

Delano High School



Home of the Tigers

2011-2012 Student Handbook

700 Elm Avenue East
Delano, MN 55328
763-972-3365
www.delano.k12.mn.us

WELCOME TO DELANO HIGH SCHOOL

Welcome Students!

I am pleased that you have decided to become one of our valued students at Delano High School and I hope that you will find this school the ideal environment to further your educational and personal development. I strongly encourage all students to be involved in any number of the myriad activities offered at Delano High School.

You will find many opportunities to become involved with academic as well as co-curricular activities at Delano High School. We have a staff that is here to help you be successful as you navigate through your high school years. As our district goal is *Academic Excellence*, we are pleased to continue the tradition of students not only meeting, but exceeding this goal throughout their high school careers. Our staff has been working diligently to prepare learning environments to engage all students in meaningful learning and matching them with 21st Century skills.

You will have a faculty advisor that will meet with you numerous times throughout the school year. The purpose of this advisory system is to prepare you to continue your successful academic journey through high school and beyond.

Freshmen will again partake in an extensive orientation program that will make the transition to high school a successful one. We are proud of our junior and senior Link Leaders who work hard to make our school a welcoming environment.

The information in this handbook is designed to familiarize both students and parents with key school policies and procedures. We encourage you to read through the handbook carefully now, and then refer to it as needed throughout the school year. The handbook is also currently accessible via the school website at www.delano.k12.mn.us.

Best wishes for a successful and rewarding school year!

Sincerely,

Matthew W. Schoen, Ed.S.
Principal

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2011-2012 Personnel

PRINCIPAL

Matthew Schoen

ASSISTANT PRINCIPAL

Joe Vieau

ACTIVITIES DIRECTOR

Michael Lindquist

COUNSELOR

Susan Farbo

ART

Ray Cordes

BUSINESS

Jeff Olson

FAMILY AND CONSUMER SCIENCE

Carol Johnson

Darcie Pemberton

INDUSTRIAL TECHNOLOGY

Joe Finn

INFORMATION MEDIA CENTER

Monica Kunkel

LANGUAGE ARTS

Meghan Gibas

Mark Lawrence

Robert Luke

Dan Mathieson

Amy Poppler

Jim VanCura

MATHEMATICS

Lanette Faul

Caroline McCoy

Matthew Nohner

Anna Olson

Jerry Shouts

Chad Wagner

Amanda Weinandt

MUSIC

Instrumental

Jason Koets

Vocal

Andrew Beard

ON LINE LEARNING COORDINATOR

Nancy Stellrecht

PHYSICAL EDUCATION/HEALTH

Jamie Longstreet

Maria Menz

Mitch Rue

Mike Shoultz

SCIENCE

Jessica Bahe

Karen Hohenstein

Jason Monke

Stephen Schaack

Michael Stoudt

Boak Wiesner

SOCIAL STUDIES

Shane Baughman

Steve Brown

Marcie Greenwaldt

Dan Paulson

Lindsay Wallace

Jeremy Wenzel

SPECIAL EDUCATION

Jacob Dorsey

Jennifer Froehlich

Laura Holmquist

Teri Kuperus

Amy Larson

SPEECH PATHOLOGIST

Sharon Alexander

SWAS/CPP PROGRAM

Shallyn Tordeur

WORLD LANGUAGE

Jane Aksoy

Katie Beshears

John Fitzer

Amy Poppler

STUDENT SERVICES

Carly Boll, Youth Development
Coordinator

Terresa Huselid, Nurse

Keely Swartzter, Special Education
Coordinator

Marie Techam, Social Worker

Mark Thompson, Psychologist

INTRODUCTION TO DELANO HIGH SCHOOL

BUILDING HOURS AND USE

Use of the building after hours is scheduled through the Tiger Activity Center desk at x2129 or x2110. Entry into the school building or being on school property after hours constitutes a form of illegal entry or trespass. Entering the building through means other than unlocked doors is illegal. Please note that access to the field house does not provide access to the school.

DAILY SCHEDULE

Block One:	8:02 – 9:32	Block Three/Lunch:	11:14 – 1:10
Period 1:	8:02 - 8:46	Lunch A	11:12 - 11:41
Period 2:	8:48 - 9:32	Lunch B	11:41 - 12:10
Block Two:	9:42 – 11:12	Block Four:	1:20 – 2:50
Period 3	9:42 - 10:26	Period 7	1:20 - 2:04
Period 4	10:28 - 11:12	Period 8	2:06 - 2:50

ADVISORY SCHEDULE (30-minute)

Block One:	8:02 – 9:25	Block Three/Lunch:	10:59 – 12:48
Period 1:	8:02 - 8:43	Lunch A	10:57 - 11:26
Period 2:	8:45 - 9:25	Lunch B	11:26 - 11:55

Advisory: 12:50 - 1:20

Block Two:	9:34 – 10:57	Block Four:	1:29 – 2:50
Period 3	9:34 - 10:15	Period 7	1:29 - 2:01
Period 4	10:17 - 10:57	Period 8	2:03 - 2:50

ADVISORY SCHEDULE (15-minute)

Block One:	8:02 – 9:28	Block Three/Lunch:	11:04 – 12:58
Period 1:	8:02 - 8:42	Lunch A	11:04 - 11:33
Period 2:	8:44 - 9:28	Lunch B	11:33 - 12:02

Advisory: 1:00 - 1:15

Block Two:	9:38 – 11:04	Block Four:	1:24 – 2:50
Period 3	9:38 - 10:20	Period 7	1:24 - 2:06
Period 4	10:22 - 11:04	Period 8	2:08 - 2:50

LENGTH OF SCHOOL DAY

Minnesota school law requires that every student in a public school be enrolled a minimum of six clock hours per day, not including noon hour. The only exception is for students enrolled in a work experience program. If you are not enrolled in at least six hours per day, your attendance requirement is not being met and you cannot be given credit.

LUNCH PROGRAM

Offer versus serve provision: The hot lunch program allows you to choose less than all the food items in the lunch menu. You are not required to accept offered foods that you do not intend to eat, but you must choose at least three (3) items from the menu. Lunches are to be eaten in the cafeteria only. This includes all bag lunches, fruit and pop. Please pick up after yourself and keep the tables neat and clean. Daily lunch prices are: student- \$2.40; adult- \$3.50. Each additional student lunch is \$3.40. **All prices are subject to change.** Students are not allowed to participate in the lunch program if the family account is \$5.00 in arrears. If the family account is in arrears, no second lunch may be charged. When paying for a lunch by check, your name should be written on the memo line. When sending cash, it should be placed in an envelope, marked "lunch program" with your family name and your name on the front. The cost of milk (\$.50) is also taken out of the lunch account. Breakfast is served each day, unless otherwise announced, from 7:45 to 8:05 a.m. Hot breakfast cost is \$1.50. Students are informed when their account reaches \$5.00 and are to communicate this to parents. Students should check their balance before entering the lunch line. Charging is not permitted.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave SW, Washington, DC 20250, or call 1-800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

SCHOOL CLOSINGS/QUICK CONTACT INFORMATION

Notices of school closings or late starts because of weather or other emergencies will be broadcast over various media outlets. Additionally, phone calls may be generated using "School Reach" with an attached informational message. **Any full days missed due to weather will be announced as soon as they are determined.**

VISITORS

Based upon the intense growth of our school, **visiting students will not be allowed.**

I. PARENTS & SCHOOL COMMUNICATION - INVOLVEMENT - PARTNERSHIP

BACK TO SCHOOL NIGHT

Back to School Night is an opportunity for parents/students to meet the high school administrative team, deposit money into lunch accounts, locate classrooms, pick up schedules and make any final necessary revisions, pick up parking applications, find your locker and find out what lunch you have first quarter/semester. **Check the online school calendar for the specific date.**

EMERGENCY INFORMATION

Every student enrolled at Delano High School must have emergency information on file. Parents must complete and return Emergency Health Forms to the office at the beginning of each school year. This emergency form is our first source of information if we need to contact your parents/guardians in an emergency or if we must obtain emergency medical treatment for you.

FAMILY ACCESS

Our district recognizes that many parents would like to play a greater role in their child's education. We provide you with the ability to view student information via the internet anytime, day or night. Information available includes current grades and report cards, attendance, discipline, school lunch information, student and family demographics, etc. Link to Family Access via the Delano Public School website: www.delano.k12.mn.us If you need further information, contact cshouts@delano.k12.mn.us.

HIGH SCHOOL E-NEWSLETTER

Delano High School publishes a bi-monthly e-newsletter emailed to all parents who have furnished the school with a valid email address. Each newsletter is also posted on the high school website. Newsletters contain valuable and up-to-the minute information from the administrative team, counselor, nurse and/or other individuals or groups. Upcoming events are highlighted, as well as links to articles and information of interest to parents and students.

OPT OUT INFORMATION

Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, and phone numbers to military recruiters upon request. The law requires the school district to notify students and parents of the right to opt-out from this by requesting that the district not release student information to military recruiters. The form at the back of this handbook serves as a request to withhold this information. If you would like to "Opt Out", complete the form and return it to the high school office. A new form must be completed each year.

PARENT-STUDENT-TEACHER CONFERENCES

Education is the joint interest of the school, you, and your parent/guardian. Conferences will be three times during the year to discuss the progress you are making in class. The purpose of conferences is to inform and involve all components of the learning process in the discussion. The staff of Delano High School invites you and your parents/guardians to conferences. First quarter conferences will be held Tuesday, October 3 from 4:30 - 8:00 p.m. in the high school gymnasium. Second quarter conferences will be held Tuesday, December 13 from 4:30 - 8:00 in teacher classrooms. Registration conferences will be held Monday, January 30 from 4:30-8:00 p.m. Third quarter conferences will be held Monday, February 27 from 4:30 - 8:00 p.m. in the high school gym.

SITE BASED LEADERSHIP TEAM

Delano High School is governed in many areas of policy making by a Site Based Leadership Team. This team is made up of students, staff, parents, a school board member, and administrators. It meets once a month to discuss and recommend actions to improve the quality of learning at Delano High School.

STUDENT PUBLISHED INFORMATION

Student published information includes, but is not limited to, student directories, photos, and names of students who have received awards and participated in classroom and extracurricular activities. These may be published in local newspapers, school district publications, and appear internally within the school in bulletins, on bulletin boards, or other recognition areas. If you do not want your child's name or photo to be used for these purposes, please notify the high school principal in writing at 700 Elm Avenue East, Delano, MN 55328.

