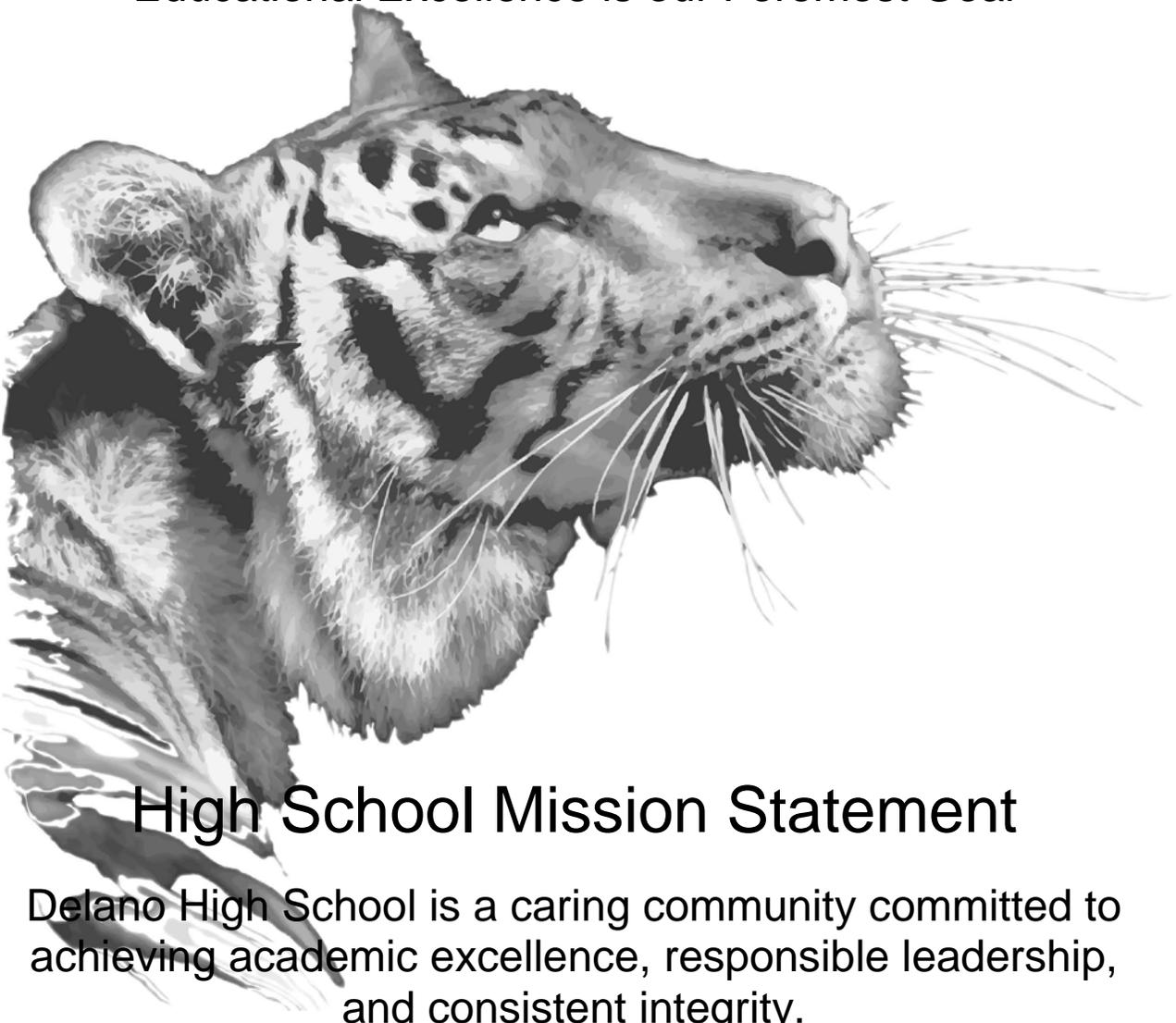


Delano High School

2010-2011 Personnel Handbook

Delano Public Schools Vision Statement

“Educational Excellence is our Foremost Goal”



High School Mission Statement

Delano High School is a caring community committed to achieving academic excellence, responsible leadership, and consistent integrity.

"Teaching is the profession that teaches all the other professions"

Author unknown

1. The school address is: 700 Elm Avenue East
Delano, MN 55328
Telephone: 763-972-3365
Fax: 763-972-6706
2. We are the **Delano Tigers**.
3. **People to know:**

Principal:	Matthew Schoen, x2220
Assistant Principal:	Joe Vieau, x3019
Counselor	Susan Farbo, x2237
Administrative Assistants:	Cheri Shouts, x2218
	Marie Thomas, x2219
Superintendent:	Dr. John Sweet, x2115
Superintendent's secretary:	Mary Foell, x2111
Middle School Principal:	Renee Klinkner, x2330
MS Assistant Principal	Joe Haas, x2356
Elementary School Principal:	Darren Schuler, x2122
Activities Director:	Michael Lindquist, x2003
Activities Administrative Asst.	Teresa Spurzem, x2002
Director of Business Affairs:	Mary Reeder, x2118
Accountant/Auxiliary	Brooks Grossinger, x2112
Payroll/Human Resources	Bonnie Inforzato, x2113
District nurse:	Jane Larter, x2334
High School nurse	Terresa Huselid, x2128
Head custodian:	Marty Kittok, x2080
Computer Coordinator:	Jerry Malo, x3013
Gifted & Talented Coordinator	Gwen Briesemeister, x3031
Food Services Director:	Kris Larson, x2085
Media Center Director:	Monica Kunkel, x2043 or x3040
Volunteer Coordinators:	Shelly Hutchins, x2333
	Peg Max, x2333
Special Education Director	Keely Swartzer, x2034
Special Education Admin Asst	Chris Howes, x2124

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2010-2011 PERSONNEL MANUAL

The purpose of this manual is to acquaint each of us to our role in carrying out the policies and procedures of Delano High School. We have a tremendous history of academic excellence that guides and drives our current behavior; in order to continue this proud tradition into the future we each need to be personally responsible for the contents of this personnel manual. It contains answers to the many questions that confront each of us daily.

The primary regulations that dictate the operating procedure of Delano High School are listed in this manual as set forth by the Delano Public Schools Board of Education. This manual lists the interpretation and adds procedures to the policies established by the Board of Education, thus helping to assure student success in the classroom. As such, teaching faculty and support personnel are an important part of the proud traditions of Delano High School. It is the belief of the Board of Education of Delano Public Schools that classroom instruction is the cornerstone of the school. Their standards of achievement, academic zeal, and worthy character determine the quality of education at Delano High School.

In order to facilitate high standards of teaching and learning at Delano High School, the policies and procedures in this handbook must be followed. Teachers and staff are responsible to be familiar with these policies and place them into effect. In addition to the policies contained in the Personnel Manual, teachers and staff are required to be familiar with all policies contained in the Student Handbook and the District Policy Manual.

Philosophy

The staff of Delano High School views education as a lifelong process and is therefore committed to assuming the role of responsible, contributing adults. Additionally, the school shares with the family and the community the responsibility for helping each individual develop a sense of self-worth, purpose, and direction. The staff endeavors to provide these experiences which most effectively foster personal and academic growth for each individual. Students are entitled to an education that is challenging, comprehensive, and preparatory for their next phase in life.

The staff of Delano High School also accepts the responsibility for creating, through a variety of instructional approaches and methods, a school environment in which students are afforded the opportunity to grow academically, and experientially, through the decisions they make. At Delano High School, a shared decision making process is utilized to guide how we make decisions. It is shared by students, parents, and staff; inclusive of this process are effective communication patterns to ensure that our school community is informed each step of the way. As a result of this process, each member of the organization is a part of the process at myriad levels, thus fulfilling our vision of educational excellence as our foremost goal.

A Member of:

The Minnesota Association of Student Councils

The Minnesota Association of National Honor Societies

The Minnesota Educational Effectiveness Program

The Minnesota State High School League

2010-2011 Personnel

PRINCIPAL

Matthew Schoen

ASSISTANT PRINCIPAL

Joe Vieau

COUNSELOR

Susan Farbo

ACTIVITIES DIRECTOR

Michael Lindquist

ART

Ray Cordes

BUSINESS

Jeff Olson

SCHOOL WITHIN A SCHOOL/CPP

Shallyn Tordeur

E-LEARNING/E-2020

Nancy Stellrecht

FAMILY AND CONSUMER SCIENCE

Carol Johnson

Darcie Pemberton

INDUSTRIAL TECHNOLOGY

Howard Bremmer

Joe Finn

INFORMATION MEDIA CENTER

Monica Kunkel

INSTRUMENTAL MUSIC

Jason Koets

LANGUAGE ARTS

Lani Brown

Meghan Gibas

Rob Luke

Dan Mathieson

Amy Poppler

Jim VanCura

MATHEMATICS

Katie Evans

Lanette Faul

Caroline McCoy

Matt Nohner

Jerry Shouts

Chad Wagner

Mandy Weinandt

PHYSICAL EDUCATION and HEALTH

Maria Menz

Mitch Rue

SCIENCE

Jessica Bahe

Karen Hohenstein

Jason Monke

Stephen Schaack

Mike Stoudt

Boak Wiesner

SOCIAL STUDIES

Shane Baughman

Steve Brown

Marcie Greenwaldt

Dan Paulson

Lindsay Wallace

Jeremy Wenzel

SPECIAL EDUCATION

Jennifer Froehlich

Laura Holmquist

Teri Kuperus

Amy Larson

Bryan Thompson

VOCAL MUSIC

Andrew Beard

WORLD LANGUAGE

Jane Aksoy

Katie Beshears

John Fitzer

Amy Poppler

ADMINISTRATIVE ASSISTANTS

Chris Howes

Cheri Shouts

Teresa Spurzem

Marie Thomas

PARAPROFESSIONALS

Lona DeSutter

Bonnie Lotzer

Lynn McClay

Kim Muckenhirn

STUDENT SERVICES

Terresa Huselid, Nurse

Marie Techam, Social Worker

Mark Thompson, Psychologist

District Administration

Dr. John Sweet, Superintendent
 Mary Reeder, Director of Business Affairs
 Diane Johnson, Community Education Director
 Gwen Briesemeister, Director of Talent Development
 Bonnie Inforzato, Human Resources
 Brooks Grossinger, Accountant
 Traci Lawman, District Communications Coordinator
 Mary Foell, Accounts Payable/Superintendent's Secretary

Board of Education

Peter Brasket, Chair	Carolyn Milano, Director
Timothy Douglas, Treasurer	Patricia Osman, Director
Joy Bodin, Director	Lisa Seguin, Director
Amy Johnson, Director	

2010-2011 Roster of Professional Committees

Student Contact Team

Craig Burton
 Susan Farbo
 Jennifer Froehlich
 Teresa Huselid
 Jane Larter
 Matt Schoen
 Nancy Stellrecht
 Marie Techam
 Shallyn Tordeur
 Joe Vieau

