> <li>* Quiet voices</li> <li>* "Quiet Five"</li> <li>* Always say "please" and "thank you"</li> </ul>	<ul style="list-style-type: none"> <li>* Be quiet when bus is in motion</li> <li>* Obey bus driver directions</li> </ul>	<ul style="list-style-type: none"> <li>* Take turns</li> <li>* Include others</li> <li>* Be <u>respectful</u> to recess teachers</li> <li>* Be more specific</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>* Hands and feet to self</li> <li>* Feet on floor, facing forward</li> <li>* Walk at all time</li> </ul>	<ul style="list-style-type: none"> <li>* 3 students in the bathroom at a time</li> <li>* Hands to self</li> </ul>	<ul style="list-style-type: none"> <li>* Face forward</li> <li>* Hands to self in line and at table</li> <li>* Two hands on tray</li> </ul>	<ul style="list-style-type: none"> <li>* Back to back of seat</li> <li>* Seat to seat</li> <li>* Backpack on lap</li> </ul>	<ul style="list-style-type: none"> <li>* Use equipment appropriately</li> </ul>



Our school's discipline policy will hold individuals responsible for their actions. Our discipline policy will recognize the uniqueness of each student, classroom, building and situation, while supporting a safe and respectful environment where students can grow academically, intellectually, socially, and emotionally.

These policies and rules apply any time a student is present on a school location, at a school-sponsored activity, while on school buses and/or at a school bus stop. Students are expected to act in accordance with federal, state and local laws and rules, and in a way that respects the rights and safety of others.

Delano Elementary School uses two types of Behavior Management tools. They are as follows:

### Tiger Way Reminder

When a student receives a "Tiger Way Reminder" slip, it is a way of reminding the students that he or she needs to work on:

- Being responsible
- Being respectful
- Being safe

These slips will be filled out by the staff member who witnessed the behavior and will be given to the student's classroom teacher. The teacher will then send one copy home for the parent to sign and return. If the student receives 3 or more "Tiger Way Reminder" slips in one trimester, all of the slips will be given to the building principal. At that point, the student will meet with the principal to discuss his/her behaviors and a parent may be notified.

#### Tiger Way Reminder!!!



Name \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Reporting Staff \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_

Needs to work on:

- being responsible \_\_\_\_\_
- being respectful \_\_\_\_\_
- being safe \_\_\_\_\_
- comments \_\_\_\_\_

\_\_\_\_\_

Please sign and return.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### Behavior Slip

Certain **inappropriate** behaviors occurring in or out of the classroom will result in a "Behavior Slip". These behaviors are of a more serious nature than the behaviors listed previously for the "I Was Warned" slip. A student may receive a "Behavior Slip" for hitting, kicking, pushing/shoving, stealing, swearing, or any other behavior that is deemed inappropriate or dangerous to him/herself or others.

The following process will take place if a student receives a "Behavior Slip":

- 1) A Behavior Slip is generated by a staff member and a conference between the staff member and the principal occurs to discuss the situation.
- 2) The student is called to the office to discuss the Behavior Slip with the principal.
- 3) One or more of the following steps may occur:
  - The principal calls the parent and explains the behavior.
  - The student calls the parent and explains the behavior.
  - A parent conference is required.


This slip will be sent home for the parents to sign and return.

**Severe Clause**

Behaviors that are **more severe** in nature (i.e. when the student’s behavior endangers him/herself or others, or chronic repeat offenders) may require further action. The actions we have in place are the following:

- In School Suspension.
- After School Detention (parent or guardian will be responsible for picking the student up after detention is over).
- Out of School Suspension (followed by a Re-entry Meeting).

This slip will be sent home for the parents to sign and return.

<b>Delano Elementary School Behavior Slip</b>			
Student Name _____	Grade _____	Teacher Name _____	Date _____
Description of Behavior _____			
Reporting Adult _____			
Please sign and return. _____			
Parent Signature		Date	
<hr style="border-top: 1px dashed black;"/>			
<b>OFFICE USE ONLY</b>			
Action Taken _____			
_____	Student meets with principal		
_____	Principal contacts parents		
_____	Student explains misbehavior to parents		
_____	Parent conference required		
Severe Clause (when behavior endangers self or others, repeat offenses)			
_____	In-School Suspension		
_____	After School Detention		
_____	Out of School Suspension/Re-entry Meeting		

**DRESS/FOOTWEAR, APPROPRIATE**

Refer to School Board Policy 504 on the District website. Students are expected to dress appropriately. Clothes, make-up 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 influences the educational opportunity of students.