II. STUDENT PROGRAMS

ACADEMICS

ACADEMIC AWARDS

When you achieve a grade point average (GPA) of A- (3.670) or better for quarters one-four in one academic year, you earn the privilege of receiving an official Delano High School letter. *Neither quarterly nor cumulative GPA are rounded up for purposes of this computation.*

- The first year of qualification, a chenille D, a lamp of knowledge, and a brass bar are awarded. If you have already earned a letter in another activity, a brass bar and lamp of knowledge will be awarded.
- The second and succeeding years of qualification, a brass bar is awarded.

AUDITING A CLASS

You may enroll in a class on an audit, non-credit basis. Auditing is possible when you have a strictly scholastic interest in the subject and do not need the credit. You must complete all assignments and tests in an audited class. The only difference is that a grade is not given. You must register for an audit at the beginning of the quarter. A class cannot be switched to an audit during the quarter. Final approval from the classroom teacher must be received in order to audit his/her class.

COLLEGE IN THE SCHOOLS (CIS) APPLICATION PROCESS

All students must apply during the local application process in order to be eligible for a CIS class regardless of class rank at the time of application. Eligibility for CIS classes, except for Writing Studio, will include grades through the quarter three grading period as the final cutoff date to determine class rank. This will be after our local application process is complete but prior to the online application to the universities.

COURSE COMPLETION FOLLOWING A GRADE OF "F"

Students who re-take and pass a class which they had previously failed will have the opportunity to have the original "F" removed from their transcript and replaced with a grade of "U". This will effectively nullify the grade of "F" for the student's GPA. Students must fill out the "Course Completion" form from the appendix and turn it into the office for verification and approval in order to complete the grade change.

CREDIT FOR LEARNING

Students at any level are able to test out of a course if they can demonstrate competence in the skills and concepts of the course. The assessment of this competence may include such tools as written or oral examinations and assessments, product or performance exhibits, or teacher input. Subject area competency procedures relating to course level outcomes may be utilized. See a member of the administrative team for more information on credit for learning.

DETERMINATION OF CLASS STATUS

You will be admitted to the high school at the ninth grade upon recommendation of the middle school staff. To be classified as a sophomore, you must have earned twelve (12) credits in the freshman year. To be classified as a junior, you must have at least twenty-six (26) credits. To be classified as a senior, you must have at least forty-two (42) credits. To

maintain senior status you must have sufficient credits and a class schedule that will assure graduation at the end of the current year.

FINAL EXAM SCHEDULE

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. 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.

Day 1 Schedule		Day 2 Schedule	
Block I	8:02 – 10:02	Block III	8:02 – 10:02
	Passing time	10:02 – 10:17	
Block II	10:17 – 12:17	Block IV	10:17 – 12:17

GRADING SYSTEM

The Scholars Honor Roll will consist of students who have a 4.000 or better grade point average for the current quarter. The A honor roll will consist of students who have a 3.670 grade point average for the current quarter. The B honor roll will consist of students who have a 3.000 grade point average for the current quarter. A grade of D+, D, D-, F, U, or an Incomplete recorded on a student’s grade record at the time honor roll is computed (2 weeks after the end of the quarter) will eliminate eligibility for the honor roll. To be placed on any honor roll, the grades must come from a minimum of three academic classes.

- Grades are given the following point value:

A = 4.000	A- = 3.670	B+ = 3.330	B = 3.000
B- = 2.670	C+ = 2.330	C = 2.000	C- = 1.670
D+ = 1.330	D = 1.000	D- = 0.670	F = 0.000

- Delano High School awards differentiated diplomas:
 - A High Honors Diploma
 - A Distinction Diploma
 - A General Diploma
- To receive a Distinction Diploma, you must maintain a minimum grade point average of 3.330 in grades 9 - 12 and meet the standard curriculum requirements. To receive a High Honors Diploma, you must have a grade point average of 3.670 and complete at least 22 credits from the following groups, at least 12 of which must be earned from Group I. A minimum grade of a C is required in each course. Of the 12 credits in Group I, two must be in English (either CIS LA12 or Technical Writing for four credits during the senior year), two in science, two in social studies, and two in mathematics. Students pursuing a High Honors diploma are responsible for registering for the appropriate classes. Students must inform the counselor by September 15th of their senior year if they are seeking a high honors diploma.

4. Honor Five.

The Honor Five recognition consists of the top five students who have received a High Honors diploma. The selection process considers only students who are in the top five in rank order among those earning a High Honors diploma. In the event five students do not qualify for a High Honors diploma, the highest qualifying rank order student(s) will be selected.

HIGH HONORS QUALIFYING COURSES

Group I

Advanced Algebra II
AP American History
AP Biology
Chinese III
Chinese IV
CIS Calculus I
CIS Calculus II
CIS Chemistry I
CIS Chemistry II
CIS Economics
CIS Language Arts 12
CIS Psychology
CIS Spanish
CIS Writing Studio
Geography
German III
German IV
Physics
Pre-Calculus
Spanish III
Technical Writing (senior yr)

Group II

Advanced Geometry I
Advanced Geometry II
Advanced Language Arts 9
Advanced Language Arts 10
Advanced Language Arts 11
Advanced Math Topics
Advanced Physical Science 9
Anatomy and Physiology
Choirs
Human Behavior
Music Theory
Trigonometry/College Algebra
Wind Ensemble/Concert Band

1. These qualifying courses will be available only to those students who have satisfactorily completed the necessary prerequisite courses.
2. PSEO courses will be evaluated on an individual basis to determine if they qualify for Group I or Group II, with the exception of courses such as Pre-Calculus and Calculus entitled the same at both the post secondary school and the high school.

GRADUATION REQUIREMENTS

To be eligible for a diploma at annual commencement exercises, a minimum of 58 term credits must be earned in grades 9 through 12. The following credits are required at each grade level and must be successfully completed for graduation. Delano High School does not have an early graduation option.

Grade 9

Language Arts (2 credits)
Math (2 credits)
Phy Ed/Health (2 credits)
Physical Science 9 (2 credits)
Social 9 (2 credits)

Grade 10

Language Arts (2 credits)
Social Studies (2 credits)
Biology (2 credits recommended)
General Science (1 credit recommended)

Grade 11

Language Arts (2 credits)
Social Studies (2 credits)

Grade 12

Language Arts (2 credits)
Social Studies (2 credits)

Additional Requirements

Each student must successfully complete additional credits in the following areas:

Arts 2 credits

Health 1 credit

Mathematics Complete one of the following three tracks:

A. Basic Geometry, Basic Algebra, Math Applications

B. Algebra I, Geometry I, Geometry II, Algebra II

C. Adv. Geometry I, Adv. Geometry II, Adv. Algebra II

All students must complete through Algebra II or Math Applications

Physical Education 1 credit

Science Biology or AP Biology, General Science, and one additional elective credit

Technology 1 credit chosen from the following courses:

At Delano High School: Intro to AutoCAD Drafting, Computer Artistry, Keyboarding, Microsoft Office Suite I, Intro to AutoCAD Inventor.

At the Wright Technical Center: Graphic Communications, Information Technology, and Manufacturing Technology.

GRAD – Graduation Required Assessments for Diploma

These tests guarantee that all Minnesota high school graduates have the basic reading, writing, and math skills needed to live and work in today's society. Students must pass the GRAD tests in reading, writing, and math in order to graduate. The GRAD writing test is first given in grade 9, the GRAD reading test is first given in grade 10, and the GRAD mathematics test is first given in grade 11. For students not passing the initial test, subsequent testing is scheduled by the MN Department of Education and will be made available to these students at Delano.

HONOR CODE

Statement of Philosophy: Delano High School assumes that its students are honorable. We value the principles of honesty, integrity, and respect both in academics and outside the classroom. We share a common responsibility to preserve these ideals, for we realize that each individual's actions affect the school's climate of trust. It is the responsibility of every person in Delano's school building to report any lapse in enforcement of the honor code. Any student or staff member noticing any failure to follow the honor code is required to report the incident to the appropriate authority, such as an administrator or teacher. The anonymity of the reporting person will be maintained.

Academic Dishonesty: Academic dishonesty is defined as knowingly giving or receiving information or assistance on any graded work that is understood to be an example of individual effort. Cheating is giving, receiving, or using any unauthorized academic aid for you or someone else's benefit. It is dishonorable for students to receive credit for work that is not the result of their own, original efforts (work originated by the student). Plagiarism is defined as using information from any source such as a book, the Internet, friends, family, old tests/notes, etc. without properly giving credit or citing the source. It includes copying homework of any kind and copying answers during a test or quiz.

Penalties for Academic Dishonesty: Teachers will note offenses on a disciplinary referral form. The assistant principal will keep these referrals on file and notify the principal when penalties are necessary. First offense: the student will receive a zero and the student, parent, and teacher will be notified. Second offense: the student will receive a zero and with their parents will meet with an administrator. Third offense: the student will receive a zero and 1-3 days in CPP.

Definition of Lying; A person lying or purposely misrepresenting the truth violates the Honor Code. Lying is spoken – misrepresentation is forging a signature.

Penalties for Lying: Violations of this policy will result in disciplinary action as warranted by the offense.

INCOMPLETES

Incomplete grades must be made up within two weeks after the beginning of the next quarter unless circumstances warrant more time. You must make arrangements with the teacher in order to reverse an Incomplete on your report card. **A grade of Incomplete after two weeks will be changed to a grade of F.** If you are given more time by a teacher to complete your work, you are fully responsible for completing the class work within the time frame you have arranged with the teacher.

INDEPENDENT STUDY

Guidelines:

- 1) The study must be academically based.
- 2) The student must be under direct supervision of the teacher.
- 3) All completed Independent Study Contracts must be reviewed and approved by the counselor and building administrator before the class will be scheduled.

MID-TERM REPORTS

According to the district calendar, midquarter notices will be posted to Family Access for all parents/guardians to view. The purpose of the midquarter notices is to inform parents/guardians of your current class standing. Parents/Guardians are asked to contact the teacher personally to discuss what needs to be done to bring the work to a satisfactory level. Teachers will be required to post midterm grades on specific dates to provide updated academic progress and eligibility for co-curricular and extra-curricular activities

POST SECONDARY ENROLLMENT OPTIONS (PSEO)

PSEO forms must be submitted to the counselor's office on or before May 1 to receive school assistance in the PSEO process. Delano High School does not recommend this, based upon previous experiences of our students. As such, we offer a full cadre of rigorous and challenging AP and College in the Schools courses. By the conclusion of the 2011-2012 school year, students will have the opportunity to earn up to 54 college credits.

REPORT CARDS

Report cards will be posted to Family Access quarterly, on the Friday following the end of the nine-week quarter. Parents/Guardians should feel free to call, email or visit with teachers regarding student progress at that time or at any time.