District Staff Development Team

Shane Baughman
 Lani Brown
 Gwen Briesemeister
 Meghan Gibas
 Joe Haas
 Renee Klinkner
 Julie Longstreet
 Carolyn Milano
 Jessica Nelson
 Matt Schoen
 Darren Schuler
 Keely Swartzner
 John Sweet
 Joe Vieau
 Julie Williams
 Kris Zeller

Attendance/Disciplinary/Appeals Committee

Quarter One	Quarter Two	Quarter Three	Quarter Four
Marcie Greenwaldt Karen Hohenstein Rob Luke Matt Nohner	Shane Baughman Katie Evans Meghan Gibas Shane Baughman	Jeff Olson Dan Paulson Amy Poppler Mandy Weinandt	Dan Mathieson Maria Menz Jason Koets Darcie Pemberton

2010-2011 Teacher Evaluation/Observation Schedule

Name	Year	MS FTE	HS FTE
Baughman, Shane (3)	2010-2011		1.00
Beard, Andrew (1)	2010-2011	0.16	0.84
Katie Beshears (1)	2010-2011		1.00
Evans, Katie (2)	2010-2011		1.00
Froehlich, Jennifer (1)r	2010-2011		1.00
Holmquist, Laura (1)	2010-2011		1.00
Larson, Amy (1)	2010-2011		1.00
Mathieson, Daniel (3)	2010-2011		1.00
Monke, Jason (3)	2010-2011		1.00
Wenzel, Jeremy (3)	2010-2011		1.00
Aksoy, Jane	2010-2011		1.00
Bremmer, Howard	2010-2011		0.75
Brown, Lani	2010-2011		1.00
Farbo, Susan	2010-2011		1.00
Menz, Maria	2010-2011		1.00
Olson, Jeff	2010-2011		1.00
Paulson, Dan	2010-2011		1.00
Wiesner, Boak	2010-2011		1.00
Bahe, Jessica	2011-2012		1.00
Brown, Steve	2011-2012		1.00
Cordes, Ray	2011-2012		1.00
Faul, Lanette	2011-2012		1.00
Fitzer, John	2011-2012		1.00
Greenwaldt, Marcie	2011-2012		1.00
Kunkel, Monica	2011-2012		1.00
Kuperus, Teri	2011-2012		1.00
Nohner, Matthew	2011-2012		1.00
Pemberton, Darcie	2011-2012		1.00
Techam, Marie	2011-2012	0.50	.50
VanCura, Jim	2011-2012		1.00
Wagner, Chad	2011-2012		1.00
Wallace, Lindsay	2011-2012		1.00
Hohenstein, Karen	2012-2013		1.00
Koets, Jason	2012-2013	0.16	0.84
Luke, Rob	2012-2013		1.00
McCoy, Caroline	2012-2013		1.00
Poppler, Amy	2012-2013		1.00
Rue, Mitchell	2012-2013		1.00
Schaack, Stephen	2012-2013		1.00
Shouts, Jerry	2012-2013		1.00
Stoudt, Mike	2012-2013		1.00
Thompson, Bryan	2012-2013		1.00
Tordeur, Shallyn	2012-2013		1.00
Weinandt, Mandy	2012-2013		1.00

Number of Observations by category:

First Year Teachers

Six formal classroom observations yearly. Written evaluation six times per year.

Non-Tenured Teachers

Three formal classroom observations yearly. Written evaluation three times per year.

Tenured Teachers

Three formal classroom observations. One formal classroom observation by an administrator and two formal classroom observations by peer coaches.

ACADEMIC STATUS

It is your responsibility as a teacher to keep students and parents informed of the students' academic progress. Encourage all students and parents to utilize the Family Access program to continually monitor student performance. Keeping students informed should be done by verbally informing students of their progress on a continual basis. The return of graded assignments, periodic counseling of students who are having difficulty, and systematically informing all students of their progress are all part of the teacher's evaluating and reporting duties. Another important component is parental contact. Parents must be contacted by phone whenever a student is in serious academic trouble. It is also good practice to inform parents when students are working at a high level. **During the fourth week of each quarter teachers post mid quarter grades for all students.** At this time, make a special point of speaking to the student to explain their academic needs. Also be prepared to meet with or receive a phone call from parents who are interested and concerned. It is essential that students and parents be apprised of student progress. This need is especially critical for seniors for whom failure may preclude graduation. Teachers dealing with seniors in danger of failing should keep the counselor apprised of the student's progress. Parents are eager to cooperate with teachers to ensure their child's success.

ACCIDENTS

1. When an accident occurs, the first line of duty is to secure the welfare of the person involved, whether student or employee. Summon for help immediately by whatever means possible. Do not leave the injured person unless necessary to get help. Contact the nurse's office and the principal's office.
2. All personnel who are involved in an accident must complete an injury report as soon as possible. The report is sent to the school nurse first. Use complete descriptions in completing the report.
3. Delano Public School does not carry accident insurance to cover student injuries. Therefore, accidents will involve a family insurance company. For insurance and liability purposes, the following procedures should be followed in case of accidents:
 - a. Obtain names, addresses, telephone numbers and other identifying information from the parties involved and any witnesses, police or other officials.
 - b. Immediately report all information to your insurance agent for prompt handling by the insurance company. The agent must have all pertinent information when reporting to the insurance company.
 - c. When accidents involve serious bodily injury or unusual circumstances or when conditions may rapidly change that would affect the opportunity for early documentation of facts, call the insurance company directly and then follow up with the usual reporting through your agent.
 - d. Cooperate with the insurance company to conduct a complete and thorough investigation. Make records available to the investigator and assist in arranging for witness, teachers, school officials, etc., to be available for interviews.
 - e. If an accident involves the use of products, equipment or machinery, preserve the "evidence" for the insurance company investigator. It may be necessary to put certain products, equipment or machinery in storage. The investigator will be able to help with this. Do not change or alter the condition of any products, equipment, or machinery involved in an accident.

- f. If an accident involves a continually or rapidly changing condition that may have a bearing on how the accident happened, do your best to document the conditions that existed at the time of the accident. This may involve the groups of interacting students, the weather, moving equipment, large crowds such as in a gymnasium, construction projects or similar situations.

There may be instances when an accident occurs, but you feel it is unlikely that a claim will be presented because of the circumstances or because the injury or damage is minor, although you wish to have the accident documented. These accidents are usually referred to as "incidents" which accumulate over a period of time and are then referred to the insurance company for further investigation. Examples might include students having minor mishaps in industrial technology, art or physical education classes, in the classroom, or at noon hour, etc. Each employee involved in these incidents should document them in a thorough and timely way. Keep a timely record of such occurrences.

Do NONE of the following at the time of an accident:

1. Make no statements to an attorney other than your own.
2. Make no commitments or volunteer to make any payments, assume any obligations or incur any expenses.
3. Make no admissions of liability, fault or responsibility. Let the insurance company investigate and determine if there is any legal responsibility.
4. Discuss the accident with anyone or give any information, records or reports to anyone (other than as required by law, such as a police officer) without first consulting the insurance company representative or legal counsel.
5. Permit "outsiders" to have access to the premises for purposes of reviewing records or documents or inspecting the premises or equipment or machinery thereon. Refer such requests to the insurance company. (This generally applies to other parties who are conducting an investigation on behalf of a party making a claim against you.)
6. Allow students to be interviewed by "outsiders" during school hours.
7. If you have any questions about how to proceed, call the insurance company or your agent before proceeding.

ADMINISTRATIVE EXPECTATIONS

The administrative team at Delano High School is responsible for providing positive direction and vision for our staff and students. As we provide this leadership the following expectations will guide our behaviors.

1. We will take strong initiative in identifying and articulating the vision and mission of our school.
2. We will hold ourselves and our staff personally accountable for high levels of student achievement.
3. We will be highly visible in the classroom and hallways of our school.
4. We will establish clear and consistent expectations for student behaviors and will deal with student behaviors in a clear and consistent manner. Major deviations in this policy must be approved by the principal.
5. We will communicate openly regarding our needs as a staff and we will work together cooperatively to support each other.
6. Our ultimate goal is to help teachers teach and to help students learn and to remove any barriers that impede that process.
7. 0-48 rule of response.

ALCOHOL IMPAIRED DRIVING

It is the policy of Delano Public Schools to provide education to students about the dangers of drinking and driving and drug use in general. Students will be encouraged to provide a positive support system for their peers. Administrative and instructional staff will provide support for student assistance activities. District 879 will seek to obtain and use available state and federal funding to

support training activities for staff and students. Consistent with the policy to discourage drinking and driving on the part of students, it shall also be district policy that: No alcoholic beverages are to be consumed when a district employee is on school business whether it be driving to attend a meeting as a representative of the school district, at a meeting or at a dinner in conjunction with school business. This time includes the time surrounding travel to and from the meeting.

ANNOUNCEMENTS and COMMUNICATION

It is important that students know what is happening in school. Because we do not use the public address system on a regular basis, daily scrolling announcements are the primary means of communicating with the student body. Scrolling announcements are updated daily during first block. All announcements are to be given in writing to Ms. Thomas by 8:00 a.m. the day the announcement is to be made. An advisor must initial student requests for an announcement. The activities department will approve and announce early dismissals for athletic contests that are changes or not listed in the daily bulletin. General announcements will not be made during the school day. Limited and emergency public address announcements will be made. **Planning ahead will eliminate the need for announcements.** The bulletin is delivered via email to staff at the end of Block I. Make certain your **Block II** students have the opportunity to view the announcements. When the office calls a classroom for a student, the class should be trained not to respond in rude ways. This is a simple matter of courtesy. It is also a part of the hidden curriculum as well as the pattern of behavior that is allowed to exist in the classroom.

ATTENDANCE

Teachers must take attendance at the beginning of each block. Absences and tardies are reported to the office via the computer. If there is any change in attendance during the block, teachers should change it on their computers. This is necessary when a student arrives late and an absence must be changed to a tardy or if an absence is excused via note from another teacher.

AUDIO-VISUAL POLICY

The following policy will be used in order to provide more efficient use and service of the AV equipment and materials.

1. **Free Films:** All free films must be requested and ordered through the AV department. Any films not ordered by the department will be returned unused.
2. **Materials, Records, Filmstrips:** All materials must be ordered through the AV department. All purchases not made by the AV department will be returned.

BOMB THREATS

1. If a bomb threat is phoned to the high school or middle school, whoever receives the call should immediately phone 911.
2. All students will be removed from the building and bused to other school property. They will not be released from school.
3. Stahlke Bus Company should be called immediately (763-972-3991) and buses will arrive as soon as possible for loading in back of the building. If sufficient drivers are not available, students will be shuttled to the designated location.
4. All high school students will be transported to the Community Education Center. Middle school students will be transported to the elementary building.
5. High School teachers will accompany High School students. Teachers must ride with students on the bus and stay with the students until they either return to the high school/middle school or are released to go home.
6. Civil defense personnel will search the building. Students and staff will return to classes when an all clear has been given.
7. No school personnel should make statements to the media regarding a bomb threat. It is important to under-dramatize the event while at the same time realizing its seriousness.