- Caps, hoods, bandannas, and/or headgear of any kind are not permitted to be worn during the school day, except with the approval of the principal.
- Shoes must be worn at all times. **Clogs, slip-on sandals, flip flops, high heels, and shoes with wheels should not be worn to school as a matter of safety. All shoes must have backs or heel straps that fit tightly.** All students should have a pair of tennis shoes which fit properly. If they have laces, they should be tied tightly on top of the shoe tongue, not underneath. **Students will not be allowed on the playground equipment without proper footwear.**
- No chains should be visible.
- Clothing should be appropriate for the weather.
- Clothing should be appropriate for the activity (i.e. physical education or the classroom).

- A student's top must meet the top of their pants. Backless tops, strapless tops and tops revealing undergarments are not allowed. Students will be asked to change into different clothes if their apparel is found to be too revealing. If the student has no other clothing, something may be acquired from the nurse or the student will need to call home and ask that a change of clothes is brought to the school.
- Clothing should not bear a message that is lewd, vulgar or obscene.
- Apparel promoting products or activities that are illegal for use by minors (promotion of alcohol, tobacco, or drugs) is not allowed.
- Emblems, symbols, badges, signs, words, objects or pictures on clothing that are objectionable and/or communicate a message that is racist, sexist or otherwise derogatory to a minority group or which communicates gang membership is not allowed.
- 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.

### **DROPPING OFF ITEMS FOR STUDENTS DURING THE SCHOOL DAY**

If your child has left something at home and you need to drop it off at school, please bring it to the office and leave it with the office staff. They will make the delivery to the classroom. This will help eliminate interruptions in the classroom during teaching time.

### **ELECTRONIC DEVICES/NOVELTY ITEMS**

Novelty items detract from the education of others and often lead to arguments between students. **Videogames, cell phones, iPods, trading cards, laser pointers, headphones, cameras, and other novelty items designated by the principal are not to be brought to school except as required for class work. Students are reminded that these items are easily stolen and rarely recovered.**

If it is necessary to bring any of these items to school, they must be kept in the student's backpack until after school hours. If any of these items are used in class without teacher permission, they will be confiscated and parents notified. The school is not responsible for stolen, lost or damaged items. Buying or selling items between students is prohibited. The school has no responsibility to provide a secure location for these items and/or to provide assistance if these items are lost or stolen.

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.

### **EMERGENCY DRILLS – Fire, Lockdown and Tornado**

Fire, lockdown and tornado drills will be held at intervals throughout the school year. These drills are important to each student's welfare and should be taken seriously by the student. Safety procedures for these drills will be explained to students.

## EMERGENCY INFORMATION FORMS

These forms will need to be completed online through Family Access. If you do not have access to a computer, please contact the elementary school office. **Please keep us informed if this information changes during the year.**

## END OF DAY CHANGE TO STUDENT'S ROUTINE

If a change needs to be made to a student's usual routine at the end of the school day, written permission is required from the parent. **Please send this note to school with the student.** If this change is to pick up the student, please indicate in your note who will be picking up the student. The person picking up the student may be asked to provide a picture ID.

**Example notes:** "Johnny Jones will be picked up today by his aunt Mary Jones." Include date and parent signature.

If a student needs to stay after school for a class, written permission is required from the parent. A note is required each week that the student should stay for class.

**Example note:** "Johnny Jones has a Lego class after school today. The class is in the Art Room." Include date and parent signature.

**Because teachers are not able to check phone messages or emails on a regular basis during instructional time, phone calls or emails should be directed to the office and should be made before 11:00 a.m.**

Please see "Student Drop-off and Pick-up Procedures" on page 18 for more information.

We thank you for working with us to insure the safety of your children.