SCHOOL TO WORK

Seniors at Delano High School have the opportunity to earn credit through the school to work initiative. Students may participate in this program for either one or two blocks during the school day. Students can earn up to one-half (1/2) credit while being gainfully employed during the school day regardless of the number of blocks they are in the program. Students must complete paperwork and turn in their work information to the Work Program Coordinator before they enroll in the class. For the purposes of the school to work program, **gainfully employed will mean that students must receive a payroll check in order to participate in the program**. Copies of payroll checks may be required as part of this program. In the event a loss of job occurs, students must arrange their schedule to be on campus until further employment or an academic schedule is attained. The administration reserves the right to approve/deny any school to work applications.

WEIGHTED COURSES

Additional numeric weight is given to Advanced Placement and College in the Schools 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 AP or CIS classes will have these classes weighted in the same manner as the high school AP or CIS courses. This will be limited to the number of weighted credits offered at Delano High School. If a student takes a weighted class at Delano High School, the student cannot receive weighted grading for the class at the college level. Example: A student taking CIS Chemistry at Delano High School will receive weighted credit for that course. If that 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. Weighted grade point averages will be used to determine Honor Five, Scholars Honor Roll, A Honor Roll, and B Honor Roll. Advanced Placement, CIS teachers and the principal will determine the entrance, exit, and grading criteria for these courses.

CO-CURRICULAR ACTIVITIES AND ATHLETICS

ACTIVITY FEE

An Activity Fee is charged for extracurricular activities. For students in grades 9 through 12, the fee is \$100.00 per activity. If you participate in three seasons during the school year, the third season is free. There is a family maximum of \$400.00 per year. Fees may be waived in hardship cases. The Activities Director will determine and process such waiver requests. All fees must be paid prior to participation in a practice or contest. In case of injury or illness, transfer out of the district, or release from the squad, a refund will be given through the first week of practice. No refund will be given if a student quits an activity.

ATHLETIC CONTEST BEHAVIOR

1. Sit in your school's designated section.
2. Treat visiting contestants and spectators as guests.
3. Do not "boo" or use degrading references or profanity toward game officials, opposing contestants or fans, or your team.
4. Conduct yourself at all times in a manner that will reflect positively upon you and the school.
5. If you ride the bus to athletic contests or other school activities you must return on the bus unless written permission is received from your parents in advance and approved by the Athletic Director.
6. During the playing of the National Anthem, you should stand respectfully. All hats should be removed.
7. If inappropriate behavior is exhibited which is unbecoming to our school or community, you will be removed from that specific event.
8. School disciplinary action will be taken at the discretion of the principal or Athletic Director.

EXTRACURRICULAR ACTIVITIES

An important part of Delano High School is the activity program. Students at Delano High School have a wide variety of activities open to them and every student should attempt to take part in an activity sometime during high school. We strongly encourage student participation in after school activities as there is a correlation between students who are involved in these activities and their academic success. Administration reserves the right to suspend activities from students for behavior unbecoming an athlete even if they have not yet signed the MSHSL code of conduct form.

Academic Lettering	Jazz Band
Band	Lacrosse Club (boys)
Basketball	LINK
Baseball	Math League
Boys and Girls County	National Honor Society
Boys and Girls State	Robotics Club
Cheerleading	SHARP Team
Choir	Science Olympiad
Cross Country	Soccer
Dance Team	Softball
Destination Imagination	<i>Stripes</i> Staff
Dollars for Scholars	Student Council
Drama	Swimming
Equestrian Club	Tennis (Girls)
Football	Track and Field
Golf	Visual Arts Competition
Gymnastics	Volleyball
Hockey	YAR
Honor Roll	Wrestling

I. GENERAL REGULATIONS

A. Minnesota State High School League

Minnesota State High School League rules must be followed in all matters of eligibility (see pg. 19), transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach and director has the responsibility to know, to inform participants and parents, and to enforce school and MSHSL regulations in these matters.

B. Offenses

Any conduct by you that is determined by the coach, activities director and school administration to be detrimental to the activities program, school, or school district will result in counseling by the head coach and a school administrator with possible suspension.

C. Transfers

No athlete may quit one activity and join another after the season has begun without the mutual consent of both coaches.

D. Travel

You must travel to and from contests away from Delano in transportation provided by the school. The only exceptions are when:

1. Your injury or illness would require alternate transportation.
2. Arrangements are made between your parent/guardian and the coach, activities director or principal for you to ride with your parent/guardian, or with prior written permission, another adult designated by your parent.
3. Failure to follow these procedures will result in counseling by the coach or advisor and possible suspension.

E. Unexcused Absence

Unexcused absence from scheduled practice will result in counseling by the coach or director with possible suspension following the violation. Unexcused absence from scheduled competition will result in counseling by the coach or director with possible suspension.

F. Unsportsmanlike Conduct

A display of unsportsmanlike conduct toward an opponent, official or coach, or use of profanity during a practice or contest, will result in counseling by the head coach and possible suspension.

G. Administrative Action

Violations requiring administrative action as established in this handbook will result in counseling by the head coach or director, the activities director and/or the administration, and possible suspension.

H. Vandalism

Theft or destruction of any school or an individual's equipment or property is not to be tolerated. The school reserves the right to assess monetary damages for the destruction or theft of property or equipment.

1. First offense: You will be suspended from the squad for three (3) school days. At the end of this period, following counseling by the head coach and a school administrator, a decision regarding further competition will be made.
2. Second offense: Suspension for the remainder of the sports season and a referral to the school administration.

I. Letters

Completion of the sports season is required in order for you to be eligible for the letter or other team or individual awards. (Exception: injury that limits

participation.) No awards shall be given to you if you are suspended for the remainder of the season for an Activities Code violation. Guidelines for earning varsity athletic letters are available from the head coach and director.

J. Duration

The rules and regulations in this code shall apply to any violations, on or off school premises, during the entire calendar year. Penalties shall be accumulated beginning in the seventh grade and continuing through high school.

II. SCHOOL ATTENDANCE REQUIREMENTS

A. Daily Attendance

In order to participate in an extra-curricular activity during a school day, you must be in attendance by 10:30 a.m. The activities director and/or the principal shall determine any exceptions to this policy.

B. Unexcused Absence

Unexcused absence from school for a full day (as per school handbook) during the season will result in:

1. First offense: Suspension from one contest.
2. Second offense: Suspension from two contests.

C. Tardiness

Excessive tardiness on your part may lead to disciplinary action taken by the school principal or his designee.

D. Injury

If you have been injured and had medical treatment, you cannot participate again until a date determined by your doctor.

III. CHEMICAL USE

A. Rules and Regulations

Use or possession of alcoholic beverages, tobacco, drugs, narcotic, or hallucinating agents by you is prohibited and is covered by the MSHSL rules and regulations.

B. Procedure

Before any suspension provided for under these rules shall take effect, you shall be verbally advised by the head coach or director, the activities director and/or principal, of the alleged violation and you will have an opportunity to explain or justify your action. If, after such conference, the coach/director and the administration are satisfied that a suspension is justified, you and your parents will be notified. Suspension time will carry over from one school year to the next.

C. Duration

In the event that a Minnesota State High School League suspension period extends into the period of participation in another activity, the director/coach, the activities director and the high school principal shall determine if you may participate in the remaining portion of that activity.

IV. ACADEMIC STANDARDS

If you fail one or more classes or are failing one or more classes at midquarter, you will be ineligible to compete until your work is once again at a satisfactory level. You must provide the activities director a written statement from the teacher(s) that you are doing passing work. Incomplete grades must be made up within two weeks or you will automatically receive the grade you have earned at that time. Spring grades shall carry over to fall eligibility. For fall activities the two-week period will begin on the date of your first contest.

V. SUSPENSIONS

If you have been suspended from school you will not be allowed to participate in athletic practices, rehearsals, or competitions during the suspension period.

MINNESOTA STATE HIGH SCHOOL LEAGUE

The Board of Education, administration and staff of Delano Public School recognize that extracurricular activities contribute to the full development of the individual student. However, in order for you to participate in extra-curricular programs, you must follow established guidelines. Students in School District 879 who fail to abide by the guidelines will not be able to participate in extra-curricular activities.

Delano High School is a member of the Minnesota State High School League and must abide by league rules. The following activities come under the by-laws of the league: all inter-scholastic athletic activities, band, cheerleading, chorus, drama activities, math league, robotics, and Science Olympiad. In addition to league regulations, the individual coach or director may set specific rules for their activity.

An eligibility information bulletin and agreement is sent home with you if you are intending to participate in a league sponsored activity. The agreement outlines the regulations that apply. A copy must be signed by the parent or guardian and returned to the school before you can take part in the activity. In order to participate in an extra-curricular activity during a school day, you must be in attendance as outlined in the attendance policy. The activities director and/or the principal shall determine any exceptions to this policy.

STUDENT LEADERSHIP

LINK

Link Crew program uses upper-class students as "links" between the freshman class and the high school experience. The Link Crew leads a freshmen orientation that includes team building activities, a tour of the school, orientation to the fall schedule and a picnic lunch. Other activities are facilitated during the school year during the advisory periods. Through the Link Crew, freshmen enter high school with the confidence and skills they need for success.

NATIONAL HONOR SOCIETY

Admission to Delano High School's National Honor Society follows the criteria required according to the constitution of National Honor Society which states: "Membership in local chapters is an honor bestowed upon a student. Selection for membership is by

Faculty Council and is based on outstanding scholarship, character, leadership and service." (Article VIII: Membership). At DHS, faculty selects new members in the spring of the sophomore or junior years on the basis of these four demonstrated qualities. Membership is the highest honor that Delano High School can bestow upon these students who have exhibited exemplary academic and personal qualities.

SHARP

SHARP (Students Helping Adolescents Resist Pressures) consists of 10th through 12th grade students who demonstrate healthy, chemical free lifestyles. The SHARP team was formed based on three main tenets: to develop leadership skills, to promote healthy lifestyle choices, and to be positive role models by influencing younger students and peers. Contact the Delano Youth Development Coordinator at x2137 for more information.

STUDENT COUNCIL

The student council is the voice of the students to faculty, students and administration. Students are elected in their freshman year and must meet annual criteria for continuing membership. Student Council is responsible for planning Homecoming week activities, Winterfest week, and Spring Fling. An election is held among members to determine class officers. The group meets weekly.

YAR

The Youth As Resources (YAR) program helps school, community and local organizations foster healthy and beneficial relationships. It is a community based program that helps youth design and carry-out service projects. The YAR board consists of $\frac{3}{4}$ student and $\frac{1}{4}$ adult members. The board distributes and receives applications for grants that are given to youth based community service projects at the discretion of the board. YAR board members are also involved in promoting YAR to area groups, both for encouraging projects and for support reasons. This program provides youth with valuable, life-long skills and creates positive community change. YAR consists of students in grades 7-12. Contact the Delano Youth Development Coordinator at x2137for more information.