BUILDING HOURS AND USE

Students remaining after 3:30 p.m. must be under the direct supervision of a teacher, with special permission, or in the community education program. Use of the building after hours by high school groups must be scheduled through the Tiger Activity Center. Other groups wishing access or use of the facilities should also contact the Tiger Activity Center. The building is open until 11:00 p.m. on weeknights.

CHAPERONES

Teachers may be asked to chaperone various activities during the school year including spectator buses, dances and other social events. Teachers may also be asked to supervise detention. At games, dances or drama productions, it is our goal to help provide an atmosphere that promotes the atmosphere of the occasion. Enforcing school rules and standards of good conduct are aspects of the chaperone's job. Students are required to follow school policies at home or away. Misbehavior must be corrected by the chaperone. A written report of all misbehavior must be submitted to the principal the next school day. School dances can be an opportunity for faculty and students to get to know each other better and can enhance the relationships that exist in the classroom. In a social setting people are inclined to act in a livelier manner than in the classroom. Dances are a festive event. Adult chaperones should appreciate this circumstance.

CHEMICAL HEALTH PROCEDURES

The Delano Independent School District No. 879 recognizes chemical use and abuse, including alcohol abuse, as a problem that can be prevented and treated. The concern with chemical abuse is directed to its effect on the students' performance in school and its associated activities. In accordance with a general concern for the student as a person, the School Board has adopted the following operational procedure regarding chemical abuse as it applies to the Student Health Policy on Chemical Dependency. The School Board believes that chemical abuse can be prevented. Therefore, preventive measures shall include efforts to provide students with appropriate information and skills to make responsible decisions regarding chemical use.

I. Immediate Action Regarding Student Chemical Use and Abuse

When a situation arises that needs immediate attention during school hours.

1. Do not leave the affected student.
2. Inform the administration by either sending a reliable student to the office or by calling through the intercom.

When a situation arises that needs immediate attention during extracurricular and associated activities.

1. Medical Emergency: Life may be in danger.
 - a. The person in charge should be notified immediately.
 - b. The person in charge is responsible for contacting the ambulance.
 - c. An adult chaperone must be present at all times with the affected student until medical help arrives.
 - d. The affected student should be removed to the office if possible.
 - e. The person in charge should try to contact the parents to inform them of their child's situation.
2. Affected behavior: Under the influence of a chemical but does not appear to be in immediate danger.
 - a. The person in charge should remove the student from immediate surroundings if possible. The office should be used for this purpose.
 - b. An adult chaperone should be present at all times with the affected student.
 - c. The person in charge should try to contact the parents.
 - d. If the parents cannot be reached by the end of the activity, the affected student should be referred to the local authorities in order to get the student safely home.

After each case is reported, the following things should be done:

- a. Following the situation, appropriate personnel will do an evaluation and a decision made on the follow-up of the affected student.
 - b. Disciplinary action will be carried out as stipulated in the school district discipline policies.
 - c. A report will be made to the person in charge as to the decision made in regard to the affected student.
- II. Long Term Action Regarding Students Chemical Use and Abuse
- a. If a staff member observes inappropriate behavior that may indicate chemical use, the chemical dependency counselor should be contacted.
 - b. The chemical dependency counselor will determine what further action, if any, will be taken.
 1. More data needed.
 - a. Behavior checklists given to other staff members and administration.
 - b. Check outside agencies for further information.
 2. Meeting with student.
 3. Meeting with student's parents.
 4. If behavior does not appear to be chemically related, a referral will be made to appropriate agencies, if needed.

CHURCH NIGHT

Church night has been traditionally scheduled each Wednesday night. Extracurricular activities should not be scheduled after 6:00 p.m. on Wednesday nights. Use discretion when assigning homework for this evening.

CLASSROOM APPEARANCE

An inviting classroom contributes to a positive learning environment. The appearance of the classroom also makes a statement about the teacher and what will take place in the class. For these reasons, it is important that classrooms are orderly and attractive. You should discourage misuse of furniture or equipment. Students who are defacing or misusing equipment should be disciplined. Broken or damaged property should be reported to the office. At the end of the year, all materials should be removed from the walls of the classroom.

CLASSROOM DISTURBANCES

When a student is causing a problem which you, as a teacher, feel is a disruption to class progress, it is appropriate to send the student to the office. Be certain that the following guidelines are observed when referring a student to the office.

1. Classroom rules have been posted and talked about in advance. Students are in-serviced about policies and procedures.
2. Make certain that you verbalize to the student what he or she has done wrong. They should know the reason for the dismissal from class. If they are not told the reason, they will later minimize or generalize their actions.
3. Specifically tell the student to go to the principal's office. Do not, in a moment of anger, say, "Get out of here. I don't want you in this classroom again." Making statements, no matter how deeply felt, will likely backfire. You need not accompany the student to the office. Giving very clear instructions to the student is sufficient. When a student is sent to the office, the following will take place:
 - The office will initiate a disciplinary report for you to complete later. Place the completed form into an administrator's PO Box. Either a detention will be issued or a conference will be held between the student, the teacher, and the principal.
 - For the second referral to the office for causing disruption in the classroom, the student will be placed in CPP for two days.
 - A third referral to the office will result in a two-day out-of-school suspension. A conference with the teacher and parents will be held upon return to school.

CLOSING SCHOOL

School closings because of weather conditions are determined by the superintendent and the bus contractor and are announced on WCCO (830 AM) and KRWC (1360 AM) radio. If school dismisses early due to weather conditions, staff members will remain in the building until it is known that buses are safely on their way and a general announcement is made. When school is canceled due to bad weather, extracurricular practices and activities are also canceled. Staff will be notified of school closings using automated recording via *School Reach*.

COMMUNITY EDUCATION

The District 879 Community Education concept strives to bring together and coordinate the resources of organizations, agencies, groups and individuals within the community for the purpose of promoting the efficient use of school and community personnel, buildings and equipment while fulfilling educational, recreational, vocational, social and cultural needs and wants of all citizens residing with the community. The office of the Community Education Director is located at the Community Education Center, 140 Elm Avenue, and handles the day to day operation of the program. Their phone number is 763-972-6210. If you are interested in sharing your talents and hobbies as a community education instructor or in any other way participating in the program, please contact the community education director.

Use of Facilities

All facility usage must be scheduled through the Tiger Activity Center at x2129. The Tiger Activity Center schedules all facilities both during the school day and after hours. It is very important to officially schedule rooms. Do not assume that you have the right to a facility without proper scheduling.

CONTINUOUS PROGRESS PROGRAM

(In School Suspension)

The reasons for which students can be placed in CPP are located at the end of this handbook.

At Delano High School, we believe that the best place for students is in school. Even when behavior interferes with learning and the purposes of the school, we allow the education of students to continue. Some behaviors warrant transfer from the regular classroom into the Continuous Progress Program (CPP) which is a behavior management program designed for students who are in conflict with policy and are removed from the regular classroom.

The purpose of CPP is to give students an opportunity to change behaviors while remaining in school and continuing class work. Simultaneously, CPP serves as a consequence for misbehavior. Time in CPP is not considered an absence from regular class.

Students are placed in CPP when they have broken a school policy that is serious enough to warrant removal from class. CPP operates in an environment of strict adherence to set rules during a specified time period during the school day.

A. Placement Criteria

The following behaviors can result in placement in the Continuous Progress Program. In addition to these behaviors, the principal or his designee may place students in CPP as deemed necessary to consequent violations of school policy. Placement in CPP for the first and second policy violations is two days. The third policy violation is out-of-school suspension.

1. **Assault:** Physical attack by a student on another person.
2. **Verbal Assault:** Flagrantly inappropriate or profane language or gestures at another person.
3. **Theft:** Taking or being in possession of personal or school property without authorization.

4. **Insubordination:** Willful defiance of school personnel.
5. **Unexcused Absence:** Absence without approval from the high school office.
6. **Vandalism:** Purposeful destruction or defacing of personal or public property.
7. **Fighting:** Two or more students involved in the exchange of blows when assault is not determined.
8. **Disruptive behavior:** Behavior in a classroom, hallway, restroom, cafeteria, gymnasium, or any area of the school in which a student's behavior disrupts the education process.
9. **Failure to serve detention:** The first and second instances of skipping detention will result in CPP.
10. **Other criteria:** The violation of any school policy may, if determined by the principal or the Assistant principal.

B. Rules and Regulations in CPP

1. After two CPP placements per quarter, the third offense will result in out-of-school suspension.
2. Cell phones must be turned into the CPP supervisor upon entry.
3. When students are assigned to CPP, they must take all materials needed including textbooks, other class materials, clothing, and personal items. Students are not permitted to go to lockers or classrooms during CPP.
4. Students must write a success plan with help from the CPP supervisor.
5. When assigned to CPP students must be seated at the time designated by the CPP supervisor. Absence, even if excused, does not count as a day served in CPP.
6. If students are insubordinate, refuse to do what the supervisor asks, or refuse to follow the rules of the program, they will be suspended out-of-school.
7. Students are responsible to turn in assignments (with the exception of tests) to the CPP supervisor at the end of each day. If the assignment is incomplete or lost, students will return to CPP until all assignments are finished.
8. The second and subsequent times a student is placed in CPP per year will result in a suspension from one extracurricular event if you are in extracurricular activities.

C. Specific Rules

1. Students may not wear coats, vests, or hats.
2. No gum, candy, pop or any types of food or beverage are allowed.
3. No talking out loud. Students may speak when someone in charge is speaking to you. Absolutely no communication with other students, either verbal or non-verbal, is permitted.
4. Students must raise their hand to get the attention of the supervisor.
5. Students will face forward in the study carrel at all times.
6. No slouching in seats or leaning against the walls.
7. Students may not sleep.
8. Students must remain in your seat at all times.
9. Assigned work will be done quietly and cooperatively.
10. The study area must be kept clean at all times. No writing, carving, defacing, moving the desk, or study area.
11. Personal reading material is allowed with the supervisor's approval, which may be read at times designated by the supervisor.
12. No visitors are allowed in CPP.

CURRICULUM

Delano Public Schools has a curriculum process built on an articulated model over a six-year developmental cycle. The curriculum process is under the management of the Curriculum Coordinator, overseen by the Curriculum Advisory Committee, and carried out by the teaching faculty under the direction of department facilitators. The curriculum comprises the elements of essential objectives in each department. Each teacher is required to teach the prescribed curriculum in the appropriate subject matter areas.

DANCE SUPERVISION

Three high school dances are tentatively scheduled each year; homecoming, winter fest, and prom. Only Delano High School students and their guests may attend. Guests must be approved and registered in advance. The exception to this rule is the homecoming dance to which alumni are invited. Chaperones are asked to be present fifteen minutes early. Chaperones will be scheduled prior to the dance. Chaperones are paid at the rate stipulated in the master contract. If you are unable to chaperone on the assigned night, it is your responsibility to secure a replacement.

DATA PROTECTION

(Tennessean Warning)

When a government agency requests private or confidential information, it is required to notify the individual of his or her rights under the Government Data Practices Act. It is the Policy of Delano Public Schools to provide students and employees the following information when requesting private or confidential information: (1) the purpose and intended use of the data; (2) whether the individual may refuse or is legally required to supply the data; (3) any known consequence arising from supplying or refusing to supply the data; (4) the identity of other persons or entities authorized to receive the data. This requirement does not apply when an individual is asked to supply investigative data to a law enforcement officer.