## FAMILY ACCESS

The Delano School District operates a program known as "Family Access". This program allows parents to access information about their children in all three schools via the internet. Currently parents can view the following information for **elementary** students:

- **Attendance** (Attendance is not final until after 24 hours.)
- **Student Info** (address, homeroom, teacher)
- **Food Service** (balance, purchases, and on-line payments)  
Food service reports are not final until after 24 hours.
- **Schedule** (Classroom placement for new school year posted late August.)
- **Homeroom** (list of students in your child's classroom with addresses and phone numbers)
- **Portfolio** (report cards – posted after each trimester)
- **Health info** (immunizations)
- **School directory** (list of all families in the district)

Parents are assigned a password and login name; if you need to recall your password information, please e-mail [cindy.selchow@delanoschools.org](mailto:cindy.selchow@delanoschools.org). The link to Family Access is located on the school website in the upper right corner. It is our belief that you will find the Family Access program to be a valuable tool linking family, student and school in an informative, cooperative, and proactive manner.

## **FIELD TRIP ATTENDANCE**

Parents wishing to exclude their students from a school-sponsored field trip due to religious beliefs must provide prior written notice. These students will be provided an educational experience at school during the period of time the classroom is on the field trip. **If the student does not attend school during the time of the field trip, it will be considered an unexcused absence.**

**No student will be denied the opportunity to go on a field trip if funds are not affordable.** Contact the building principal or school social worker for details.

## **FIELD TRIP REIMBURSEMENTS**

No refunding of money will occur for money submitted to the school for field trip purposes should the student be absent the day of the field trip.

## **FIELD TRIP VOLUNTEERS**

We appreciate parents who volunteer to accompany a class on a field trip. Hopefully, the following will assist parents in this role, but feel free to ask teachers regarding details:

- 1. Volunteer Orientation is required for all field trip volunteers. All requirements MUST be completed at least 2 weeks prior to the field trip. Please see "Volunteer Orientation" for more information.**
2. For safety and liability reasons, children other than elementary students are not permitted to attend field trip activities.
3. For safety and liability reasons, all students must ride the bus on a field trip.
4. The parent is a supervisor of the students the teacher has placed in his/her charge and is responsible for guiding their actions and behaviors.
5. Students are expected to behave as good representatives of Delano, to extend consideration and courtesy to all people, to be respectful to all people and avoid boisterousness when visiting another facility.
6. The parent must be certain that the entire group remains with the parent at all times.
7. For safety purposes, personal cell phones should not be used except for emergencies.
8. End of day pick up procedures adhere for all field trips. Please see "Pick Up Procedures" on page 18.

## **HARASSMENT AND VIOLENCE**

Harassment and violence based upon religion, race or gender are against the law. Discrimination is against the law. Everyone in District 879 has a right to feel respected and safe. Therefore, we want you to know about our policy to prevent harassment and violence of any kind based upon race, religion, or gender.

1. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, or gender.
  - a. name calling, jokes, or rumors;
  - b. pulling on clothing;
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing;
  - f. offensive or graphic posters or book covers;
  - g. or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

2. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal, or the Human Rights Officer.
3. You may also make a written report. It should be given to a teacher, counselor, the principal, or the Human Rights Officer.
4. Your right to privacy will be respected as much as possible.
5. We take seriously all reports of harassment or violence based upon religion, race, or gender and will take all appropriate actions based on your report.
6. 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.
7. This is a summary of the Delano School District policy against harassment or violence based upon religion, race, or gender. Complete policies are available in the principal's office upon request.

Contact: Steven Schauburger, Human Rights Officer, Delano Schools, 763-972-3365, ext. 2356

### **HEAD LICE**

Parents are urged to learn how to identify head lice and to make head checks part of routine home hygiene, and to encourage their children not to use other people's hats, combs, brushes, etc. Children found to have live lice will be sent home. Please see "Health Services" at our District website for more information.

### **HEALTH SERVICE**

Delano Schools employ a licensed school nurse for the district and a registered nurse at the elementary school. The nurse is available for consultation with parents, if needed. You may call the district nurse at 763-972-3365, ext. 2022, or the elementary school nurse at 763-972-6200, ext. 2126.