III. STUDENT SERVICES

COMMENCEMENT

Commencement exercises are an official function of the school and they reflect the oldest traditions of public education. They are a solemn right of the school and are formal in nature. Those who are disorderly will be asked to leave. Only students who have earned the credits necessary for graduation may participate in commencement. Students must earn all credits and pass all testing requirements to participate in commencement. **Only students who will receive a diploma dated the year the exercises are held may participate in commencement. There are no exceptions to this policy.** Participation in commencement is voluntary, and if you do not wish to participate you may receive your diploma directly from the principal's office. Seniors who engage in disorderly conduct at the end of the school year will not be able to participate in the commencement program. Students must be on track to graduate by the third Friday of May. This means all work must be turned in and you must be in good standing in all classes in which you are currently enrolled. If these conditions are not met, you will not be allowed to march in commencement exercises. To be considered for designation as an Honor Five student, you must also be graduating with a high honors diploma. The top five students as determined by their GPA, who are also high honors students, will be

named the Honor Five. This will be determined after completion of fourth quarter, when all senior grades have been submitted. For students in PSEO programs, it is your responsibility to secure official transcripts and submit them to the counselor in order to be eligible for the Honor Five. This must occur one week prior to commencement. If not, the student forgoes the privilege to be a part of the Honor Five. If the college has not completed their respective term, you must receive in writing a progress report from each instructor.

DROPPING CLASSES

Students may drop a course within the first five days of a quarter or semester without penalty. With teacher approval, students may add an available course. Students will be responsible for all work missed during a schedule change to another class. Any student dropping a course after the first five days of the quarter will incur a grade of "F" that will be calculated into the grade point average.

INFORMATION MEDIA CENTER

The Information Media Center (IMC) plays an important role in your education. Through online access, the IMC offers a variety of information resources to aid you in your school work. The IMC also offers a variety of recreational reading materials. We welcome and will consider requests for adding new materials to the collection. Video and still cameras, along with tripods, are also available for check-out if required for a classroom project.

HOURS:

Monday – Thursday 7:30am – 3:45pm

Friday 7:30am – 3:00pm

The IMC will be closed on standardized testing days and for some AP testing days.

GENERAL POLICIES

1. Food items and beverages are not permitted in the IMC.
2. Please conduct yourself in a manner that is not disturbing to others.
3. If taking a make-up test, you must inform the IMC staff prior to beginning the test.
4. During the school day (8:02-2:50) you must present a pass if not in the IMC with a scheduled class.
5. Computers are to be used for educational purposes only.

CIRCULATION POLICIES

1. Loan period is 4 weeks for most items. Certain materials are designated as restricted circulation and may be checked out overnight. One renewal period is allowed for regular circulating items. Restricted items may not be renewed.
2. Overdue notices are emailed once each week to your primary email address. If no email address is on file, an overdue notice will be placed on your locker. Please do your part to return materials on time.
3. Lost and damaged materials are charged a replacement fee up to 100% of the cost of replacement.

NURSE'S OFFICE

If you need to see the nurse you must be excused by your teacher, given a pass, and check in with the nurse. The nurse's area will be used for emergencies only. If you are ill the nurse will evaluate your status and make a recommendation for your care. Parent contact must be made **before** releasing a student from school. Absences for illness occurring during the school day will only be excused by the nurse's office.

STUDENT RECORDS

You and your parent/guardian have the right to inspect your school records and transcripts. Contact the high school counselor's office at 972-3365, x2237 if you wish more information.

IV. SCHOOL LIFE

ACCIDENTS IN SCHOOL

If injured in any way, summon help immediately. Do not move until help arrives. All accidents must be reported to the nurse and the principal's office. The school does not carry accident insurance to cover student injuries, although you may purchase insurance at the beginning of the school year. Reference the information under Insurance in this handbook.

APPROPRIATE RELATIONSHIPS

Delano High School is a co-educational school. As such, behavior must remain within the realm of a social circumstance and may not become inappropriate. The following specific behaviors are prohibited: kissing, prolonged hugging, inappropriate touch (other than holding hands), arms around each other, hands under clothing, groping, fondling, or other displays of public affection. The preceding are examples, but basically any physical touch that makes someone else uncomfortable is inappropriate. This policy applies to behaviors while dancing. Upon the first violation, parents will be notified. Subsequent violations result in two days in CPP.

AUDIENCE BEHAVIOR

Delano High School takes great pride in setting a high standard in our community. Therefore, you have a responsibility to give your attention and respect to persons on stage. Hollering, cat calls, whistling, profanity, standing on chairs, throwing paper, or any other types of disrespectful behavior will not be permitted in the auditorium. Appropriate applause should be given at the right time and place. Performers are the guests of the school and should be treated respectfully. If inappropriate behavior exists you will be removed from the performance. School discipline action will be taken at the discretion of the principal or his/her designee.

BUS GUIDELINES

The safe operation of the school bus is the responsibility of all student passengers. In Minnesota, school bus transportation is a privilege, not a right. This privilege may be withdrawn for inappropriate behavior. The bus driver is in complete control of the bus and its occupants at all times. If you ride the bus you must comply with the safety rules to keep your bus riding privileges. You must ride the bus to which you are assigned. The official transportation policy is given to all student passengers and their parents at the beginning of the year and it is your responsibility to know the policy and follow the rules. In order to ride a bus to which you are not assigned, you must bring a written request from your parents and receive a bus pass from the office. **No phone calls will be accepted to receive a bus pass.** A complete copy of the School Bus Riders Handbook is available on request in the high school office.

CAFETERIA BEHAVIOR

The school cafeteria is a place where students should enjoy eating in an atmosphere of quiet socializing and proper manners. Certain types of behavior are inappropriate in the

cafeteria. These include throwing food, spitting out food, hollering or screaming, running, tripping or pushing other students, showing disrespect for supervisors, refusing to follow the instructions of cafeteria personnel, or leaving a mess on the table or on the floor. If you are behaving inappropriately you will be restricted from eating in the cafeteria for two weeks and/or you may be placed in the Continuous Progress Program. Participation in a food fight will result in out-of-school suspension and possible expulsion. We simply ask for you to be courteous young men and women and demonstrate respect to those around you as well as our food service personnel. During the High School lunch period students are allowed in designated areas. These areas are the Tiger Activity Center foyer and cafeteria. Students are not allowed in the parking lot or academic areas of the school.

CANDY, SNACKS, POP

Candy, snacks, pop, juice, and bottled water may only be consumed in the building before school, during lunch hour, after school or in a classroom with permission from the teacher. These items are always prohibited in gyms, the IMC, and computer rooms. Penalty: first offense: warning; second offense: detention; third offense: two days CPP.

EMERGENCY DRILLS

Fire:

Leave your books in the classroom, leave quietly and go directly to the exit stipulated by the teacher. Move away from the building sufficiently so that you cannot be struck by falling debris. You must also leave room for the fire department to operate. **False Fire Alarms:** Students who pull a false fire alarm will be suspended from school for three days and will be reported to civil authorities and charged with a felony.

Lock-down:

Students must remain in their classroom, following teacher/staff instructions. If students are not in a classroom, they should immediately go to the nearest restroom and take cover quietly.

Tornado:

Students in classrooms with no windows should remain in said classroom and take cover. Students in classrooms with windows should proceed to the nearest designated tornado drill hallway.

EQUIPMENT AND MATERIALS

Textbooks, uniforms, instructional and athletic equipment and supplies for use in class or in extracurricular activities are issued to you, but remain the property of Delano High School and must be returned in good condition after use. You must pay for any of these items which are lost or damaged.

FUND RAISERS

Fundraisers may be held only under the direction of a faculty member and with the prior written permission of the principal. **Raffles may not be held.** Fundraisers by outside organizations are not permitted during school hours.

IDENTIFICATION CARDS

Identification cards will be issued to you to identify you as a Delano High School student at athletic events and other school functions both at home and away. All students must have an ID picture taken. **Replacement cards are not reissued if you lose your identification card.**

INSURANCE

Delano Public School does not carry liability insurance on students. If you are injured during school hours or on school property your family health insurance must cover expenses. Additional insurance coverage can be purchased at the beginning of each year through the school. Guarantee Trust Life Insurance Company provides coverage to students in grades 9 through 12. Information is available via a link on the school district website.

INTERNATIONAL STUDENT ENROLLMENT

Delano High School accepts foreign exchange students sponsored by agencies approved by the Council on Standards for International Educational Travel. Individuals or families who are considering hosting a student must secure permission from the principal prior to completing the application forms. In order to be eligible for a diploma at Delano High School, foreign students must have met all course requirements, completed at least 11 years in a school accredited by a state or federal education agency, and have been enrolled at Delano High School for a minimum of one year. Delano High School accepts no more than five foreign exchange students per year.

LOCKERS

You are assigned a locker. You cannot change lockers. UNDER NO CIRCUMSTANCES SHOULD YOU TELL ANYONE YOUR LOCKER COMBINATION. **The lockers are not to be considered secure**, so money or other valuables should not be kept in them. The lockers are property of Delano Public School even when you are using them. School authorities have the right to enter a locker to search or inspect any material in the locker if they believe that it contains an illegal or dangerous substance or paraphernalia or if the contents of the locker may present a threat to the educational environment. The student(s) assigned to the locker can and will be held responsible for illegal matter found in the locker. Due to excessive high school growth, lockers may be assigned and shared by students.

LOST AND FOUND

Many lost items are brought to the TAC or the high school office. If you find property not belonging to you, please turn it in immediately. If you are looking for an item, please check with the TAC or the office.

LUNCH PERIOD

Students are to remain on the school property during lunch. You may not be in the parking lots or in vehicles during lunch. Leaving school property during lunch is considered skipping and will result in detention, CPP, and/or out-of-school suspension. During the lunch period students should be in the cafeteria, or in designated areas as defined by the administration.

PARKING AND DRIVING REGULATIONS

The regulations listed below promote safety and order in the driveways and parking lots around the school. It should be clearly understood that failure to comply with these regulations and conditions will mandate revocation of your driving privilege.