DETENTION

Detention is a means to set right unacceptable student behavior, including skipping school. Like any form of punishment, it is effective only when placed in proper perspective. Excessive use of detention is rarely effective because it does not address the cause of the problem. Before it is issued, it should be determined that detention is the logical and effective means of helping student's correct inappropriate behavior. A student assigned detention will have an option of serving the detention either before or after school during the assigned week. Detention is one hour in length. Different policy violations result in different detention.

When a student is assigned detention, a notice is sent to the parent. The teacher issuing the detention must complete a disciplinary referral or notice of detention and give it to the office. When completing the referral, please specify the exact reason for which you are assigning the detention. Statements such as "inappropriate behavior," "profane language" or "fooling around" do not adequately explain what the student did wrong. Specify exactly what the student did or said to warrant the detention.

DISCIPLINE

Delano Public Schools and Minnesota State laws strictly forbid the use of corporal punishment in schools. Physical touching in a discipline situation or at a moment of conflict or anger is not permissible. The use of academic punishments (grade reductions, not giving credit for work, punitive assignments, discounting tests, etc.) is not permitted at Delano High School. Likewise, sending a student to the office for academic behaviors is not a logical consequence and should not be practiced. Just as discipline should not inflict physical punishment, it should also not be emotionally painful or abusive. This can happen when the teacher ceases to be an advocate for the student and fails to protect the student's dignity. This occurs when name-calling takes place, when personal or family

references are made or, in general, when references do not remain within the context of educational thought and vocabulary. To insult a student is not professionally acceptable and can cause irreparable harm.

EMERGENCY/CRISIS RESPONSE

In the event of an emergency or crisis occurring in the building, procedures have been developed and personnel have been trained to respond appropriately. All employees have a copy of the Emergency/Crisis Response procedures. Depending of the nature of the emergency or crisis, specific directions will be given to all students and employees. Teachers will be expected to inform students and carry out instructions for pupil safety. Students must follow the instructions fully and comply with directions given by school or civic personnel. (See appendix for full policy)

EMERGENCY LESSON PLANS

When you are absent and it is not possible for a substitute teacher to carry on with the lesson scheduled for that day, they will use an emergency plan designed by you for this occasion. This plan should be easily implemented. Precise instructions and all necessary materials should be included so that the substituting teacher can put this lesson to work immediately. It is advised to include a written assignment that must be submitted at the end of the block. Reading, group discussion or group projects are **not** sound activities to conduct by a substitute. They are difficult to monitor and require less accountability on the part of students. An assignment that produces an immediate, measurable result is best. The emergency plan should be written during the first few days of school and filed in the front of your substitute folder.

EMPLOYEE DRUG AND ALCOHOL OFFENSES

No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense or possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance as defined in schedules I through V of section 202 of the Controlled Substances Act (21 USC §812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during or after school hours at school or in any other school district location as defined below.

“School district location” means in any school building or any school premises; on any school owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Any employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension or termination or referred for prosecution, as deemed appropriate by the school board. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension or termination as deemed appropriate by the board.

Sanctions against employees, including nonrenewal, suspension and termination shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Each employee shall be provided a copy of this policy.

FACULTY AND COMMITTEE MEETINGS

Faculty meetings are an essential part of the teacher's continuing in-service experience. **Attendance at faculty meetings is required.** After-school meetings, at which attendance is also mandatory, are held periodically. If you are absent from work on the day of a faculty meeting, please make a point of seeing the principal when you return to learn what you have missed. Faculty meetings are held for information and discussion of matters that apply to the instructional program of the school. This includes operational matters, curriculum and instruction topics and policies relative to instruction. It is not appropriate at general meetings to discuss specific students or to address negotiations or grievance matters. Meetings may extend beyond contract hours. Teachers are required to remain for such meetings unless excused by the principal.

FEDERAL LAW 504

Section 504 of the Rehabilitation Act of 1973 requires public schools to make accommodations for students and employees who have disabilities. Under Section 504, a person has disabilities if he or she (1) has a physical or mental impairment that substantially limits one or more of such person's major life activities; (2) has a record of such impairment; or (3) is regarded as having such impairment. "Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. When a condition significantly limits a major life activity, an accommodation plan must be developed for that individual. A team must determine services under Section 504. It is a teaching responsibility to be aware of student needs, problems that are causing a student to do poor work, to refer such students to appropriate school personnel, and to make modifications in instructional requirements.

FIELD TRIP POLICY

1. A field trip is an instructional activity. The goal and content of the trip must be for the purpose of enhancing the curriculum. It should be directly related to the subject matter being taught. Costs of field trips are taken from the department's instructional supply budget.
2. So that students have an adequate orientation to the content and objectives of the trip, pertinent lessons should be presented beforehand and meaningful follow-up should be conducted. For instance, if a play is to be seen, students should first have read and analyzed the script.
3. A field trip request form should be submitted to the principal. These forms are available in the staff lounge
4. There must be one chaperone for every 35 students.
5. Parent/guardian permission slips are required for each student. Teachers should obtain slips from the office and distribute them to the students. Teachers should keep the permission slips on file until after the trip.
6. **The supervising teacher should distribute a list of students who are going on the trip via email at least two days in advance to ALL staff.**
9. Extended field trips (overnight or longer) must be approved by the school board well in advance of the trip. An extended field trip application form must be submitted to the principal well in advance of the proposed trip in order for the proposal to be scheduled on the agenda of the board meeting.
- 10.

FINAL EXAMINATIONS

Final examinations are an essential component of student assessment regarding their retention of course information. Therefore a meaningful final examination should be administered in each class at Delano High School. The type of assessment is in the teacher's discretion but the final day of a class is as meaningful academically as the first.

Delano High School will follow a final exam schedule the last two days of each semester. The first day exams will cover classes that meet blocks I and II and the second day exams will cover classes that meet blocks III and IV. The schedule for each day is as follows:

- Students will test the first day for classes that meet blocks one and two, and on the second day for classes meeting blocks three and four. All students will be released at 12:17 p.m. on final exam schedule days. Any students unable to arrange their own transportation will be provided with a supervised study hall in the media center.

FUND RAISING

It is the policy of Delano Schools to finance education through revenues designated by state statute. Exceptions to this policy are made in special circumstances and only when a clear rationale exists for additional fund raising. Fund raising activities must make a contribution to the education of our students. The following are the guidelines and procedures for school group fund raising:

1. Student activities requiring the expenditure of any non-district budgeted funds must be approved in advance by the principal. The process by which the activity is to be financed and the budget to be followed should be submitted prior to October 1 of the school year in question. Factors to be used in the decision for approval will include the budget needed, faculty and student time required, impact on classes, market saturation, impact on community, propriety of the fund raising at school, and organizational goals.
2. The common problems with fund raising activities are the negative impact on school and community and the quantity of work required for limited profit. Advisors and student leaders should develop low-impact, high profit projects.
3. The use of students by non-school agencies for the purpose of distribution of literature and materials to parents and homes shall not be approved unless it is directly related to the local public welfare, pupil activities and is approved by the principal.
4. All fundraisers must be approved by the principal prior to the start of the sales campaign. The teacher or advisor in charge of the activity must make an initial proposal to the principal. Raffles are not permitted by school board policy.
5. The sale of products is discouraged. Service projects and activities that invite public participation are the preferred fundraisers opposed to door-to-door sales.

GRADEBOOK

1. The grade book is a vitally important record. It must be kept up-to-date as a complete record of work done. There must be documentation of assignments submitted, grades received, numerical totals, and how grades are averaged. Information will be available via the district Family Access website for parents to view on a continuous basis.
2. Each teacher should keep a daily record of absences. Because absences can affect grades, accurate records must be kept. The teacher is ultimately responsible for the grade and attendance detail that appears on the report card and must be able to validate the grade to students and/or their parents. Maintaining an accurate and timely record of both attendance and academic work is essential.
3. Watch your record daily for outstanding make-up work. Students should be reminded of outstanding work as needed.

GRADE CHANGE POLICY

1. Email complete grade change information to cshouts@delano.k12.mn.us, including student name, course name, present grade, new grade and rationale for grade change. The request will be printed and put into your PO box for your signature. Once you have signed the form put it into the principal's signature folder for review and approval.
2. If approval is granted, the registrar will implement the change/drop of the student's grade. If approval is denied, the grade remains at its current status.
3. The registrar is the only person who will have access to the software needed to initiate grade changes.

GRADING POLICY

1. Letter grades have the following numerical values:

A = 4.00	A- = 3.67	B+ = 3.33
B = 3.00	B- = 2.67	C+ = 2.33
C = 2.00	C- = 1.67	D+ = 1.33
D = 1.00	D- = 0.67	F = 0.00

2. DHS awards differentiated diplomas. Students must inform the counselor by September 15 of the senior year which diploma they are seeking.
 - A High Honors Diploma
 - A Distinction Diploma
 - A Standard Diploma

3. Criteria to earn other than a standard diploma are:
 - To receive a **High Honors Diploma**, students must have a cumulative grade point average of 3.67 and complete at least 22 credits from the groups listed below with at least 12 credits earned from Group I. A minimum grade of a C is required in each course for it to be considered. Of the 12 credits in Group I, two must be in language arts, two in mathematics, two in science, and two in social studies.
 - To receive a **Distinction Diploma**, students must maintain a minimum grade point average of 3.25 for grades 9-12 and meet the curriculum requirements and graduation standards of the regular diploma.

HIGH HONORS Qualifying Courses

Group I	Group II
<u>Advanced Algebra II</u>	<u>Advanced Geometry I</u>
<u>AP American History</u>	<u>Advanced Geometry II</u>
<u>AP Biology</u>	<u>Advanced Language Arts 9</u>
<u>Chinese III</u>	<u>Advanced Language Arts 10</u>
<u>Chinese IV</u>	<u>Advanced Language Arts 11</u>
<u>CIS Calculus I</u>	<u>Advanced Math Topics</u>
<u>CIS Calculus II</u>	<u>Anatomy and Physiology</u>
<u>CIS Chemistry I</u>	<u>Concert Band</u>
<u>CIS Chemistry II</u>	<u>Concert Choir</u>
<u>CIS Economics</u>	<u>Human Behavior</u>
<u>CIS Language Arts 12</u>	<u>Music Theory</u>
<u>CIS Psychology</u>	Trigonometry/College Algebra
<u>CIS Spanish</u>	Varsity Choir
<u>Geography</u>	Wind Ensemble
<u>German III</u>	
<u>German IV</u>	
<u>Physics</u>	
<u>Pre-Calculus</u>	
<u>Spanish III</u>	
<u>Technical Writing</u>	

4. The qualifying courses will be available only to those students who have satisfactorily completed the necessary prerequisite courses, mainly at the junior and senior levels.
5. Post Secondary Enrollment Options courses will be evaluated on an individual basis to determine if they qualify for Group I or Group II, with the exception of courses entitled the same at both the post secondary school and the high school, such as Pre-Calculus and Calculus.