### **HOMEWORK**

Elementary students will be asked to spend an average number of minutes with homework as an extension of their regular school day on school related activities. The following chart will show the average amount of time that a student would be asked to spend on homework at his or her grade level, as well as the type of homework activities typically assigned.

<b><u>Grade</u></b>	<b><u>Time</u></b>	<b><u>Homework Activities</u></b>
K	10 minutes	Reinforcing skills taught in classroom, sight words, take-home books, math home links
1	10 to 15 minutes	Reading Activities: Spelling words, vocabulary words, weekly reading materials. Math Activities: Home links
2	20 to 30 minutes	Reading Activities: Spelling words, independent reading. Math Activities: Home links, math facts
3	25 to 30 minutes	Reading Activities: Spelling words, independent reading. Math Activities: Home links, math facts
4	30 to 45 minutes	Reading Activities: Spelling words, independent reading log. Math Activities: Math study links and journal, math facts.

## **HOMEWORK - VACATIONS**

Refer to the grade-level procedure for vacation homework guidelines that students will receive from their classroom teachers at the beginning of each school year. **Family vacations are strongly encouraged during regular school vacation periods.**

## **ILLNESS**

Although regular attendance at school is of the utmost importance, we request that you follow these general guidelines in knowing when to keep your child home:

Vomiting and diarrhea: A child suffering from vomiting or diarrhea should stay home for at least 24 hours after it has stopped and he or she is feeling well enough to return to school.

Fever: A child is to remain at home whose temperature exceeds 100 degrees. He or she can return to school when his or her temperature is normal **without the aid of medication and remains so for 24 hours.**

Rash: Any child with an unknown rash should have it checked by his or her Health Care Provider and can return to school upon the Provider's written recommendation.

Pink Eye: Any child diagnosed with pink eye must be on antibiotic eye drops for 24 hours before returning to school.

Strep: Any child who tests positive for strep throat must be on medication for 24 hours before returning to school.

If a child develops a fever or other symptoms of illness during school hours, the parents or persons listed on the health emergency form will be notified. Arrangements should be made to pick up the child as soon as possible.

**For the safety of students, it is important to verify absences.** Parents are asked to confirm absences by calling the attendance line at 763-972-6200, ext. 2100, prior to 7:30 a.m. Please include your child's name, teacher, reason for absence and date of absence. If parents do not verify absences and their child does not arrive at school, an automated phone call will be placed by school personnel. If parents do not contact the school, absences are unexcused. **The attendance line should be called for all absences, even if the classroom teacher has been notified.**

## **IMMUNIZATIONS**

Minnesota state law mandates that all immunizations be complete prior to your child's first day of attendance. Please provide documentation **no later than the first day of school.** For more information see "Health Services" on the district website.

## **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.

## **INTERNET**

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 utilizing 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 result in 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.

## **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 on a daily basis. Most 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 e-mail or phone call regarding important school information and announcements.

## **LOST AND FOUND**

All articles found are located adjacent to student coat bays or at the cafeteria entrance. The bus company also has a lost and found collection. Because of limited storage space, it is not possible to 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.



## **LUNCH / BREAKFAST PROGRAMS**

The lunch program is operated by the school in order to provide students with a reasonably priced, well-balanced, meal. An alternative lunch entree is offered to elementary students. Lunch is served from 10:40 a.m. to 1:15 p.m. in 25-minute shifts, followed by 30 minutes of recess. The cost for lunch is \$2.65 per meal. The cost for milk only is 50 cents. **Pop with lunch is strongly discouraged.**

If a student is lactose intolerant a substitute drink will be provided for the student. The breakfast program is also a reasonably priced, well-balanced, morning meal. Breakfast will be served from 7:45 a.m. to 8:00 a.m. The cost for breakfast is \$1.60. Milk only will cost 50 cents. All prices are subject to change.

**When sending payments to school with your student, please place cash or check in an envelope with the family name, student name, and “Lunch Program” printed on the envelope.** On-line payments can be made through Family Access.

Parents will be contacted through our automated calling and e-mail systems when their account falls below a certain amount. Parents may monitor their lunch account through Family Access and also obtain e-mail notification when their account falls below \$10.00.

