



Achieve Thrive Excel

Delano Intermediate School

**Student / Family Handbook
2018 - 2019**

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Welcome to Delano Intermediate School. The staff is excited to work with all of our students and families throughout the school year. We value the partnership established between school and home as we work together to provide a supportive environment to nurture the physical, academic, and social/emotional growth of our students. If you have any questions regarding programming or the progress of your students, don't hesitate to contact the school office and/or your student's teachers.

Delano Intermediate School Phone Number	763-972-7602
Attendance	Option 2, then leave a message
Fax Number	763-972-6876
Barry Voight Principal	barry.voight@delanoschools.org x1501
Debbie Findley Administrative Assistant	debbie.findley@delanoschools.org x1511
Melissa Koch Administrative Assistant	melissa.koch@delanoschools.org x1512
Nicole Gohman School Social Worker	nicole.gohman@delanoschools.org x1515
School Nurse	x1520
District Food Service DIS Kitchen	x1907 x1525
District Facilities Director DIS Facilities	x1903 x1524
Stahlke Bus	763-972-3991

Please refer to the Delano Intermediate School Website and/or Skyward Family Access for contact information of the faculty.

**Office Hours at Delano Intermediate School are 7:15 am to 3:45 pm on school days.
During the Winter Activity season, office hours are 7:15 am to 3:30 pm. The
Intermediate School office is closed during the month of July.**

Table of Contents

Intermediate School Introduction TRANSFER STUDENTS	Parent/Family Expectations ATTENDANCE WITHDRAWAL BIRTHDAY PARTIES CHILD CARE, BEFORE AND AFTER SCHOOL SCHOOL / HOME COMMUNICATION DROPPING OFF ITEMS IN THE OFFICE FOR YOUR CHILD MESSAGES TO STUDENTS BUILDING HOURS PARENT PRESENCE AT SCHOOL VISITORS / VOLUNTEERS LOST AND FOUND FUNDRAISERS PARTNERS IN EDUCATION (PIE) PARKING FOR PARENTS AND VISITORS STUDENT DROP-OFF AND PICK-UP PROCEDURES END OF DAY DISMISSAL PROCEDURES BICYCLES EMERGENCY CONTACT INFORMATION INSURANCE MONEY RELEASE OF STUDENT DATA NOTICE OF VIOLENT BEHAVIOR BY STUDENTS EMPLOYEE BACKGROUND CHECKS PARENT RIGHT TO KNOW NON-CUSTODIAL PARENT POLICY / ACCESS RIGHTS EMERGENCY DRILLS ASBESTOS MANAGEMENT PESTICIDE APPLICATION WELLNESS POLICY
Educational Program DAILY SCHEDULE / GRADE LEVEL REQUIREMENTS COLLABORATION SCHEDULE / ZERO HOUR STUDENT PLACEMENT SCHEDULE CHANGES MUSIC/BAND/CHOIR GIFTED AND TALENTED FIELD TRIPS GRADES / GRADING PROCEDURES HOMEWORK PROCEDURES PLANNER PLEDGE OF ALLEGIANCE TIGER PRIDE STUDENT RECOGNITION CO-CURRICULAR OPPORTUNITIES TESTING FEES RECESS NONDISCRIMINATION RETENTION POLICY	Student Support Services STUDENT SUCCESS TEAM (SST) ADSI SECTION 504 PLAN SPECIAL EDUCATION TARGETED SERVICES SOCIAL WORKER MENTAL HEALTH SERVICES FOOD SERVICE HEALTH SERVICES

[Board Policies For a complete list of board policies, please refer to the district website](#)

Student Conduct

SCHOOL AUTHORITY

TENNESSEN WARNING

DISCIPLINE POLICY

ACADEMIC DISHONESTY

BUYING/SELLING ITEMS ON SCHOOL PROPERTY

BUILDING SECURITY

DISTRIBUTION OF MATERIALS / BULLETIN

BOARDS / POSTINGS

BULLYING

BUS PROCEDURES

CHEMICALS, ILLEGAL DRUGS, TOBACCO AND
ALCOHOL

WEAPONS POLICY

DRESS/PHYSICAL APPEARANCE OF STUDENTS

PERSONAL ELECTRONICS DEVICES

NUISANCE ITEMS

SNACKS / GUM / CANDY / POP/ TREATS

HARASSMENT AND VIOLENCE

HAZING PROHIBITION

INTERNET/TECHNOLOGY USAGE

LOCKERS

PASSES

PERSONAL BELONGINGS

PETS

PHYSICAL EDUCATION PARTICIPATION

TEXTBOOKS/MEDIA CENTER MATERIALS

Intermediate School Introduction

The transition to intermediate school is a challenging experience for students and is different for everyone. Our experiences have shown, that in many cases, the transition is harder for parents than it is for kids. The best way to make it through this transition is to keep a positive attitude and trust that DIS staff is here to support you. Students will become more comfortable and confident with time. Teachers and staff are available to help students be successful. Here are some tips to make the Intermediate school transition as smooth as possible:

Get organized – develop a system for organizing school work and belongings. There are a lot of books, papers, assignments, and supplies. Use the school-provided planner page to help you keep track of assignments and other important information. Students may also want to create a binder and/or folder for each class; that way, everything is easy to find when you need it. This also helps when it comes time to take a test or write a paper because all the notes and assignments will be organized.