6. Faculty wishing to add courses to either Group I or Group II may do so using the appropriate form.
7. Diplomas will be the same except that a signifying seal will be placed on the high honors and distinction diplomas.

IN-HOUSE SUBSTITUTE TEACHING

In all possible cases a substitute teacher is contracted to work at times of regular teacher absence. The need for hourly subbing arises when a teacher becomes ill during the day, attends a meeting or supervises an extracurricular activity. It is at these times that staff members are asked to assist a colleague by taking a class during their preparation period. Reimbursement for in-house substitute teaching is at the master contract hourly rate. A second method of reimbursement is compensation time. You are contractually granted 45-minute prep each day. If you are asked to substitute during your 90-minute prep, you will be reimbursed at the master contract hourly rate or receive one hour of comp time. Teachers may use hours accrued for substitute teaching for time off.

INCOMPLETES

Incomplete grades must be made up within two weeks after the beginning of the next quarter unless special circumstances warrant additional time. Students are responsible for making arrangements with you to complete the work needed to earn a letter grade. If the incomplete is not made up within the prescribed time of two weeks, the grade will be changed to an F.

INDEPENDENT STUDY CONTRACT AND PLAN

Permission from the instructor to take a course independently must be obtained. The student and the teacher must schedule a specific regular time in which to meet during the duration of the independent study. A completed Independent Study Contract must be reviewed and approved by the counselor and building administrator before the class will be scheduled

INITIATION OR HAZING

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

I. GENERAL STATEMENT OF POLICY

1. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
2. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. This policy applies to behavior that occurs on or off school property during and after school hours.
5. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
6. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher,

administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

II. DEFINITIONS

1. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any purpose. The term hazing includes, but is not limited to:
 - a. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subject the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - d. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - e. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
2. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

III. REPORTING PROCEDURES

1. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
2. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
3. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
4. Submission of a good faith complaint or report of hazing will not affect the complaint or reporter's future employment, grades or work assignment.

IV. SCHOOL DISTRICT ACTION

1. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
2. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
3. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

Disciplinary consequences will be sufficiently severe to deter violation and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

INTERNET POLICY

The following defines the Internet Use Policy for employees of Delano Schools.

1. **Purpose.** The purpose of the school district's Internet access is to advance the school district's educational mission.
2. **Scope.** The policy will apply to all users of the school district's computer systems, including, but not limited to employees, administrators, volunteers, part-time employees, and board members. The policy applies regardless of how, where, or when the school district's system is accessed.
3. **Privacy.** There is no privacy. Computer files and computer activity can and will be monitored. Do not place any confidential personal material on the school district's computer system.
4. **Ownership.** Each individual is responsible for the information he or she enters or retrieves on the Internet. Computer files and computer activity can and will be monitored. Do not place any confidential personal material on the school district's computer system.
5. **Unacceptable Uses.** Employees are to use the school district's computer system for school-district-related business.
6. **Harassment.** Any form of harassment or discrimination using the school district's computer system is strictly prohibited. All school district policies against harassment will be applied with full force to misconduct using the school's computer system.
7. **Adult Material.** Accessing, receiving, storing, and sending, in any manner, pornographic, obscene or sexually explicit material is forbidden.
8. **Violating Laws.** Violating any federal, state, or local laws including copyright laws, is forbidden.
9. **Vandalism.** Vandalizing, damaging, or altering files or the property of others is forbidden.
10. **Accessing Others' Files.** Accessing, inspecting, manipulating, and copying information and files belonging to other people is forbidden.
11. **Gambling.** All forms of gambling using the school district's computer systems are forbidden.
12. **Copyright.** Violating copyrights, trademarks, or other intellectual property rights, belonging to others is prohibited. This is especially important when downloading software.

13. **Solicitation and Personal Business.** All forms of solicitation and other activities for personal gain are forbidden.
14. **Promotion of Private Causes.** Promotion of private interests and personal advocacy that is unrelated to school district official business is prohibited.
15. **Contractual Relations.** Users may not enter into contractual relations over the internet or other computer networks without the express prior permission of the school district administration.
16. **Drugs.** The school district's computer system may not be used to access information related to illegal controlled substances and alcohol without the permission of a supervisor.
17. **Violence.** Users may not advocate violence or access advocating the use of violence or illegal activities, including information on explosives, and the use of toxic agents.
18. **Job Search.** Users may not engage in job search activities outside the school district using the school district's computer system.
19. **Access.** Users may only access the school district's computer system through school district supplied software and in a manner specified by the school district information officers. Default setting on school district supplied software may not be altered.
20. **Passwords.** Users may access the school district's computer system with school district supplied passwords and user names. Passwords and telephone dial-up numbers will be held as confidential by users.
21. **Software.** Users may not install software on the school district's computer without the prior permission of a supervisor.
22. **Viruses.** Users must conduct a virus scan before opening files from the internet or other computer networks.
23. **File Transfers.** Users shall not transfer school district files outside the school district network without prior permission from a supervisor.
24. **Subscriptions.** Users shall not subscribe to newsgroups, listserves, use groups, chain letters, or other subscriptions for information without prior approval of a supervisor.
25. **Security.** Each user is responsible for the security of the school district's computer systems. Users must prevent access to the school district's system by those who are not authorized to use the system. E-mail and other communications are vulnerable to interception, confidential communication are prohibited.
26. **Etiquette.** Users will observe proper etiquette in their communications. All communications bear the school district's address and should reflect upon the school district.
27. **Limits on Access.** The school district reserves the right to limit or deny access to certain users and to certain types of information.
28. **Disclaimers.** The school district disclaims all responsibility for any information obtained or released using the school district's computer system. The school district also disclaims any liability for any financial obligations incurred over the district's system and any damage to personal property incurred while accessing or attempting to access the school district's computer system.
29. **Responsibility.** The proper use of the school district's computer system is the responsibility of the individual user. Access to that system is a privilege, not a right, and it will be terminated if abused.
30. **Discipline.** Violations of this policy will result in discipline up to and including discharge. Additionally, violations of federal or state laws will be referred to law

enforcement for prosecution. The school district reserves the right to limit or discontinue access at any time and for any reason.

31. **User's Agreement.** Before accessing the school district's computer systems, each user must agree to abide by the terms of policy and understands that misuse will result in discipline.
32. **Parents' Approval.** Written permission for every form of access to the School District's digital technologies specify that permission extends to every current and planned type of release of information including student websites and publishing.
33. **Parents' and Students' Copyright Waiver.** Before placing any sort of material created by the student or even the student's picture, obtain from parents and students a waiver of all copyrights.
34. **Recording of Consent.** All users signed consents to abide by the computer use policy should be maintained on record.

KEYS AND BUILDING SECURITY

Staff members are issued keys to areas of the building in which they instruct or supervise. If an occasion or need arises for which you want an additional key, you may check out one from the office staff. You must return the key when you are done with it. **Keys may NOT be given to students.** Please keep careful track of your keys and notify administration if you lose them. **Rooms not in use should be locked during unassigned periods and noon hour.** All rooms should be locked when you leave at the end of the day. All teachers should double-check to see that the outside doors are locked if they are the last to leave the building.

LEARNING ATMOSPHERE

Most persons enter the teaching profession because they have had a positive school experience. Learning has been enjoyable for them. There is a point at which that feeling of joy converts to something more concrete – a commitment to make learning a way of life.

Teaching and learning are an amalgam of many factors. Our acceptance of this fact is important to a healthy professional perspective. So is the fact that learning takes place in gyms, hallways, labs, playgrounds, cafeterias, and classrooms outside of each teacher's specific domain. It is important to realize that some kind of learning is taking place for students every minute of every day. We, as educators, must do all we can to make that learning experience positive and purposeful. We must be advocates of lifelong learning. It should not be considered an overstatement to say that we should have a reverence for learning as an essential survival skill. As teachers in a public high school, our tasks are rather specific. We must always promote learning to students and we must never quit trying to make learning happen for them.

We know that learning comes from places other than the curriculum we establish. In truth, the motivation for learning comes more from teacher attitude and input than it does from the textbooks or curriculum. That is why we need to understand what students experience as they learn. When students are gaining knowledge, they are searching, experimenting, and exploring. Although the learning goal has been established, the method of arriving at it has not. Both students and teachers are traveling uncharted terrain. This excursion has an excitement all its own.

Sometimes, the surprise we both experience in the process of discovering how to learn will convert a small fire of enthusiasm into a brilliant flame, and we take off in directions never thought possible. That is what learning is about and why we need to adopt and

respect positive learning attitudes if we want kids to cherish learning. Although a comprehensive high school offers many programs and services for students, we must never lose sight of the only purpose for which we exist. That purpose is to teach and learn. Delano High School is first and foremost an academic institution. The degree to which we maintain a viable academic posture is determined by what happens in the classroom. Teachers are the upholders of the academic life of the school. They, more than any other component, determine the quality of education in the school. Most of us have been teaching long enough to experience vast changes in education systems.

Because teachers are asked to perform many other duties, there may exist a temptation to relegate the academic factor. We cannot afford to do that. Knowledge of subject matter, knowledge of the learning concept, and skill in human behavior are the factors that define the teaching profession. They are the constant factors within a profession that is highly progressive and changing. The basic tenet that instruction in a prescribed curriculum is the only necessary component of the school has not changed. We are committed to that belief. At Delano High School teachers and students are expected to cherish and uphold the learning process. That is our purpose for existence. That will always be our major goal.

LESSON PLANNING

The responsibility for organization and execution of an instructional plan is that of the individual teacher. This vital component of the teacher's job is challenging and complex. Without proper organization the best-intended persons and greatest knowledge are both useless because they will not be translated into meaningful learning activities. At Delano High School teachers may choose individually how they plan their instructional program. There is no prescribed format or procedure. Planning is necessary for competent teaching. It is necessary to plan a variety of activities and to use different methods of instruction to meet the needs, interests and abilities of students. The principal may from time to time, and certainly during classroom observation, ask to review current as well as long range lesson plans. Teachers should on these occasions be prepared to submit written lesson plans.

LUNCH PROGRAM

The proposed cost for adult lunches is \$3.25 per meal, hot breakfast is \$1.65. Prices are subject to change.

MAILBOX/PO BOX

Each faculty member has a PO Box in the office. Check your box daily for timely information. Mailboxes should be cleaned out daily and should not be used as a storage space. Failure to attend meetings or meet other obligations because you have not picked up your mail is not excusable.

MAKE-UP WORK

The time allowed for make-up work is the number of days absent plus one. If additional time is needed to complete work, an arrangement should be made between the student and the teacher.

MEDIA CENTER

As your school's center for information access and research, the Media Center plays an important role in your education. It also offers a wide variety of recreational reading with its many paperbacks, magazines, and newspapers to choose from. We welcome and

will consider all requests for new books and materials to add to the collection. In addition to the research materials available within the Media Center itself, we also have access to materials through the CENTRAL MINNESOTA LIBRARIES EXCHANGE (CMLE). CMLE materials can be ordered and received within one week and adds another dimension to our ability to adequately provide for a student's research needs.

HOURS: The Media Center opens a 7:30 a.m. and closes at 3:45 p.m.