If the family account falls below a \$5.00 negative balance, students need to bring a lunch from home. If the negative account balance is not corrected in a short period of time, you will jeopardize your child’s participation with the lunch program all together. Any account below a \$15.00 negative balance will receive a phone call from the principal or assistant principal to discuss the situation and come up with a solution to bring the account back to a positive balance.

## **LUNCH, FREE AND REDUCED**

The school provides lunches at no cost or a reduced cost and breakfast at no cost to students who qualify. Families with incomes at or below a given standard set by the State of Minnesota may be eligible for free or reduced lunches. Applications are available in the Elementary School Office, the District Office, or on our website, [www.delano.k12.mn.us](http://www.delano.k12.mn.us), under Food Service. **This application needs to be completed each school year.**

## **MEDICATION - Administration of Medications in School**

Medications should be given at home whenever possible, and doctors should be encouraged to order medications on schedules that avoid school hours. However, we recognize there are times when this is not possible. **Instruct your child that all medication should be brought to the school health office.**

Should your child need to take medication during school hours, we ask that you observe the following guidelines to ensure your child’s safety.

### **For prescription medication:**

- 1) You will need to fill out a Medication Permission Form *with the signature of the prescribing physician and the parent*. These forms are available in the school health office and on the district website under “Health Services”.
- 2) Medication must be in a container with a label prepared by a pharmacist or physician. (Ask your pharmacy to fill one container for home and one for school.)

**For over-the-counter (OTC) medication (including cough drops):**

- 1) You will need to complete a Medication Permission Form that indicates the medication to be given, including dose, time and reason for giving, and the signature of the parent. (Doctor's signature is not required for OTC medications.)
- 2) OTC medications must be brought to school in the original container.

State law now permits a student with asthma to carry an inhaler with him/her if he/she meets specific criteria. Please discuss this with the school nurse. If you have questions, please contact the school nurse at 972-6200, ext. 2126.

**MONEY**

When sending money to school with your child, **it is recommended that the cash or check be sealed in an envelope with the family name, child's name, and what the money is for printed on the outside of the envelope** (i.e., "Lunch Program," "Activity Fee," "Book Order," etc.).

**NEW STUDENT GROUP**

As part of our school's developmental guidance program, all new students will participate in a small group counseling session to address "new student" issues with moving and change of environment. Students will meet with the School Social Worker three times. Groups will meet during the school day. The meeting format will include discussion, activities and answering any questions students might have.

If you have any questions about the guidance program, contact the School Social Worker at 763-972-6200, ext. 4273.

**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 law generally allows access by both the custodial and non-custodial parent. 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 provide 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 / TEACHER ORGANIZATION**

Partners in Education, (P.I.E.), is an organization for parents and teachers of Delano Elementary School students. P.I.E. emphasizes family involvement with various Elementary School programs and events during the school year. For additional information, check the Elementary School website at [www.delano.k12.mn.us](http://www.delano.k12.mn.us). P.I.E. typically meets in the Elementary School on the second Tuesday of each month.

## **PARKING FOR PARENTS AND VISITORS**

Parking is not allowed in the north parking lot as this is the school bus loading and unloading zone. Private vehicles are not allowed in this area for safety reasons. **Parents bringing or picking up children should park their vehicle in the visitor parking area.** If parking in the main lot, please use the crosswalk when entering or leaving the building. **Do not leave your vehicle parked in the “loop” immediately in front of the building.**

## **PENCIL MACHINE**

A pencil machine is available to students between 7:55 a.m. and 8:10 a.m. The cost for pencils or erasers is 25 cents. The cost for pens or mechanical pencils is 50 cents.

## **PETS**

Pets will not be allowed in school without the teacher's permission. When permission is granted to bring pets to school, parents must provide transportation. Pets or other living things are not allowed on buses. Animals brought in for “sharing” must remain in the lobby area by the office.

## **PHYSICAL EDUCATION EXCUSE**

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 health care 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.

## **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 will be allowed to do so 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.

## **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 2016-17 school year, must notify the school, in writing, by September 2, 2016.** Parents can choose to opt-out of **ANY** or **ALL** of the categories listed below. 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.

### **School Directory Information**

Parent/parents' names, address, and primary phone number

Student name and year of graduation

### **Photos/Video Transmissions**

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 in the school office.