Build the team - DIS staff expect that students will begin to display more independence as they grow through 4th, 5th, and 6th grades. It is vital; however, that parents remain an active part of the learning process and help guide students in this endeavor. Communicate promptly and openly with your student's teachers to gain feedback regarding progress and strategies for supporting your student.

Get help when YOU need it – if there is any need for advice, assistance, or support during intermediate school, ask questions. There are lots of people available to help: teachers, advisors, counselors, principals, and office staff. Everyone at DIS is here to give students guidance if they are struggling, lost, or even just a little confused about something. Be a self-advocate – talk directly to these helpers to discuss problems and generate solutions.

The following pages are intended to inform students and families of the policies and procedures that govern the operations of Delano Intermediate School. These procedures are updated on a frequent and ongoing basis in order to continuously improve the educational program, school climate, and student/staff safety. Each year, students and families must acknowledge their review and receipt of this handbook as confirmation that they understand the code of conduct and school procedures.

TRANSFER STUDENTS

If a student is transferring from a school outside the district, a complete [Enrollment Package needs to be completed online](#) prior to receiving a schedule. The Enrollment Package includes a request for all educational records. A course schedule may not be generated for a student until records have been received.

DIS staff will consider student records when determining course requirements for all transfer students. This process will occur on an individual basis. Prospective students should contact the office to arrange for a visit. DIS students are not permitted to bring other students with them to school as visitors, because classroom space is limited, and it is a distraction to the learning process.

Educational Program

Delano Intermediate School staff work closely with school administrators, Delano Elementary School faculty, Delano High School faculty, and the Director of Teaching and Learning to provide an educational program that supports college and career readiness for all students. The curricula, procedures, and opportunities provided are vertically aligned to allow a seamless transition as students matriculate from kindergarten through high school.

DAILY SCHEDULE / GRADE LEVEL REQUIREMENTS

The five core subjects (math, science, social studies, reading, and language arts) are taught all year for each of the 4th through 6th grade students. In addition, students have exploratory courses ("specials") that are designed to provide a more holistic curriculum for our students. The differences between grade levels are described below. It is important to note that some students may experience differences in their schedule than what is depicted below due to social/emotional or academic needs as dictated in an Individual Education Plan (IEP), Section 504 plan, or Student Success Team (SST) Plan.

4th Grade			
"Normal Schedule" (Mondays, Tuesdays, Thursdays, Fridays)		" <u>Collaboration Schedule</u> " (Wednesdays)	
Time	Class	Time	Class
8:05 - 8:15	Morning Meeting	8:05 - 9:00	Student Activity
8:15 - 9:40	Reading	9:05 - 10:30	Morning Meeting / Reading
9:50 - 10:55	Math	10:35 - 11:35	Math
10:58 - 11:50	Social Studies / Science / Life Skills	11:40 - 12:25	Social Studies / Science / Life Skills
11:55 - 12:15	Recess	12:30 - 12:55	Lunch
12:15 - 12:40	Lunch	12:55 - 1:15	Afternoon Check In
12:55 - 1:48	Specials or WIN	1:18 - 2:00	Specials or WIN
1:52 - 2:45	Specials or WIN	2:04 - 2:46	Specials or WIN
2:45 - 2:55	Check Out / Dismissal	2:46 - 2:55	Check Out / Dismissal

4th graders will experience a daily schedule that is developmentally appropriate and places a stronger emphasis on the foundational skills of reading and math. Specialist classes (Specials) which 4th graders will experience are General Music, Life Skills, Physical Education, and Art.

5th Grade			
"Normal Schedule" (Mondays, Tuesdays, Thursdays, Fridays)		"Collaboration Schedule" (Wednesdays)	
Time	Class	Time	Class
8:05 - 9:00	Specials / WIN / Band	8:05 - 9:00	Student Activity
9:04 - 10:01	Reading or Math	9:05 - 9:50	Specials / WIN / Band
10:05 - 11:02	Reading or Math	9:53 - 10:44	Reading or Math
11:05 - 11:25	Recess	10:47 - 11:38	Reading or Math
11:25 - 11:50	Lunch	11:40 - 12:05	Lunch
11:55 - 12:50	Specials / WIN / Choir	12:07 - 12:52	Specials / WIN / Choir
12:58 - 1:08	Class Meeting	12:55 - 1:05	Class Meeting
1:08 - 1:42	Language Arts	1:05 - 1:35	Language Arts
1:45 - 2:50	Social Studies / Science	1:38 - 2:50	Social Studies / Science

5th graders will experience a slightly more departmentalized schedule relative to 4th graders. In addition to daily reading, math, and language arts, students will engage in social studies and science units on an every other day basis. Students will also have the opportunity to participate in Band or Choir, Art, Physical Education, and Life Skills.