1. **Only students with NO outstanding obligations to the school (fees, fines, book returns, equipment returns, etc.) may apply for a parking maintenance fee ID tag.**

2. Any student who wants to drive to school and use the school parking lot must register all of his/her vehicles. Due to the high volume of vehicles, we may not be able to accommodate all students requesting a permit.
3. Any motor vehicle parked in the school parking lot must display an official school-parking identification (ID) tag. These tags will be issued only upon the completion and approval of this registration form. The cost for a tag is \$100.00 for the senior/junior parking lot and \$80.00 for the sophomore and overflow lot (parking lot across from the hockey arena). **This fee is non-refundable.** The fee will be prorated at the start of each quarter.
4. Students will be assigned a numbered space in the parking lots. This space is the only place you are allowed to park. **All fire lanes and non-numbered parking spaces are NO PARKING areas at all times. There is NO PARKING in the staff lot at any time.**
5. Vehicles improperly parked in the lot or parked in a space other than the one to which you have been assigned will be subject to immobilization or towing at the owners expense. Ticketing or warning will not take place. Release of the immobilization unit will incur a cost of \$50.00.
6. School authorities have the right to enter a vehicle on District property to search or inspect the vehicle if they believe that it contains an illegal or dangerous substance or paraphernalia or if the contents of the vehicle may present a threat to the educational environment.
7. The maximum speed limit in all driveways and parking lots is **15 mph**. Your parking permit may be suspended or revoked if the speed limit is not followed.
8. **Students may not go to their vehicles between 8:02 a.m. and 2:50 p.m.** unless they are leaving the school property with an approved early dismissal, or unless they have permission from the principal or designee.
9. Students must drive on school property with extreme caution and consideration. Any evidence of reckless or careless driving will result in the suspension or revocation of driving privileges.
10. Any student found in possession of or using tobacco, alcohol, illegal drugs, etc., will receive at minimum a suspension of driving privileges, revocation of driving privileges and/or other disciplinary action (see Student Handbook).
11. Should it be necessary to suspend a driving privilege and the student involved is found driving on school property, it will be considered a very serious violation. The parking ID tag will be revoked. No money will be refunded to drivers who have lost parking privileges.
12. Parking or driving on the school lawn will be considered a serious offense and will result in loss of driving privileges and charges for damages.
13. Observe all driving and parking regulations printed in the Student Handbook and expectations as defined by the Board of Education and the City of Delano.

14. In event of repeated and/or serious violations of parking and driving rules, a complaint may be filed by the school with the Wright County Sheriff's Department.
15. **School buses have the right of way at all times.** The first violation will result in a two-week suspension of driving privileges. The second violation will result in suspension of driving privileges for four weeks. A third violation will result in revocation of the parking ID tag.
16. Students are not allowed to drive to the Wright Technical Center without prior written permission from parents and school administration.

PASSES

Building passes are issued in good faith that you will proceed as mutually agreed upon. You must always receive a pass in order to be excused from a class. Under no circumstance will you be allowed to leave one class to work in another without permission, in advance, of both teachers. Pre-signed passes are also required for you to go to the office, a locker, or the restrooms.

PROM PARTICIPATION GUIDELINES

Participation in the Delano High School annual prom is a privilege. The administration recognizes and encourages participation in the event. All juniors and seniors are eligible provided they meet the following minimum requirements in order to participate:

1. Student is in good academic standing. Students must be making satisfactory progress toward their diploma. In the event that students are deficient in credits, a plan must be submitted to the administration. This plan will include course(s) taken and a completion timeline, preferably prior to the date of prom.
2. Student is in good attendance standing. The administration has the authority to deny participation to any student whose attendance is not in good standing or may be questionable.
3. Students participating from other schools need to have a permission form from their home district signed and returned to the Delano High School office.
4. Sophomore students will be allowed to participate provided they have met the criteria above and are invited to prom by a junior or a senior.

RECYCLING

All students and adults at Delano High School have an obligation to protect the environment. One way of doing this is through recycling of solid waste. Delano High School participates in the City of Delano recycling program. The following materials are recycled: newspaper, ledger paper, aluminum cans, glass, plastic, tin and bi-metal. You must properly dispose of refuse and use recycling containers. You will be asked to pick up litter. Refusal to do so is insubordination and will result in two days in CPP.

STUDY HALL GUIDELINES

1. The study hall is for one purpose, i.e., working on assignments. It must be a quiet, controlled room in which study and concentration are possible and encouraged.
2. All students should be seated at the beginning of the hour.
3. There will be assigned seating in study halls.
4. The study hall teacher must sign a pass for you to leave.
5. Media Center passes must be signed by the study hall teacher before the student is permitted in the library. Study hall students will return from the Media Center to their classroom five minutes before the end of the hour.

6. No more than one boy and one girl may sign out for the lavatory at one time. A reasonable amount of time should be spent in the lavatory.
7. Students may not sign out of study hall to go to physical education, the pool, the activities room or other areas of the building where they are not regularly assigned. Other teachers cannot be responsible for the supervision of study hall students.
8. The teacher will dismiss students.
9. These are guidelines and the study hall teacher has the discretion to change them.

TELEPHONE

Should parents have occasion to contact students during school hours we will take the message and deliver it between blocks. If it is an emergency we will contact you immediately. **Phone calls from employers or friends will not be accepted.** The phone number is 763-972-3365. A telephone is located on the counter in the high school office for your use to contact a parent. You will not be excused from classes to use the telephone.

TEXTBOOK/LIBRARY BOOK FEE POLICY

Students are responsible for any and all textbooks and/or library books issued or checked out in their name. Students who have lost, not returned or have returned damaged books to the school will be liable for a fee covering the cost of replacement.

THINGS ON WHEELS

Skateboards, roller blades, and roller shoes are not allowed in school.

WRIGHT TECHNICAL CENTER

Delano High School offers its students the opportunity to take courses at the Wright Technical Center (WTC). In most cases the courses will be offered during block I. Transportation to and from the WTC via district provided busing is MANDATORY. Students **may not** travel to Buffalo other than by district-provided transportation. The Wright Technical Center bus leaves from the high school parking lot at 7:25 a.m. daily. It is the responsibility of each student to be on time prior to the bus departure.

**V. RIGHTS & RESPONSIBILITIES
EXPECTATIONS, RULES & PROCEDURES**

**ATTENDANCE EXPECTATIONS AND PROCEDURES
(Attendance phone number 763-972-3365, x4288)**

Notification of Absence: Notification of **ALL** absences should be made in writing or by telephone to the high school office at 763-972-3365, x4288.

Attendance Philosophy

There is a clear and positive correlation between student learning and regular attendance in class. The Board of Education also supports and recognizes the compulsory attendance mandate of State law which emphasizes the value of regular and consistent attendance each school day by each pupil.

Regular attendance is the responsibility of the student and their parent(s)/guardian(s). If you do not attend school on a regular basis, you will lose the benefits of continuous instruction. Students and parents are responsible to know the provisions and procedures of the attendance policy. It is expected that parents will support the intent of the policy and require their children to have good attendance. Any questions about the attendance policy should be directed to the assistant principal.

Attendance Guidelines

Responsibility of Students

1. Students must attend all classes.
2. It is not acceptable to miss one class in order to do work for another class without the assigned teacher's permission.
3. Students may not dismiss themselves from school for any reason. When ill, students are to report to the health office and sign out upon approval to do so.
4. Students exiting school for a pre-excused appointment must sign out in the office before leaving the building. Students should stop at the office prior to the absence to pick up a pass.
5. On the day a student returns to school, students should arrange make-up work with their teachers.
6. If a student is late to class, students are responsible to give the teacher a pass. Teachers will mark students tardy appropriately.
7. Absence from school may jeopardize participation in any after school activity.
8. Students that are absent on a regular basis or for a prolonged period may be required to submit a doctor's note (see **Excessive Absences** definition)
9. Students who have been assigned to detention for an unexcused absence must complete the detention on the assigned date.

Responsibilities of the Parent/Guardian

1. Parents should make sure their son/daughter is present in school each day. This is essential to ensure accurate attendance accounting.
2. Parents are expected to call 763-972-3365 x 4288 to inform the office of student absences by **no later than 8:30 the morning of said absence** or send a note with their student upon returning to school.
3. Parents should use Family Access to make sure make-up work and exams are completed.

Responsibilities of Teachers

1. Teachers are required to take on-line attendance by the end of block 1 and each class period during the day. By 3:30 p.m. each day all teachers should have completed their on-line attendance for all periods.
2. Review the attendance policy on the first day of school and periodically as requested or needed.
3. Carefully monitor the attendance documents, i.e. attendance lists, admit slips, pre-excused school related memos, etc. Ask appropriate questions of Assistant Principal relating to any of the attendance issues or questions.
4. Address attendance concerns with the Assistant Principal or Counselor in a prompt manner.

Responsibilities of Administrators

1. Address excused and unexcused absences as quickly as possible with consistent consequences.
2. Disseminate the attendance policy to staff, parents, and students.
3. Provide each student with an admit pass or other appropriate paperwork after the receipt of an absence note.
4. Provide a forum for periodic review of the attendance policy's effectiveness.
5. Enforce the attendance policy in a consistent manner.
6. Address a summary of the attendance policy with parents in the beginning of year letter.

Classification of Absences

Definitions:

- **Chronic Condition:** To authorize absences resulting from a chronic condition, defined among other reasons by extended illness, treatment or therapy, parents/guardians, approved documentation must be supplied to the school nurse from a physician or attending health professional, indicating the type of chronic condition with an applicable timeframe. When parents/guardian call the school to report an absence due to said chronic condition, they need to state that the absence is related to this condition. In the spirit of the regulation, absences for reasons other than a chronic condition should be identified as such.
- **Excessive Absences:** Parents of students who are deemed by the administration as having excessive absences, whether excused or unexcused, will receive a letter indicating the student as excessively absent. Additionally, the letter will specify that any further absences will require documentation stating that the absence was due to an appointment with a doctor, dentist, therapist or other similar professional. Failure to provide this documentation will result in the absence being unexcused. Below is a table used as a guide to determine excessive absences.

Number of Absences	Time Period	Notification Type
4	Quarter	Precautionary
7	Quarter	Excessive
7	Semester	Precautionary
10	Semester	Excessive

Excused Absence: The high school office has the responsibility for approving or disapproving excuses for absences upon receiving communication from the parent/guardian. Because attendance is greatly important, absences are excused only under justifiable circumstances. **What may be considered excusable from a personal viewpoint may not be excusable from an educational viewpoint.** Personal matters should be taken care of before or after school or on weekends. Examples of excused absences include but are not limited to: illness, Dr. appointments, court appointments, family vacations (with prior office approval), and school visits. Students planning a school visit must see the counselor to this regard prior to being absent. School visitation forms are to be filled out and signed prior to the absence.

School Related Absence: School Related Absences will be absences sanctioned by the school for school activities. Such activities may include extracurricular activities as scheduled through the activities office, field trips, school testing, support groups, school therapy sessions, and school visits (counselor will determine the appropriate number of school visits).

Tardiness: Students are expected to arrive to class on time. Tardiness negatively impacts a student’s academic performance and disrupts learning and teaching. Students who are tardy to class, as determined by the classroom teacher, will be marked as such. Students will receive a weekday detention on their fifth and sixth tardy. Students will receive Saturday detention for two hours on their seventh and subsequent tardies.