SIGN-OUT PROCEDURES:

- Three weeks: Paperback and hardcover books in the general collection.
Three School Days: Magazines, SIRS materials, pamphlets, and reference books.
Overnight only: Encyclopedias (end of one school day to start of next).

OVERDUE POLICY: Overdue lists are posted weekly throughout the school and are distributed to all classroom teachers. It is each student's responsibility to check this list on a regular basis. During a given semester, a student can appear on the overdue list as many as four times without consequence. However, if the student's name appears a fifth time, he or she will have all Media Center privileges suspended for the remainder of the semester. You may not sign out any additional materials if you are presently on the overdue list.

General Information

1. Media Center materials which are either lost (loss includes being stolen) or abused are the responsibility of the student whose signature is on the sign-out card and will be charged a replacement or damage fee.
2. No student may sign out Media Center materials for another student. Allowing a friend to use material that is signed out in your name can place you in an awkward position when that material becomes due. Please try to avoid this situation.
3. All students are expected to conduct themselves in the Media Center in a way that will not be disturbing to others.
4. High school students are not allowed to sign out materials from the middle school library unless they have written approval from the high school Media Center.
5. Food, candy and all beverage items are not allowed in the Media Center. Signed passes are required for all students entering the Media Center during regular school hours except for lunch breaks and between classes.
6. Students entering the Media Center with a make-up test must inform the director or media aide that they have an exam to take before being seated. This procedure is important and must be followed.

MONEY STORAGE

All money collected for school purposes is property of Delano Public Schools. Employees should not leave money in the classroom or offices. Money should be brought to Mary Foell in the district office for storage. Accounting for fund raising money is the responsibility of the teacher or advisor. The school does not bear obligation for money or products lost or stolen during a fundraiser. Reimbursement in such cases must come from the profits of the fundraiser. Students should be discouraged from carrying large sums of money to school.

NOON SUPERVISION

The important function of monitoring the conduct of students during lunch requires a distinct set of rules and attitudes. Much of how students behave during this time is determined by the attitude of the supervisor. Taking a proactive approach in which the teacher/supervisor is participating in a component of the student day usually produces a genial, positive relationship as well as wholesome behavior patterns. Watchdog or Gestapo tactics do not usually contribute balance or pleasantries. Supervisors will need to enforce school policy and take decisive action. Establishing a caring, friendly rapport with kids initially will reduce the frequency and intensity of confrontations. It is important to remember that noon hour is a time for students to relax, exercise and unwind. We do not expect of them the same behavior at noon as we do in the classroom. A supervisor must keep these matters in perspective and approach students in a friendly, jocular way. While the effective supervisor does not look for problems, neither does he or she ignore them when they occur. Familiarize yourself with school policies, as well as the policies pertained specifically to noon hour, be observant and perceptive, have a good joke or story to share and present a positive, professional image.

PARENTAL PERMISSION

Written consent of parent or guardian is required whenever a student goes on a field trip or class excursion. It is the supervising teacher or chaperone's duty to assure that all participating students submit a signed slip. Parental permission does not remove the school's responsibility or liability for the safety and the welfare of the child. It does indicate our intention to inform parents of what their children are doing so that they may deny the child's participation if they wish. The school's policy and intent may be subject to question if parents are not informed. Supervising teachers or chaperones should keep the permission slips until the activity has been completed.

PARENT-STUDENT-TEACHER CONFERENCES

Conferences are held the first three quarters. The purpose of the Parent-Student-Teacher Conferences is to bring together all components of the learning process to share ideas and information about the progress students are making. Parents want to be involved in their children's learning program. Students who are happy and successful in school are frequently those whose parents recognize the importance of education and share the experience with them. Getting to know parents and students helps provide the basis for more effective teaching. When bad impressions or misinformation exist about schools, it is usually because the public does not really know what happens in school or does not know school personnel. Those who are informed usually have good impressions and are cooperative in promoting good education. All teachers must participate in Parent-Student-Teacher Conferences. Conferences are an important ingredient in the teaching-learning cycle. Professional or personal leaves should not be considered on the days of the conferences. If you have a college class on the night of conferences, please inform your instructor in advance that you will be unable to attend on that occasion. College instructors are typically cooperative in such matters.

Delano High School conducts three-way conferences because high school students are able to take part in discussions regarding their academic progress. They should be able to hear the teacher's evaluations of their work and participate in an exchange of information and ideas about the course of study best suited to their learning needs. A part of conferencing is the setting of goals for the student to achieve during the next quarter. Teachers, parents, and students should agree on appropriate goals for future learning improvement.

PARKING

Employees should park in the Tiger Activity Center lot. Each employee vehicle must display a school parking permit. The first two rows of the middle school lot are also reserved for staff.

PASSES

Written passes are issued by employees to allow students entrance into a class, activity or some other part of the building. A pass is issued in good faith that the student will honor its terms. It is the professional obligation of all employees to admit students to class, study hall, etc., upon receiving a pass from another employee. If a student submits a pass signed by an employee to be admitted to class, the student's absence cannot be considered unexcused. A tardy designation on a pass is a different matter and is either excused or unexcused as determined by the office.

PEP FESTS, LYCEIA, CLASS MEETINGS

When activities are held within the school but not in your classroom, your responsibility for supervision of students continues. Teachers are required to attend pep fests, class meetings and all activities that are scheduled for the entire student body or for individual classes. At these functions teachers are responsible to supervise students and enforce school policy. In the gym or auditorium teachers should sit with students. Teachers should not sit in a group along the sides. Students who are misbehaving should be reprimanded on the spot. Later the high school office should be given details of the incident.

PERSONAL LEAVE

Teachers requesting personal leave must complete a personal leave form and submit it to the principal for signature. The principal will grant the request on a space-available basis after checking with the human resources department. No more than four teachers in the district may be on personal leave during any one day. Leave should be arranged at least three days in advance. When requesting leave, keep in mind four times for which leave is not permitted: (a) the first or last student day; (b) a day preceding or following a vacation; (c) business related to a second occupation; (d) recreational purposes.

POSTERS

All posters and displays in the building other than in the classroom must be cleared through the principal's office. All materials put on walls must be posted with proper fastenings. Use masking tape formed into small rings for the best adhesion. Tape is never to be used on blackboards or markerboards. If you or your organization have hung posters, you are responsible for removing them after the event has taken place.

PROFANITY

Profane or abusive language is not professional behavior. It is the policy of Delano High School not to permit profanity or verbal abuse by students or employees under any circumstances.

PROFESSIONAL LEAVE

Requests for professional leave should be completed on the appropriate form and put into the principal's signature folder for approval. Professional leave is granted for an inservice or training experience related to the teaching or extracurricular assignment. Mileage to a professional leave session will be paid at the contracted district rate. If more than one person is attending the same session, those individuals are expected to ride together. The district will pay mileage reimbursement to the same event for only one driver unless an exception is approved by the administration in advance.

Reimbursement for meals for authorized trips and for meetings where the meal is not provided will be made at the rate established by the Minnesota State High School League Board of Directors. The actual cost of the meal, including gratuity, will be paid at the following rate: Breakfast- \$7.00; Lunch- \$11.00; Dinner- \$18.00. A receipt with a claim form must accompany requests for reimbursement for meals. No alcoholic beverages are to be consumed during the time period that a district employee is attending a meeting as a representative of the district. This period includes the travel to and from the event.

PURCHASING

All purchases made for instructional or extracurricular purposes must be processed through the principal before they take place. Each department and activity is allocated an annual budget. All requests for purchasing should initially be submitted to the principal, with the following exceptions: all extra-curricular activities file with the activity director, all special education requests go through the special education administrative assistant. The principal or activity director will consider the request if there is sufficient money in the budget. It is absolutely necessary that teachers work within their departments and coaches and directors work within the activity department so that spending reflects the interest and priorities of the department or activity. In the spring of the year teachers will be informed when to submit requisitions for the following school year. At the time the information is provided a budget amount will be indicated for each department or activity. Departments should work together in deciding how the money is to be spent for the following school year. The departmental budget decisions should be cooperative and may not exceed the budgeted amount.

Teachers must submit all requisitions on the form provided. The form must include all necessary information including quantity, serial or catalog numbers, complete address of vendor, color or other specifications, current unit practice, and name of the person making the requisition. Separate requisition sheets should be used for each vendor. All information must be complete before a requisition will be processed. Because most ordering takes place in the summer when teachers are not available, incomplete requisition forms will not be processed. All purchases, local and otherwise, must use a purchase order. No blanket purchase orders will be accepted. If the exact amount is not known, put in an approximate cost, or a "not to exceed \$ cost. Phone orders may not be placed. When requesting a purchase order all items must be itemized. **Any spending which is not approved by the principal prior to ordering will not be the responsibility of the Board of Education.** Payment for unauthorized purchases will be made by the individual employee responsible. When orders arrive, the teacher should check them for completeness. Packing slips should be given to Ms. Thomas in the district office.

RECYCLING

All students and adults at Delano High School have an obligation to protect the environment. One way of doing this is through recycling. Delano High School participates in the city of Delano recycling program. The following materials are recycled: newspaper, ledger paper, aluminum cans, glass, plastic, and tin and bi-metal. Picking up litter in the building is everyone's responsibility. Students will be asked to pick up litter. Refusal to do so is insubordination and result in two half-days in CPP.

REFERRING STUDENTS

Classroom teachers are in the best position to observe the academic and personal behavior of students. Equipped with keen insight, professional training, and sincere concern, teachers have a unique capacity to know what is happening in the lives of their students and to judge the appropriateness and wellness of their functioning. Teachers have a responsibility to act when students are displaying behavior that they deem inappropriate or deviant. If it is behavior that is in violation of this policy, most often the teacher can correct the situation without the assistance of another staff member. In such cases, it is the teacher's choice to refer the matter to the principal depending on the seriousness of the matter and on the student's response to being corrected.

If it is a matter that the teacher feels unable to handle or feels the need for more specialized help, a referral should be made. The special education director, counselor, social worker, psychologist, or principal should be contacted. In many cases a staffing will be held to gain more information about the student. If the referral is solely a matter of the student acting out or causing trouble, a written report should be submitted as soon as possible. In instances of this nature, it is usually most effective if the observing teacher takes immediate action to stop the inappropriate behavior. By the time the principal can reach the situation it has probably terminated or evolved into something more serious.

REPORT CARDS

Report cards will be posted to the Family Access website. Teachers must enter grades into the computer by Wednesday of the week in which cards are posted to the website.

SAFETY DRILLS

State law requires that schools conduct fire and tornado drills. It is an important matter of school safety that these drills be practiced and conducted regularly and efficiently. The failure of a classroom teacher to fully inform students of emergency procedures is cause for serious liability. At the outset of each year, or semester, teachers should inform students of drill procedures. For **FIRE DRILLS** the following instructions are given:

1. Designated exit routes are posted in classrooms.
2. Students should exit from the room by row quickly. They should not run.
3. Indicate to the students, based on your appraisal, on which side of the hall they should walk to avoid other lines of students.
4. Persons are to leave the building and stand a considerable distance from the building.
5. Special attention should be given to handicapped students in your classes. At the beginning of each quarter each teacher should designate at least two students (more if necessary) who will assist handicapped students in case of an emergency drill of any kind.
6. Classroom windows and doors must be closed during a fire drill.