## **REPORT CARDS**

Report cards will be posted to Family Access after each trimester. An automated message will be sent to families informing them when report cards will be posted.

## **RETENTION POLICY**

The Board of Education, administrators, and faculty of the Delano Public Schools recognize the importance of a policy relating to the retention of students at the elementary level. There are many factors which influence the decision to retain an elementary student. A specific time line procedure will be followed when contemplating student retention. The final decision regarding whether or not to retain will always be made in the best interest of the child.

## **SCHOOL CLOSING**

The Superintendent will determine school closings in the event of threatening or hazardous weather conditions, emergencies, utility outages, or other conditions that threaten the health or safety of students and staff. The Skylert Calling System will notify staff and families. Announcements will also be made on WCCO TV, KSTP TV, KMSP TV, KARE TV, and KRWC 1360 AM radio.

If school dismisses early, staff members will remain in the building until it is apparent that buses are safely on their way and a general announcement is made. 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.

**If a snow day is declared on or before January 31, 2017, school will be in session on February 20, 2017. If a snow day is declared after January 31, 2016, school will be in session on March 27, 2017. All other make-up days begin May 25, 2017.**

## **SCHOOL HOURS**

The school 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.**

**If dropping off or picking up your child, please refer to “Student Drop-Off and Pick-Up Procedures” on page 18.**

School office hours are from 7:00 a.m. - 3:45 p.m.

## **SCHOOL PARTIES**

Three classroom parties are held during the school year. They are Halloween, 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. An alternate activity will be offered for your child.

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 “Volunteer Orientation” for volunteer requirements.

End of day pick up procedures adhere for all school parties. Please see “Pick Up Procedures” on page 18.

## **SCHOOL SOCIAL WORKER**

The school social worker may provide services to elementary students. Small groups are offered to give children the opportunity to share their feelings and concerns. These groups deal with issues such as self-esteem, friendship skills, anxiety, self-control, ADHD, and coping with family changes. Parent permission is required. A group for new students is also provided. Please see “New Student Group” for more information.

The social worker is also available to meet with students on an individual basis to talk about emotional or behavioral problems.

Parents can obtain assistance from the social worker too, both in the form of support and advice. The social worker also has information about county social services and other local counseling agencies.

## **SECURITY PROCEDURES**

The following policy and accompanying procedures are focused on the safety of our students and employees. Our efforts are focused on the prevention of any issues or situations that may arise with our students and employees that may jeopardize their personal safety.

### **Visitors in the Building**

Entrance signs are placed at the main entrance stating: **Welcome to Delano Elementary – All visitors are asked to follow school policy by checking into our Main Office before your visit.** All visitors entering the building must sign in and out at the office. All adults entering the building as a volunteer or a visitor will be issued labeled badges.

### **Security For Students - Locked Doors**

All entrances with the exception of the main entrance will remain locked during the student day. Some entrances will be open periodically during the day for morning arrival and recess.

## **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. Students should be dropped off at the **main entrance only** and should arrive by 7:55 a.m. in preparation for instruction beginning at 8:10 a.m.

In order to provide a safe and efficient drop off, please pull up along the school sidewalk on the west side of the building. **Do not drop off students in the parking lot.** Have your child ready to safely exit on the sidewalk side when you stop. Do **not** leave your vehicle along the sidewalk to walk your child into the school building. After your child has exited the car, please leave immediately so other parents can drop off their children.

If you need to come into the building with your child, please park in the main parking lot.

**Students may not be dropped off prior to 7:40 a.m. which is when the front door will be unlocked.** Students arriving between 7:40 and 7:55 a.m. should go to the cafeteria where supervision is provided.

### **PICK UP PROCEDURES**

If you need to pick up your child, we ask for your cooperation with these procedures.

### **During the School Day**

**If picking up your child during the school day, please send a note to the teacher stating the time of pick up.** Use the main entrance and come to the office to pick up and sign out your child. We will call your child to the office.

## **End of Day Pick Up Procedures**

If a child is to be picked up from school, they must have a note for the teacher stating that the child will not be taking the bus home. The note should include the name of the person who will be picking up the student and should be dated and signed by the parent.