Unexcused Absence: Unexcused Absences are absences for which the parent/guardian has not or will not excuse their student, or absences for which the school has determined inexcusable. These absences include but are not limited to: Arriving late without cause, missing the bus, shopping, business or hair appointments, employment (unless student is on the “School to Work” program), baby-sitting, work at home, car trouble in excess of one per semester, leaving school for any reason without first reporting to the office for permission (including lunch time). **Students who have three unexcused absences will be referred to Wright County as a Continuing Truant. Students with seven or more absences will be referred to Wright County as a Habitual Truant.**

Delano High School recognizes three classifications of absences:

- Excused
- Unexcused
- School Related.

Computer Generated Absentee codes found in student data base system.

Code	Meaning	Code	Meaning
E-A	Excused by parent/Appointment	S-E	School related Extra Curricular
E-F	Excused by parent/ Family Reasons	S-P	CPP-In School Suspension
E-I	Excused by parent/ Illness	S-T	School field trip
E-L	Excused by parent/Late	S-Z	Out of school suspension
E-M	Excused with Medical verification	Y-	Teacher reported-reason unknown

E-O	Excuse by parent/Other	U-U	Unexcused absence
E-S	Excused for School Visit		
E-V	Excused/ Vehicle		

Attendance Procedures

Entering or Leaving the Building:

- Obtain a pass - Students must obtain a pass from the office before school in order to be dismissed from class for an appointment. Passes will be issued to students who present a note from their parent/guardian. Students who do not have a note may call a parent from the office to obtain permission to leave.
- Leaving the building during the day – Students must show their Attendance Pass to their classroom teacher if they leave during class. All students must sign out at the office when leaving the building.
- Returning to school during the day - Students must sign in at the office and obtain an Attendance Pass.
- Students who become ill during the day are to report to the Health Service office with a pass from their teacher. Students then will either be returned to class or sent home (with prior approval from parent/guardian).
- Students who leave without following the procedures as noted will be considered unexcused and assigned detention. **Parents may call the office if they believe that the circumstances warrant an excused absence, however, the assigned detention for leaving without permission will not be waived.**

Make-up Work: Students are expected to contact their teachers for make-up work. This can be facilitated via e-mail on the date of absence or upon the student’s return to class. Students will have two (2) school days for each one (1) day of absence. Make-up work for unexcused absences is expected to be completed; however, credit may not be given by the teacher since the absence was unexcused. This will be left to the discretion of each teacher.

Pre-Approved Absence: In the event that a student knows in advance that they will be absent two contacts must be made. 1) Parents must contact the office to obtain permission for said absence and; 2) Students must contact all of their teachers to obtain the required make-up work.

AUTHORITY

All employees of Delano High School have the responsibility and obligation to enforce school regulations. The principal, Assistant principal, teachers, counselors, secretaries, nurse, librarian, cooks, custodians, bus drivers, and fellow students have the right to correct you if you are violating school rules, and you have an obligation to do as requested. Refusal to respond appropriately or identify yourself when questioned or approached by school personnel, or giving false information to school personnel is insubordinate behavior. Such behavior will result in disciplinary action.

CELL PHONES & ELECTRONIC DEVICES

Each classroom teacher will inform students of their classroom policies regarding cell phone/electronic devices. **If a cell phone or electronic device is brought to the office, a parent/guardian must contact the office and make arrangements to pick up the device.** **PARENTS:** Please contact the school in emergencies (763-972-3365 x 2219) and not your child's cell phone as we may need information to assist you accordingly. Detentions or other consequences may result from using these types of devices during class time (to be determined by the teacher or administration).

CLASSROOM BEHAVIORS

1. **The classroom is for one purpose only: learning. Any time you interfere with learning, regardless of the degree, you are wrong and subject to removal from class.**
2. Show up. Show up on time. Show up ready to learn. Be in your seat and ready for class to begin when the bell rings.
3. The instructor will dismiss the class. The bell does not dismiss class.

CLASSROOM DISTURBANCES

When you are causing a problem that your teacher considers a disruption to class progress, you will be sent to the office. Because it is not possible for the teacher to accompany you, you are responsible for reporting to the office yourself. You should explain the reason you have been asked to leave class. An administrative assistant will assign you a location where you will wait. Under no circumstances are you to leave until you have been told to do so. Under no circumstances should you return to the class from which you have been sent until a conference has been held between you, the teacher, and the principal or Assistant principal. In the judgment of the administration, if your behavior is sufficiently disruptive as to seriously curtail the learning environment, you can be permanently removed from class. When you have been referred to the office, the following procedures will be followed.

1. The first time, the teacher will phone your parents and complete a disciplinary report, detention will be issued and a conference will be held between you, the teacher, and the principal or Assistant principal.
2. For the second referral to the office for causing disruption in the classroom, you will be placed in CPP for one half-day.
3. For the third referral you will be placed in CPP for two days.
4. A fourth referral will result in a two-day out-of-school suspension. A conference with the teacher, an administrator and parents will be held upon return to school.

CLOTHING GUIDELINES

PRESENTATION OF UNDERWEAR IS INAPPROPRIATE. WE HAVE NO DESIRE TO BE EXPOSED TO YOUR UNDERGARMENTS. It is the policy of Delano Public Schools to encourage you to dress appropriately for school activities and in keeping with community standards. Appropriate clothing includes, but is not limited to; clothing appropriate for the weather, clothing that does not create a health or safety hazard, clothing appropriate for the activity (i.e. physical education, laboratory, shop or classroom). **Inappropriate clothing includes, but is not limited to, short shorts, dresses or skirts, skimpy tank tops, halter tops, saggy jeans,** or any other clothing that is disruptive to the learning process and/or environment.

Clothing which bears a message that is lewd, vulgar, obscene, has a sexual reference or a double meaning, promotes products or activities that are illegal for use by minors, objectionable emblems, signs, words, objects, or pictures on clothing, communicates a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership; any foot apparel or foot wear that could damage school property, hats, caps or other headwear are not allowed in the building except by the approval of the building principal or Assistant principal (i.e. surgery, undergoing chemotherapy, or other medical situations).

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated, and such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane, or promote illegal activities. When, in the judgment of school personnel, your appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of you or others, you will be directed to make modifications or you will be sent home for the day. Clothing that is too revealing will not be permitted. Your parents/guardians will be notified. The administration may recommend a form of dress considered appropriate for a specific event (such as graduation or special activities) and communicate the recommendation to you and your parents/guardians. An organization (athletics, band, choir, student council) may recommend a form of dress considered appropriate for a specific event and make such recommendations through the administration for approval.

CONTINUOUS PROGRESS PROGRAM

At Delano High School, we believe that the best place for you is in school. Even when your 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 you an opportunity to change your behavior 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.

You will be placed in CPP because you 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 which you will earn advancement back to the regular classroom. When you are assigned to CPP, a written notification is sent to your parents/guardians.

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 you 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 individual at school.
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 (any offense) 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 you are assigned to CPP, you must take all materials you will need including textbooks, other class materials, clothing, and personal items. You will not be permitted to go to lockers or classrooms during CPP.
4. You must write a success plan with help from the CPP supervisor.
5. When you are assigned to CPP you must be in your seat at the time designated by the CPP supervisor. Written verification of an absence during CPP must be presented to the supervisor upon your return to school. Absence, even if excused, does not count as a day served in CPP.
6. If you are insubordinate, refuse to do what the supervisor asks, or refuse to follow the rules of the program, you will be suspended out-of-school.
7. You are responsible to turn in your assignments (with the exception of tests) to the CPP supervisor at the end of each day. If the assignment is incomplete or lost, you will return to CPP until all assignments are finished.
8. The second and subsequent times you are placed in CPP per year will result in a suspension from one extracurricular event if you are in extracurricular activities.

C. Specific Rules

1. You may not wear coats, vests, or hats. They must be put aside when entering the room.
2. You may not eat anything. No gum, candy, pop or any types of food or beverage are allowed.
3. No talking out loud. You may speak when someone in charge is speaking to you. Absolutely no communication with other students, either verbal or non-verbal, is permitted.
4. You must raise your hand to get the attention of the supervisor.
5. You will face forward in the study carrel at all times.
6. No slouching in your seat or leaning against the walls.

7. You may not sleep.
8. You must remain in your seat at all times.
9. You will do assigned work quietly and cooperatively.
10. You are not allowed in the main hallways of either the high school or the middle school.
11. Your study area must be kept clean at all times. No writing, carving, defacing, moving the desk, or study area.
12. You may bring personal reading material with the supervisor's approval, which may be read at times designated by the supervisor.
13. You may not have visitors in CPP.

DETENTION

After-school and Saturday detention is held as a consequence for violations of school and classroom policies. A detention notice, stating the reason and the date of detention, will be mailed or e-mailed home. The following rules govern detention:

1. Detention will be assigned during a specific week. You have the option of serving the detention on Thursday from 2:55 p.m. – 3:55 p.m. of that week or on scheduled Saturday mornings from (9:00 – 10:00 or 11:00), depending on time to be served.
2. Detention that is one hour long may be served Thursday or Saturday. Detention will be held for two hours from 9:00- 11:00 on scheduled Saturdays.
3. Detention must be served during the assigned week. Detentions will not be allowed to accumulate.
4. **If you skip a Thursday detention, you will be assigned Saturday detention.** If Saturday detention is missed, students may be assigned a one day out of school suspension.
5. You must arrive in the detention room prior to the starting time.
6. During detention there will be no talking or non-verbal communication including note passing or use of cell phone text messaging.
7. You must bring work to do or material to read during the entire detention period. You may not sleep or put your head down on the desk.
8. No eating or drinking is permitted during detention.
9. Grades and credits will be withheld if you have un-served detention at the end of the year.
10. Bring homework and reading materials. Games in any form are not allowed.

DRIVER'S EXAMINATIONS

You are allowed to take the written driver's exam and the road test for your Minnesota driver's license during school hours, however, you need a pass from the office to leave school to take either test.

HALLWAY BEHAVIOR

1. Respect for others and their property is demonstrated by common courtesy in school halls.
2. Your voices should be at a normal conversational level.
3. Do not run in the halls or on the stairway.
4. You must have a pass signed by a teacher to leave a classroom.
5. Do not litter the halls. Please keep our school clean.

INDIVIDUAL CASES

The principal or his designee may, at their discretion, impose or recommend longer suspension, expulsion, or any other discipline as appropriate on a case-by-case basis. To the extent that any provision of this Handbook conflicts with District Policy 506, Student Discipline, the language in District Policy 506 controls.

INSUBORDINATION

Insubordination is the willful defiance or ignoring of a reasonable order or request of a school employee. It is a serious type of disobedience that can cause the breakdown of the learning environment. Insubordination also occurs when you attack a staff member or employee, either physically or verbally, including profane language or gestures. Insubordination will result in placement in the Continuous Progress Program or out-of-school suspension, at the discretion of the administrator. Verbal or physical assault of a school employee will result in out-of-school suspension or a recommendation to the school board for expulsion.