7. Fire drills will be conducted unannounced.
8. The following teachers are to check the lavatories before leaving the building:
Girls- Ms. Kuperus, Ms. Hohenstein and Ms. Aksoy
Boys- Mr. Olson, Mr. Fitzer and Mr. Baughman

SCHOOL BOARD POLICIES

It is the responsibility of each staff member to read and understand **ALL** District 879 School Board Policies as posted on the district website. Specifically, review and familiarize yourself with the following policies:

- 533, Bullying Prohibition Policy
- 417, Chemical Use Policy
- 418, Drug Free Workplace/Drug Free School Policy
- 413, Harassment/Violence Policy
- 414, Mandated Reporting Policy
- 415, Mandated Reporting of Vulnerable Adults Policy
- 420, Students/Employees with AIDS/Communicable Diseases/Infectious Conditions

SICK LEAVE

*When illness prevents you from coming to work, you should **call the sub line at 763-972-3802 between 5:00 – 7:00 a.m.** After 7:00 a.m., contact the building principal or assistant principal. Do not call after 9:00 p.m. in the evening. Please give thorough instructions for the substitute teacher or email them to both administrative assistants. Instructions should include objectives and methods, materials and equipment, location of materials, procedures and insights that will aid the teacher. Refer to the policy on substitute teacher folders for more detailed information regarding procedures when you are absent.*

Each teacher is contractually entitled to 12 sick leave days per year. Sick leave credit is given for illness only. The teacher contract has specific details on using sick leave. When you return to school, a sick leave form must be completed and put into the principal's signature folder for approval.

In addition to being an employee, a substitute teacher is a visitor in the school. You should prepare your classes at the beginning of the year and remind them periodically of your expectations for their behavior while a substitute is taking your place. You should indicate the consequences of misbehavior under these circumstances. It is of both short and long term importance that our students behave properly in the presence of a substitute teacher. The immediate need of maintaining a productive and orderly climate for learning is one factor. In the long term there is the need to maintain the image of our school, its staff and students, as caring and courteous people engaged in productive learning. Most of the time students will maintain the guidelines you establish in your classroom. When they do not do this, however, the consequences must be clear. The behavior of students during your absence is a reflection on you. Precautions should be taken to assure that positive circumstances exist during your absence and that students will consistently respond to your leadership.

SITE-BASED LEADERSHIP TEAM

Delano High School uses a representative decision making process called a Site-Based Management Team (SBLT). The team is comprised of one classified employee, parents, one school board member, certified employees, and administration. The team will meet as necessary to conduct business. The work of the SBLT is guided by its by-laws.

STAFF DEVELOPMENT

In the field of education, new theory and practice are constantly emerging. It is necessary for educators to be trained in new concepts and techniques in order to be effective teachers. In order to be effective teachers, we must also be effective learners. The Staff Development process is designed to provide training in the wide variety of areas that teachers are expected to perform. Each building is allotted staff development funds. Staff requesting funds must **complete a professional leave form and submit it to the principal for approval**. Inservice and training sessions that are arranged by the Staff Development Team are mandatory for teachers to attend unless excused by the building principal. The high school has two representatives on the Staff Development Team.

STAFFINGS

Meetings of the professional staff for the purpose of gaining information about students who have special personal or academic needs are held throughout the year. Such staffings are legitimate educational functions and within the professional duties of a teacher. Teachers must attend staffings for which they receive notice. These include Special Education, 504, at-risk, parent-initiated, behavioral, and health and medical staffings. Teachers should prepare for the staffing by gathering information about the student's progress and behavior in a class. Information obtained at staffings is confidential. Minutes of staffings are recorded so that effective follow-up can take place. Copies of minutes are distributed to persons who must perform a role in the treatment of the specific problem.

These staffings are essential in fulfilling the school's commitment to the total well being of the student. Information given and statements made about students are protected under the Family Educational Rights and Privacy Act. Staffings are confidential meetings. The contents of the staffing should not be shared outside the setting even with interested staff members. The temptation to be newsy or authoritative should be resisted in light of our obligation to protect the dignity and the rights of students. At the same time, it is considered unprofessional, and in some cases illegal, to withhold information which regards the physical and mental health of a minor student. Withholding information may jeopardize the health or safety of the student. In this light and in view of concern for the educational and intellectual life of our students, staffings should be considered a serious responsibility. Before coming to a staffing, review the student's progress and organize your observations of the student's behavior.

STUDENT AID EXPECTATIONS

Staff responsibilities

1. No travel is allowed by your student aide!
2. Staff should take attendance for their aides every day on Skyward.
3. Staff should enter grades for their aides each quarter on Skyward.
4. Each teacher should need no more than 1 student aide per quarter (see Susan if you have extenuating circumstances)

5. If you request a student aide, be sure you will have work for them to do.
6. Students are earning credit; they need to be assisting you and/or your students.
7. Remind students that they must sign out in the office if they are traveling to the elementary school and sign in there when they arrive. Students should inform you when they are absent. It is their responsibility to contact you even on days they are ill. Please give them your extension and ask that they contact you.
8. If your class is planning a field trip, send your student aide to the high school office. Please contact Susan or Joe with the details prior to the day of the trip.

STUDENT CONTACT TEAM

At Delano High School we are committed to the education of the whole student. Because of this interest we endeavor to deal with the diverse and complex problems of our students. A means of doing this is through the consultation of specialists who analyze problems and recommend means of treatment of those problems. The student contact team is comprised of the counselor, nurse, social worker, special education coordinator, and other personnel whose expertise will contribute to the team's work of helping students. Classroom teachers who have knowledge of students and can provide insight into their behavior are also appropriate members of the student contact team. The Student Contact Team will meet regularly at an established time. Staff members will make referrals to committee members regarding student problems.

STUDENT HANDBOOK

Teachers as well as students should be familiar with the policies contained in the student handbook. At the beginning of the year, teachers will inservice students on school policies. Keep the handbook handy so you may refer to it when necessary to brush up on a rule or policy. In order to implement school policies, teachers must be knowledgeable about specifics of the student policy manual.

STUDENTS OF THE MONTH/YEAR

Each month each department will be given the opportunity to name a student of the month. In doing so we recognize individual accomplishment and promote academic work. The concept of student of the month is to recognize and encourage academic achievement. It is part of our constant goal of positive reinforcement.

Each department may establish specific criteria for selection. Obvious standards include high level achievement on test, assignment or subject, improvement, excellence or extraordinary accomplishment. The lesser acts that take place daily in the classroom are also worthy of commendation. Such minor achievements as a good question, a new smile, the light of understanding, contribution to a good atmosphere all deserve encouragement. The daily triumphs, and small victories, the steady, undistinguished, ordinary pursuit, for climbing hills and descending valleys, or kids have learned. The student of the month concept recognizes this. If we award only the truly spectacular, few will be called. Our philosophy does more. It constantly honors people for their efforts. We find winners everywhere. At the end of each year, each department selects one senior "Student of the Year". It is necessary to submit the names promptly so that the process can be kept current. Department members should confer informally about the monthly choice.

Procedure

1. On Tuesday of the last week of the month, starting in September, a form will be placed in the department chairperson's mailbox. By Friday the completed form should be returned to Ms. Weinandt.
2. Pictures will be displayed outside of the office.

STUDY HALL GUIDELINES

1. The study hall is for one purpose only, i.e., working on assignments. It must be a quiet, controlled room in which study and concentration are possible and encouraged.
2. There should be assigned seating. This promotes orderliness and simplifies supervision.
3. Careful attendance taking at the beginning of the hour and attendance monitoring throughout the hour are necessary.
4. No more than one student should sign out for the bathroom at one time. A reasonable amount of time should be spent in the bathroom.
5. Pass slips are to be signed by the study hall teacher or media director. The teacher should check to see that all students have returned five minutes before the bell rings.
6. Tardiness to a study hall should be handled in the same manner as tardiness to a class.
7. Students may not sign out of a class or study hall to go to physical education, swimming or the weight room. Other teachers cannot be responsible for the supervision of students during study hall.
8. All students should be seated at the beginning of the hour for attendance taking.
9. The teacher will dismiss students. Students should not be allowed to congregate at the door before dismissal.

SUBSTITUTE FOLDER

During your absence it is important that the substitute teacher conduct a learning experience for your students. At the beginning of each new class, teachers should in-service all classes on their expectations during their absence. Definite guidelines should be defined and enforced. Each teacher must prepare a folder for use by substitute teachers. **Your substitute folder should be in your room in an easily accessible location. Your emergency lesson plans should be in this folder.** The substitute folder should contain the following items:

1. A class list or seating chart for each class. Keep this accurate and reflect changes that occur during the semester.
2. Names of student assistants or key students who will be helpful each hour.
3. Location of materials. (Books, tests, passes, grade book, etc.)
4. A list of title and author of books and workbooks used in each class.
5. Study hall rules and procedures.
6. Any other useful information about how you operate or suggestions for smooth conduct of the class should also be included.
7. List of students with health problems.
8. This folder must be updated each quarter if classes or situations change.

SUPERVISION – HALLWAYS

Faculty will supervise hallways before school, during breaks, and after school unless assigned to parking lot supervision. All teachers must supervise immediately around their rooms before and after school. Exceptions are permitted due to staffings and meetings.

SUPERVISION and LIABILITY

The courts have consistently named three requirements of a schoolteacher's performance: to provide adequate supervision, to provide adequate instruction, to be of moral character. Most legal cases involving teachers related to their job revolve around the question of adequate supervision. While there is no absolute guideline governing the supervision of students by contract teachers, the question of reasonableness is most often applied. Did the teacher provide a reasonable standard of supervision to ensure the health and safety of students? While cases differ in their description and outcome, the ones in which teachers have been found consistently liable is when failure to supervise has been proven. If an incident, injury, or disappearance occurs at a time when an assigned teacher is not present, the teacher is most usually found negligent by reason of non-feasance or failure to execute assigned responsibilities. Aside from the legal ramifications of being absent from the classroom, such a practice sets the stage for uncontrolled student conduct and undermines the disciplinary environment of the school. It is the policy of Delano Public Schools that teachers will not leave the area of assigned supervision or instruction at any time that students are present.

TARDINESS

Students have the right to expect classes to begin on time and teachers have the right to expect students to be in class on time. Punctuality is encouraged when teachers are by their classrooms from 7:50 a.m. to 8:02 a.m. Tardies can be avoided if teachers assist in clearing the halls when the warning bell rings. Each student is permitted four unexcused tardies per quarter. Five or six tardies will result in detention; seven or eight will result in two half-days in the Continuous Progress Program. More than eight tardies will result in a two-day out-of-school suspension for each occurrence. If students are late to school in the morning, they should report to the office for a tardy pass. Other blocks of the day tardiness is handled by the classroom teacher. Each teacher will determine how the tardiness will be handled in his or her class. When a student arrives late to class teachers must change the attendance entry from absent to tardy.