**Students not having notes will be placed on the bus. Parents will not be able to remove a student from the bus.**

Parents or caregivers are asked to park in the parking lot on the south side of the building and enter the building through Door 8 on the east side. The door will be unlocked at 2:40 p.m. Children will be waiting in the cafeteria and will be dismissed by a staff member in charge. Parents or caregivers will need to show proper ID.

**Students should be picked up promptly at 2:45 p.m.** Thank you for working with us to keep your children safe!

## **STUDENT SALES**

The sale of any items by students during the school day is prohibited. This includes both the sale of personal and organizational items, unless you receive prior approval from the principal.

## **TELEPHONE CALLS**

Administrative Assistants are on duty in the office from 7:00 a.m. - 3:45 p.m. each day to receive calls. The office phone number is 763-972-6200, ext. 2119 or 2121. Students may use the phone only with their teacher's permission. Children will be called to the telephone only in an emergency. If you need to get a message to your child, please call the office.

Teachers are not available to take phone calls during the instructional day. The best time to contact a teacher is before school starts between 7:45 and 7:55 a.m. Voice mail boxes may be used to leave messages for teachers during the school day; **however**, voice mail messages may not be accessed until the end of the school day.

## **TREATS**

When sending treats to school, the State Health Department requires that only commercially packaged foods be used in schools. Please see "Wellness Policy #534" for clarification on preferred snacks/treats.

## **VISITORS**

Parents of Elementary School students are invited to visit any time. It is requested that parents notify the teacher at least one day in advance of their visit. ALL visitors and volunteers entering the building will be asked to sign in and out, and display a visitor or volunteer badge.

If joining your child for lunch, we ask that you sit with your child's class. For the safety of all children, we ask that you do not accompany your child to recess.

## **VISITORS, STUDENT**

Prospective students should contact the office to arrange for a visit. DES students are not permitted to bring other students with them to school as visitors as classroom space is limited and it is distractive to the learning process.

## **VOLUNTEERS**

Parents interested in taking an active part in the elementary school are encouraged to become volunteers. Our staff welcomes and appreciates the time and effort volunteers give to our school.

**All volunteers are required to register with the volunteer office ANNUALLY prior to volunteering for any activity, including field trips and classroom parties.** This includes viewing the orientation video and completing the necessary paperwork, all of which are available on the school website. This orientation will introduce policies that have been set up for the safety of both students and volunteers and **MUST** be completed at least 2 weeks prior to volunteering for any activity, including field trips. Volunteers should not take pictures without teacher approval.

After orientation, volunteers will have a personal permanent nametag at the school office. The nametag must be worn at all times while volunteering and returned to the office when leaving the school.

Please contact the Volunteer Coordinators with any questions or for more information, 763-972-3365, ext. 2333.

## **WEAPONS POLICY**

Refer to School Board Policy 501 on the District website. The purpose of this policy is to assure 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.

## **WEBSITE, Delano Public Schools**

Visit our Website at <http://www.delano.k12.mn.us> to access information about our school district and individual buildings or programs. Teachers' web pages are available through the elementary link.

Parents, families and friends are encouraged to visit the DES Facebook page, <https://www.facebook.com/DelanoElementarySchool>, or the DES Twitter page, <https://twitter.com/delanoelem>, 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.

## **WELLNESS POLICY #534**

The purpose of the policy is to ensure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity. When sending snacks or treats for classroom students, **the State Health Department requires that only commercially packaged foods be used in schools.**



**Snacks/Treats**

Snacks served during the school day will make a positive contribution to children's diets and health, and will emphasize serving whole grains, fruits, vegetables and dairy as the primary snack items. The district will disseminate a list of healthful snack items.

**Celebrations (Including Birthdays)**

Classroom celebrations should encourage healthy choices and portion control. The celebration should take place during the last hour of the school day so it will not interfere with school meals. When celebrations occur during the scheduled lunch periods, the classroom teacher will to the extent possible collaborate with Food and Nutrition Services. The district will disseminate a list of healthy party ideas to parents and teachers.

**WITHDRAWAL**

Students planning to withdraw from school for any reason must bring a written statement from their parents to the school office before the last day of attendance. Student records will be mailed upon request to the school to which the student is transferring.