INVESTIGATION EXPECTATIONS

In the event that the administration deems it necessary to talk to or question a student, they are required to cooperate fully with school authorities. Failure to cooperate may result in further consequences from school administration.

MEDICATIONS

Any medication, including inhalers and non-prescription drugs, which you need to take during the school day must be dispensed by school personnel. The bottle with a printed prescription label must be turned into the office along with a permission form signed by parent/guardian and physician. The school is not able to dispense any over-the-counter medications unless you provide them. If you wish to have any Tylenol or other medication on hand for your use, you must provide them and have your parent/guardian sign a medication permission form. For more information on this policy, contact the school nurse at 972-3365, extension 2128.

MIDDLE SCHOOL

Senior high students may not be in the middle school unless they have a class there. If you violate a school policy while in the middle school, you are subject to middle school policy. High school students must follow the directions of the middle school staff members. If you fail to do so you are insubordinate and will be placed in the Continuous Progress Program.

NUISANCE BEHAVIORS

You have the right to attend school in a safe environment. The following disruptive behaviors infringe on the rights of others and will result either in CPP, out-of-school suspension, or action as deemed necessary by the administrative team. These nuisance or disruptive behaviors include, but are not limited to, false fire alarms, possession or use of water balloons, participation in a food fight, use of fireworks or firecrackers, bomb threat, 911 hang ups, stink bombs, participation in a walk-out or sit-down. Behaviors such as false fire alarms, bomb threats, and use of firearms, arson, and other threats to pupil safety will be referred to civil authorities and school discipline policies will be implemented.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension is used for students who violate school policies. The following are examples of infractions which can result in out-of-school suspension: repeated or severe violations of any school policy, drug use, dealing or trafficking, conduct which poses a threat to the safety of pupils, personnel or school property, non-compliance with CPP regulations; verbal or physical assault on students or school personnel, disorderly or nuisance behaviors which disrupt the school (including food fights), use of alcohol or drugs during school hours, violations of the attendance policy, or violations of the weapons policy will result in suspension from school. The principal or his designee has the prerogative of issuing out-of-school suspension as may be deemed necessary for any violation of school policy in accordance with the Minnesota Pupil Fair Dismissal Act (M.S. 127.26- 127.39). All assignments issued during out-of-school suspension must be made up. Credit is given for this work.

PERSONAL PROPERTY OF STAFF MEMBERS

Students of Delano High School represent the high school both in school and around the community at large. As such, the school expectations do not change when students are in the community. Therefore, students targeting the personal property of staff members with an act of nuisance behaviors or property damage either at their house, at school or in the community at large, will receive consequences as if the event had occurred at the school or during a school event. These consequences are in addition to any legal actions that may occur.

PROFANITY

The use of profane, vulgar or obscene language and gestures is strictly forbidden. Certain vocabulary constitutes disorderly conduct in the State of Minnesota. If you choose to speak or act in this way, one of three consequences will result. You will either be assigned detention, or if the use constitutes a type of verbal assault or sexual harassment, you will be placed in CPP or suspended. Repeated use of profanity or engaging in verbal assault or verbal sexual harassment will result in two days out-of-school suspension.

REASONABLE SUSPICION

In enforcing policies regarding the use of controlled substances, Delano High School will use reasonable suspicion as a basis for a violation charge. This means that you need not be seen smoking a cigarette, consuming alcohol or taking drugs. If there is reasonable suspicion to believe that a violation has taken place, questioning and investigation will be conducted which may result in disciplinary action.

SAFETY VIOLATIONS

If your behavior jeopardizes your safety or the safety of others you will be removed from class. In classes that use power equipment, you must make proper and safe use of that equipment. Failure to do so may result in removal from class and loss of credit if the behavior is not corrected. Safety glasses must be worn in Technology Education classes.

STUDENT AIDE GUIDELINES

The following guidelines apply to all student aides:

1. You must be a senior.
2. You must have a GPA of at least 2.5.
3. Student aides must report to their supervising teacher daily. In the event that you cannot make it, a phone call to the teacher is expected.

TARDINESS

You have the right to expect classes to begin on time and teachers have the right to expect you to be in class on time. Being on time is as important as being in school every day. If you arrive at school after first hour has begun, you must report to the office for a tardy pass. You are permitted four unexcused tardies per quarter. Fifth and sixth tardies will each result in a detention, seventh and eighth will each result in two days in CPP, more than eight will result in two days out-of-school suspension. Arrival at school after 8:12 constitutes an absence from first block.

- If you are late to class during the day, please report directly to class rather than to the office unless you have had an appointment or have a parental note. Your teacher will deal with your tardiness at that time.

THEFT

It is the goal of our school to provide a safe environment. Theft, however, can and does occur. Students are advised that they bring items of value to school at their own risk.

TOBACCO

In compliance with District Policy 419, Delano High School is a tobacco free school. No one, including staff, visitors, or you have the right to pollute the air or endanger the health of others. You are not permitted to smoke, chew, carry or distribute tobacco products in school, on school grounds, on school property, at any school sponsored activity at home or away, or on school sponsored transportation. This jurisdiction includes the Wright Technical Center. If you violate this rule, you will be assigned three-days CPP. A second violation will result in the same consequence and a Wright County Deputy will be called to write a citation. Each subsequent violation will result in five days CPP. You will also be subject to the Minnesota State High School League eligibility rules if you are in an extracurricular activity. Parents/Guardians will be informed of this violation. Reasonable suspicion will be used as grounds for enforcing this policy.

TRESPASSING

It is a misdemeanor for you to enter or be found on school property within six months after being informed by the principal or the principal's designee to leave the premises and not return to the property. The prohibition against entry to school property may be renewed by written notice to the court. Violation of the order can mean removal by a peace officer. You may also not be on school property during out-of-school suspension.

VANDALISM

If you intentionally break, destroy, or deface school or others' personal property, including school buses you will be disciplined in one of two ways: (1) Placement in the Continuous Progress Program, or depending on the severity of the matter, (2) out-of-school suspension. All damaged property must be compensated for by paying replacement costs, school service or at the discretion of the administration. Littering, writing on walls or furnishings, destruction or misuse of property all are illegal acts that will be dealt with severely. Acts of vandalism are misdemeanor crimes that may be reported to the local law enforcement agency. A reward will be offered to students who offer information that will lead to the apprehension of vandals. All names and information will be kept confidential.

VI. SCHOOL/DISTRICT POLICIES

The District policies may be obtained in their entirety at the Delano Public Schools website: delano.k12.mn.us

EQUAL OPPORTUNITY

Delano Public Schools is committed to providing equal education and employment opportunities to all persons regardless of race, color, creed, sex, religion, marital status, national origin, or physical disability or any other group or class against which discrimination is prohibited by state or federal law, including Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and by any other applicable statutes regulations relating to equality of opportunity. Inquiries regarding compliance may be directed to Compliance Officer, David Lindeman, (763) 972-3365, extension 2356, or write to Compliance Officer, Title IX, Delano Public Schools, 700 Elm Avenue East, Delano, Minnesota, 55328.

HARASSMENT, BULLYING, ELECTRONIC BULLYING

You have the right to attend school in a harassment free environment. Any type of harassment, bullying, electronic-bullying, taunting, name-calling or physical or emotional harassment is a violation of this policy. Appropriate consequences will be levied by the high school administrative team. If someone is harassing you in any manner, contact a staff member, Mr. Lindquist, Human Rights Officer, or the principal.

INITIATION OR HAZING

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

A. 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 or 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.

B. 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.

“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.

C. 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 complainant or reporter’s future employment, grades or work assignments.

D. 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.

E. DISSEMINATION OF POLICY

Legal References: Minnesota State Statute 127.465 (Hazing Policy)

Minnesota State Statute 127.26 to 127.39 (Pupil Fair Dismissal Act)

INTERNET

The information below is in compliance with and does not supersede the District Internet Acceptable Use and Safety Policy 524. Refer to District Policy 524 for the complete document.

The Internet is available to you at Delano High School for educational use only. Internet use must be consistent with the educational goals of Delano Public Schools, and may not be used for any illegal purposes. The Internet may not be used to transmit threatening, obscene, or harassing materials. You are not allowed to transmit, originate, or receive any messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, involvement in any business or commerce activity.

The School District will not be held responsible for your illegal or improper use of the Internet. The Internet may not be used to interfere with or disrupt network user services or equipment. Disruptions include, but are not limited to, unsolicited advertisement, propagation of computer worms or viruses, using printers other than those designated by the school, and using the network to make unauthorized entry into any other machine accessible via the network

Delano Public Schools makes no warranties of any kind, whether expressed, or implied, for the services on the Internet, and will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by the 2001 Net or the District/School's negligence or by user error or omissions. Use of any information obtained via the Internet is at the user's own risk. The 2001 Net and the Delano Public Schools specifically deny any responsibility for accuracy of or quality of information obtained through its services.

In accordance with the Electronic and Communications Privacy Act (e-mail), you are hereby given notice that there are no facilities provided by 2001 Net or Delano Public Schools for sending or receiving private or confidential electronic communications. All messages shall be determined to be readily accessible. Any violations of the Internet use policy may result in disciplinary action, revocation of the user account, and/or appropriate legal action, including suspension from school. You must also agree to report any misuse of the information system to the school technology representative, teacher, or administrator.

MIND ALTERING SUBSTANCES

Students may not possess, distribute, purchase, use, or be under the influence of any drugs, chemicals, or controlled substances including, but not limited to, alcohol, illegal drugs, or controlled substances other than a prescription with valid authorization in accordance with District policy. In addition, students may not possess, distribute, purchase, or use any drug paraphernalia. This policy applies whenever students are (1)

on school property, (2) at any school sponsored event or activity regardless of whether the event or activity is home or away, or (3) using any form of school transportation. Students may not use any prescription or over-the-counter substances without authorization in accordance with District policy or in a manner other than the intended use of the substance.

Any violations of this policy may result in any or all of the following consequences: removal from class; suspension; notification to parents; suspension from extracurricular activities; imposition of additional penalties under the Minnesota State High School League regulations; referral to Student Contact Team, referral for expulsion; and referral to law enforcement.

MULTI-CULTURE, GENDER-FAIR STATEMENT

Delano High School staff and students are committed to continually develop and maintain an atmosphere of respect for all individuals regardless of race, social class, sex, physical/psychological conditions, age, or religion. We will not tolerate racism, cultural/ethnic discrimination, religious intolerance or harassment or "put down" remarks about the race, religion, social class, sex, ethnic background, age, sexual orientation or physical/psychological status of students or staff. We believe that the best and most effective learning for tomorrow's citizens and leaders takes place in a multi-cultural, gender-fair, disability sensitive environment.