TECHNOLOGY USE NOTIFICATION

Employees are responsible for any information and 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.

TELEPHONE CALLS

School-related long distance telephone calls must be placed through an administrative assistant. Contact them via phone and supply them the entire number and extension number, if applicable. They will connect the call for you and then transfer the call to your phone. It is our policy to permit classes to function uninterrupted. Therefore neither teachers nor students will be called to the telephone unless it is an emergency. Personal long distance calls will not be placed for staff.

TEXTBOOKS

Be sure that all textbooks are stamped and numbered. The book stamp is in the office. Record the number of the book given to each student in the class record book. Check this number against the number in the book returned at the end of the quarter/semester. If you have too few books, notify the office. Textbooks are to be issued and collected by the teacher using them. It is advisable that they be checked periodically to see that students are taking proper care of them. Fines are collected at the end of the quarter or the semester for all lost or misused books. A complete inventory of all textbooks will be required of each teacher at the close of the school year.

TORNADO DRILL PROCEDURE

1. Students in every classroom should be instructed regarding procedures to follow when a tornado drill occurs. This should be done by every teacher for every class on the teacher's schedule at the beginning of each semester.
2. To invoke a tornado drill, the following announcement will be made over the public address system: "Please carry out the tornado drill procedure."
3. The administrative office will monitor the radio for weather reports.
4. The proper procedure in the event of a tornado drill is listed here. Classroom teachers should present this information to all students.
 - A. Go immediately to an interior wall.
 - B. Sit on the floor with backs to wall, heads down, faces covered.
 - C. Stay away from glass including windows, doors and showcases.
 - D. Maintain a minimum noise level so that communications can be carried out.
 - E. Remain in the designated area until an "all clear" is given.
- A. Teachers should remain with assigned students during the tornado drill. After we have conducted a drill, please inform the office if there are problems with locations or procedures.

WEIGHTED COURSES

Additional numeric weight is given to Advanced Placement and CIS courses. Weighted courses receive an additional .66 value on a 4.0 grading system. These courses include all AP and CIS courses. PSEO students taking classes equivalent to the high school CIS classes will have these classes weighted in the same manner as the high school CIS courses. This will be limited to the number of weighted credits offered at Delano High School. If a student has taken a weighted class at Delano High School, the student cannot receive weighted grading for the class at the college. Example: A student taking CIS Chemistry at Delano High School will receive weighted credit for that course. If the student also takes a college chemistry course, the college course is not weighted. Non-weighted grades will be listed on the report card. Weighting will be calculated for grade point average and rank-in-class. A dual system of reporting will be used. Students will have the option of choosing a non-weighted or weighted system of recording and reporting grade point average and rank-in-class for purposes of college application, scholarships, and employment. Weighed grade point averages will be used to determine Honor Five and Honor Rolls. Advanced Placement and CIS teachers and the principal will determine the entrance, exit and grading criteria for these courses. It is the responsibility of the PSEO student to supply a class syllabus for the administration to review if the student desires the course to be considered for weighting.

THE WORK DAY

The basic teacher workday shall be eight hours, inclusive of lunch. When it is necessary to hold meetings and staffings at times beyond this basic day, teachers will be asked to observe a longer day. Teachers shall be allowed to leave 15 minutes prior to the end of the duty day each Friday. For purposes of being available to students, offering supervision, providing instruction and maintaining visibility, all high school teachers must be in or around their classrooms from 7:50 to 8:02 when class begins. Also, at the end of the day, from 2:50 until the building is cleared, teachers should be in or around their classrooms.

WRIGHT TECHNICAL CENTER

Delano High School is part of the Wright Technical Center, located at Buffalo. Vocational courses are available to juniors and seniors during the first block of the day. Students may choose from fourteen vocational classes. Courses available include independent living skills for the handicapped, a teen parent program, an alternative high school, and night school classes for making up credits. Other offerings available at Wright Technical Center are tutoring for disadvantaged and handicapped students, mainstreaming and integrating of special needs students as well as college credit option in certain second year courses.

2011 Grading Schedule for Skyward Gradebook

Grading Term	Input start date	Input end date	Posting date
Midquarter One	09/27/2010	10/04/2010	10/05/2010
Quarter One	11/03/2010	11/10/2010	11/12/2010
Midquarter Two	12/06/2010	12/13/2010	12/14/2010
Quarter Two	01/19/2011	01/26/2011	01/28/2011
Midquarter Three	02/11/2011	02/18/2011	02/22/2011
Quarter Three	03/23/2011	04/06/2011	04/08/2011
Midquarter Four	04/21/2011	04/28/2011	04/29/2011
Quarter Four	06/01/2011	06/10/2011	TBD

2011 High School Conference Dates

Quarter One

October 5 4:30 – 8:00 in teacher classrooms

Quarter Two

December 14 4:30 – 8:00 in teacher classrooms

2012 Registration Conferences

February 1 4:30 - 8:00 registration conferences in
teacher classrooms

Quarter Three

February 22 4:30 – 8:00 in teacher classrooms

2010-2011 Bell Schedules

Regular

Block I 8:02-9:32

Skinny I 8:02-8:46
 Skinny 2 8:48-9:32

Block II 9:42-11:12

Skinny 3 9:42-10:26
 Skinny 4 10:28-11:12

Block III 11:14-1:10

Lunch A 11:12 - 11:41
 Lunch B 11:41-12:10

Block IV 1:20 - 2:50

Skinny 5 1:20-2:04
 Skinny 6 2:06-2:50

2-Hour Late Start

Block I 10:00-11:03

Skinny I 10:00-10:30
 Skinny 2 10:32-11:03

Block II 11:03-12:35

Skinny 3/Lunch A 11:03-11:35
 Lunch B 11:35-12:05
 Skinny 4 12:05-12:35

Block III 12:40-1:40

Block IV 1:50-2:50

Skinny 5 1:50-2:19
 Skinny 6 2:21-2:50

30 minute Advisory Schedule

Block I 8:02-9:25

Skinny I 8:02-8:43
 Skinny 2 8:45-9:25

Block II 9:34-10:57

Skinny 3 9:34-10:15
 Skinny 4 10:17-10:57

Block III 10:59-12:48

Lunch A 10:57-11:26
 Lunch B 11:26-11:55

Advisory 12:50-1:20

Block IV 1:29-2:50

Skinny 5 1:29-2:01
 Skinny 6 2:03-2:50

15 minute Advisory Schedule

Block I 8:02-9:28

Skinny I 8:02-8:42
 Skinny 2 8:44-9:28

Block II 9:38-11:04

Skinny 3 9:38-10:20
 Skinny 4 10:22-11:04

Block III 11:04-12:58

Lunch A 11:04-11:33
 Lunch B 11:33-12:02

Advisory 1:00-1:15

Block IV 1:24-2:50

Skinny 5 1:24-2:06
 Skinny 6 2:08-2:50

2010-2011 Advisory Dates

September 7	Handbook review and Skyward Access (30 minutes)
September 30	Midquarter 1 grade check (30 minutes)
October 28	End of quarter 1 grade check (15 minutes)
November 12	Large group advisory by grade (30 minutes)
December 9	Midquarter 2 grade check (30 minutes)
January 13	End of quarter 2 grade check (15 minutes)
January 26	Registration prep (30 minutes)
January 27	Registration prep (30 minutes)
February 17	Midquarter 3 grade check (30 minutes)
March 17	End of quarter 3 grade check (15 minutes)
April 28	Midquarter 4 grade check (30 minutes)
May 26	End of quarter 4 grade check (15 minutes)
June 7	Locker clean out (15 minutes)

DISCIPLINE GUIDELINES AT A GLANCE

To the extent that any provision of this Handbook conflicts with District Policy 506, Student Discipline, the language in the District Policy 506 controls. The administration reserves the right to increase or decrease the level of discipline imposed depending on the facts of a particular case. All disciplinary consequences other than expulsion and exclusion are at the discretion of the administrative team.

Student Action	1st offense	2nd offense	3rd offense
ATTENDANCE			
Being in restricted area	Detention	Detention	2 CPP
Late or missing detention	1 CPP	2 CPP	3 OSS
Leaving school during lunch	Detention	2 CPP	2 OSS
Tardiness	5&6 - 1 detention each	7&8 - 1 CPP each	9+ - 2 CPP each
Unexcused absence 1 block	1.5 hours detention	1.5 hours detention	2 CPP
Unexcused absence half day	1 CPP	2 CPP	3 CPP
Unexcused absence full day	2 CPP	3 CPP	2 OSS
CHEMICAL HEALTH <u>Law enforcement notification for all</u>			
Alcohol violation	3 OSS	4 OSS	5 OSS
Drug violation	3 OSS	3 OSS	5 OSS
Tobacco violation	3 CPP	3 CPP	5 CPP
PERSONAL CONDUCT <u>Law enforcement notification for some</u>			
TOWARD OTHERS:			
Assault	2 CPP	3 CPP	2 OSS
Endangering pupil safety	2 CPP	2 OSS	2 OSS
Fighting/assault	2 CPP	2 CPP	2 OSS
Hallway disruption	Detention	Detention	2 CPP
Harassment/bullying	1 CPP	2 CPP	3 OSS
Inappropriate dress	correction of problem	confiscate item	2 CPP
Inappropriate physical contact	verbal reprimand	Detention	2 CPP
Initiation or hazing	2 CPP	3 CPP	2 OSS
Not reporting to office	1 CPP	2 CPP	3 CPP
Nuisance behavior	1 CPP	2 CPP	2 OSS
Profane gesture	Detention	2 CPP	2 OSS
Provoked, inappropriate response	Detention		
Racial harassment	Referral to Mr. Schoen and/or Mr. Haas		
Religious harassment	Referral to Mr. Schoen and/or Mr. Haas		
Sexual harassment	Referral to Mr. Schoen and/or Mr. Haas		
Theft	2 CPP	3 CPP	2 OSS
Throwing food/food fight	2 OSS	3 OSS	4 OSS
Weapons violation	Expulsion		
TOWARD SCHOOL & PERSONAL PROPERTY			
Bus misconduct	Referral to Mr. Schoen and/or Mr. Vieau		
Graffiti	Detention, clean up	Detention, clean up	2 CPP and clean up
Lunchroom disturbance	1 CPP	2 CPP	3 CPP
Misuse of equipment/computers	verbal reprimand and cost	2 week restriction and cost	2 CPP and cost

Vandalism	2 CPP	3 CPP	2 OSS
TOWARD THE LEARNING ENVIRONMENT AND THE EDUCATIONAL FOCUS OF DELANO HIGH SCHOOL			
Academic Dishonesty	Failure on grade, unit or course		
Illegal technology use	2 weeks no use	Detention and 4 weeks no use	No use for one quarter
Class disruption	Detention	1 CPP	2 CPP
Disruption in CPP	2 OSS	3 OSS	5 OSS
Disruption in detention	2 CPP	3 CPP	2 OSS
Improper audience behavior	Detention	Detention	2 CPP
Lying/forging a note	Detention	1 CPP	2 CPP
Verbal abuse of staff	2 OSS	3 OSS	5 OSS
Verbal abuse of student	2 CPP	2 CPP	2 OSS