RELEASE OF DATA

Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, and phone numbers to military recruiters upon request. The law also requires the school district to notify students and parents of the right to opt-out from this by requesting that the district NOT release student's information to military recruiters. This form is included at the end of this handbook to serve as a request to withhold this information. Please return completed forms to the high school office.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE POLICY

I. Definitions

A. Sexual Harassment

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or when verbal or physical conduct or communication of a sexual nature when:
 - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
 - a. Unwelcome verbal harassment or abuse.
 - b. Unwelcome pressure for sexual activity.

- c. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraining of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property.
- d. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. Unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- 1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. Otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- 1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. Otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - c. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault

Assault is:

1. An act done with intent to cause fear in another of immediate bodily harm or death;
2. The intentional infliction of or attempt to inflict bodily harm upon another;
- or
3. The threat to do bodily harm to another with present ability to carry out the threat.

II. Definitions

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report forms available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

- A. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- B. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practical by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- C. In the District. The school board hereby designates Dave Lindeman as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- D. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- E. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- F. Use of formal reporting forms is not mandatory.
- G. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with

the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

III. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

IV. SCHOOL DISTRICT ACTION

- A. Upon receipt of a report, 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

V. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VI. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VII. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall appear in the student handbook.
- C. The school district will develop a method of discussing this policy with students and employees.
- D. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat.127.46 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
Minn. Stat. 626.556 et seq. (Reporting of Maltreatment of Minors)

Cross References: MSBA Model Policy 102 (Equal Educational Opportunity)
MSBA Model Policy 403 (Discipline, Suspension and dismissal of District Employees)
School MSBA Model Policy 406 (Public and Private Personnel Data)
MSBA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

SOCIAL SECURITY NUMBERS

As a parent or student, you are not legally required to provide your social security number to the Delano Public Schools. However, at the high school level, national student achievement testing corporations track student participation and report scores using student social security numbers. These tests include, but are not limited to, the PLAN, PSAT, ACT, SAT, and SAT II tests. **In order to view scores from nationally standardized tests on student transcripts, you will need to provide the high school office with your social security number.** Additionally, if you want to enroll in any CIS courses through Delano High School, participating colleges will also require you to furnish your social security number. If you choose to supply us with your social security number, please complete the form in the back of this handbook and return to the high school office.

TECHNOLOGY ACCEPTABLE USE POLICY

Any use of electronic devices for non-educational purposes will be deemed a violation of the acceptable use policy and appropriate action will be taken. This includes but is not limited to recording of staff or students without permission.

WEAPONS POLICY

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon in a school location. It is unlawful to have a weapon in your possession or in your control on school property, at a school activity or trip, on school buses or vehicles, at bus stops, school premises, and at all school related functions.

Whoever possesses, stores or keeps a dangerous weapon while knowingly on school property is guilty of a felony and may be sentenced to imprisonment for not more than five years or to payment of a fine of not more than \$10,000, or both. Whoever uses or brandishes a replica firearm or a BB gun while knowingly on school property is guilty of a gross misdemeanor. Whoever possesses, stores or keeps a replica firearm or a BB gun while knowingly on school property is guilty of a misdemeanor.

"Weapon" refers to but is not limited to firearms, whether loaded or unloaded air guns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, num-chucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunitions, poisons, chains, arrows, and objects that have been modified to serve as a weapon or any device that is designed as a weapon or through its use is capable of threatening or causing bodily harm.

No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon. Such objects shall be treated as weapons. They include, but are not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and an object that is a facsimile of a real weapon. No student shall use articles for other purposes (i.e., belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate. Such use will be treated as the possession and use of a weapon.

Delano Public Schools takes a position of "Zero Tolerance" in regard to the possession, use, or distribution of weapons by a student. The consequence for violation of the weapons policy is (1) immediate five-day out-of-school suspension, (2) confiscation of the weapon and notification of the Wright County Sheriff's office, (3) notification of parent or guardian, and consultation; and (4) recommendation to the superintendent for dismissal for a period of time not to exceed one year. Pursuant to Minnesota law a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year or such other time the school board may require. The school board may modify this requirement on a case-by-case basis.

While Delano High School takes a Zero Tolerance position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the consequences specified above is warranted. If so, other appropriate action may be taken including consideration of a recommendation for lesser discipline.

Course Completion Form

Student Name: _____

Date: _____ Current Grade: _____

Name of course retaken: _____

Year and term original course taken: _____

Previous grade received: _____ Grade changed to: _____

Teacher name

Teacher signature

Administrative signature

Delano High School

2011-2012

Parking Identification (ID) Tag Application – Motor Vehicle Registration Form

Name: _____
Last First Grade

Address: _____

City/Zip Code: _____

Primary Vehicle	Secondary Vehicle
License Plate Number:	License Plate Number:
Vehicle make/model:	Vehicle make/model
Color:	Color:

Driving and Parking Regulations

The regulations listed below are issued to promote safety and order in the driveways and parking lots around the school. It should be clearly understood that failure to comply with any of these regulations and conditions could result in revocation of the driving privilege.

1. **Only students with NO outstanding obligations to the school (fees, fines, book returns, equipment returns, etc.) may apply for a parking ID tag.**
2. Any student who wants to drive to school and use the school parking lot must register all of his/her vehicles.
3. Any motor vehicle parked in the school parking lot must display an official Delano High School parking ID tag. These parking tags will be issued only upon the completion and approval of this registration form. The cost for an annual sticker is \$100.00 for the senior/junior parking lot and \$80.00 for the sophomore and overflow lot (parking lot across from the hockey arena). **This fee is non-refundable.** The fee will be prorated at the start of each quarter.
4. Students will be assigned a numbered space in the parking lots. This space is the only place you are allowed to park. **All fire lanes and non-numbered parking spaces are NO PARKING areas at all times.** There is NO PARKING in the staff lot at any time.
5. Vehicles improperly parked in the lot or parked in a space other than the one to which you have been assigned will be subject to immobilization or towing at the owners expense. Ticketing or warning will not take place. Release of the immobilization unit will incur a cost of \$50.00.

6. School authorities have the right to enter a vehicle on District property to search or inspect the vehicle if they believe that it contains an illegal or dangerous substance or paraphernalia or if the contents of the vehicle may present a threat to the educational environment.
7. The maximum speed limit in all driveways and parking lots is 15 mph. Your parking ID tag may be suspended or revoked if the speed limit is not followed.
8. **Students may not go to their vehicles between 8:02 a.m. and 2:50 p.m.** unless they are leaving the school property with an approved early dismissal, or unless they have permission from the principal or designee.
9. Students must drive on school property with extreme caution and consideration. Any evidence of reckless or careless driving will result in the suspension or revocation of driving privileges.
10. Any student found in possession of or using tobacco, alcohol, illegal drugs, etc., will receive at minimum a suspension of driving privileges, revocation of driving privileges and/or other disciplinary action (see student handbook).
11. Should it be necessary to suspend a driving privilege and the student involved is found driving on school property, it will be considered a very serious violation. The parking ID tag will be revoked. No money will be refunded to drivers who have lost parking privileges.
12. Parking or driving on the school lawn will be considered a serious offense and will result in loss of driving privileges and charges for damages.
13. Observe all driving and parking regulations printed in the Student Handbook and expectations as defined by the Board of Education and the City of Delano.
14. In event of repeated and/or serious violations of parking and driving rules, a complaint may be filed by the school with the Wright County Sheriff's Department.
15. School buses have the right of way at all times. The first violation will result in a two-week suspension of driving privileges. The second violation will result in suspension of driving privileges for four weeks. A third violation will result in revocation of the parking ID tag.
16. Students are not allowed to drive to the Wright Technical Center without prior written permission from parents and school administration.

I have read the regulations above and understand that **it is my responsibility to comply with them at all times.** I understand that failure to comply with these regulations will result in the suspension, revocation of my school parking ID tag, or towing of my vehicle.

Student signature

Date

Parent signature

Date

RELEASE OF STUDENT DATA (2011-2012)

According to the Minnesota Data Practices Act, student directory information is public unless a parent requests that the information not be released. Parents who **DO NOT** want their child's data released for the 2011-2012 school year, must notify their child's school, in writing, by October 1, 2011. After this fall, annual notification from the district and schools for the opt-out will be announced each spring. When asked, you will need to update your child's information for the following school year. Annually, parents can choose to opt-out of **ANY ONE** or **ALL** of the categories listed below. If you have any questions, you may contact the school office your child attends.

Student Directory Information

Parent/parents' names, address, and home phone number
Student name and year of graduation

Photos/Video Transmissions

Throughout the year, photographs and video are taken in classrooms and at school activities. Some of these may be published in district publications (including school yearbooks) or submitted to local newspapers or cable access channels. Photos may also be published on the district website with no or limited student identification. Only a child's first name will be used if necessary or the name of a teacher, grade and school might be used for photo identification.

Military Recruitment (Applies to students in grades 11-12 only.)

Each year the military asks high schools to provide names, addresses and phone numbers of students in grades 11-12 for recruitment purposes. They provide information to students about education and career opportunities with the military.

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Release of Student Data Opt-Out for the 2011-2012 School Year

A parent/guardian must complete and return this form by October 1, 2010, **ONLY** if you choose to opt-out of any of the categories outlined above. This form must be completed for each child and returned to the school he/she will attend for that school year.

Student Name (Please Print Clearly):

School Attending in 2011-2012:

_____ **Grade Level 2011-2012** _____

Check one, two or all three of the following (if applicable):

I choose to opt-out of, **Student Directory Information**

I choose to opt-out of, **Photos/Video Transmissions**

I choose to opt-out of, **Military Recruitment (Applies to students in grades 11- 12 only)**

Parent/Guardian Signature: _____ Date: _____

If you have questions, please direct them to your student's school at 763-972-3365

Request for Student Social Security Number

As a parent or student, you are not legally required to provide your social security number to the Delano Public Schools. **However, at the high school level, national student achievement testing corporations track student participation and report scores using student social security numbers.**

These tests include, but are not limited to, the PLAN, PSAT, ACT, SAT, and SAT II tests. In order to view scores from nationally standardized tests on student transcripts, you will need to provide the high school office with your social security number. Additionally, if you want to enroll in any CIS courses through Delano High School, participating colleges will also require you to furnish your social security number.

If you choose to provide us with your social security number, please note that this number will only be recorded in the student Skyward informational file and used only for the purpose described in the above paragraph. This information is never shared with anyone outside of the high school.

If you choose to supply us with your social security number, please complete the following form and return to the high school office. Thank you.

Student's legal name: _____

Student's birth date: _____

Student's Social Security number: _____