6th Grade*			
"Normal Schedule" (Mondays, Tuesdays, Thursdays, Fridays)		"Collaboration Schedule" (Wednesdays)	
Time	Class	Time	Class
8:05 - 8:57	Period 1	8:05 - 9:00	Student Activity
9:00 - 9:48	Period 2	9:05 - 9:48	Period 1
9:51 - 10:39	Period 3	9:51 - 10:34	Period 2
10:42 - 11:30	Period 4	10:37 - 11:19	Period 3
11:30 - 11:50	Recess	11:22 - 12:05	Period 4
11:50 - 12:15	Lunch	12:05 - 12:30	Lunch
12:20 - 1:09	Period 5	12:30 - 1:16	Period 5
1:12 - 2:01	Period 6	1:19 - 2:05	Period 6
2:04 - 2:55	Period 7	2:08 - 2:55	Period 7

6th graders will participate in 5 core classes (Reading, Language Arts, Science, Social Studies, and Math) and two specials class periods each day. One of the specials periods is a combination of music (band or choir) and WIN time. The other specials period contains the following courses of study: Art, Life Skills, and Physical Education.

COLLABORATION SCHEDULE / ZERO HOUR

DIS Staff is proud to implement the Collaboration Schedule every Wednesday throughout the school year. District transportation through Stahlke Bus will continue to run as normal on these days. However, the school day will not officially begin until 9 am. Students showing up for school at the normal start time of 8 am will have the opportunity to participate in a variety of activities and will be supervised by school staff during this hour of the day.

The purpose of this schedule is to provide more collaboration time for DIS staff. Collaboration is essential for our teachers to learn and work with each other to better prepare and support our students. Staff will be working with their grade level or content area peers to develop curriculum for the purpose of improving student engagement and results. We will also use this time to discuss student needs and strategize implementation plans for improved student growth. Collaboration Wednesdays will provide our staff with approximately 25 to 30 hours of additional professional development time.

Wednesday mornings are a great opportunity for parents to schedule recurring appointments or take care of other important business without students missing critical classroom time. Students may participate in a variety of physical, mental, and social activities should they arrive at the normal scheduled time. All common areas of the building, both inside and outside when weather permits, will be utilized for student activities.

Volunteers are also welcome to help supervise students. Anyone interested in helping to facilitate a student activity should register as a [volunteer through our district's website](#).

STUDENT PLACEMENT

While all students have access to the traditional curriculum, advanced coursework is offered at all grade levels in math and reading. DIS staff utilizes standardized test scores, classroom grades, and teacher recommendations to determine appropriate placement. If you have questions, please contact the district [Gifted and Talented Coordinator](#) or the building principal.

SCHEDULE CHANGES

Schedule changes are highly discouraged in the intermediate school as we believe it is important for our students to learn the skills necessary to work with a variety of students and teachers. Schedule changes will only be granted in rare circumstances and upon the discretion of the principal. Students and families should also be aware that schedule changes for one class may have an impact on the remainder of a student's schedule. Should a parent or student request a change, administration will review the request and authorize the change if acceptable following a meeting with the impacted teachers. Schedule changes may be made at any time and without parent consent by DIS administration in response to a need for intervention, as determined by the Student Success Team (SST) process . In the event this occurs, parents will be notified by a member of the SST.

MUSIC/BAND/CHOIR

Music is an important area of study for students at the intermediate level. 4th graders will participate in general music. 5th and 6th graders must take band or choir. There is not much paper/pencil work involved in Band and Choir so grades are based on participation, performance, and attendance at concerts. Our expectation is that students attend ALL rehearsals and concerts. In addition, band students are expected to attend a weekly lesson and, of course, practice on a daily basis. Families must acknowledge that choosing band as a music option may incur costs due to instrument rentals. It may be possible for students to participate in both band and choir in 5th and 6th grades; however, these options are subject to other needs of the student.

GIFTED AND TALENTED

Gifted and Talented (GT) services are offered in various forms throughout the intermediate school. Typically, our GT coordinator works with individual teachers to develop and assist with special projects intended to significantly extend the learning opportunities for selected students. Most commonly, the GT coordinator

works collaboratively with teachers of the advanced courses in reading/language arts. However, GT programs are flexible and made available throughout the year. For more information on the GT program at the intermediate school, [visit the school website](#).

FIELD TRIPS

Periodically, throughout the school year, various classes take field trips which are an extension of the classroom and/or promote positive social/emotional skills. Parents give permission for the student to participate on the field trip via a permission form that is sent home. There is educational value in activities that have been arranged off of the school campus and we encourage all students to participate. A field trip day is considered to be a school day. In the event that a parent does not want his/her student to go on a trip, the student must be in attendance at school on that day unless attendance procedures have been followed. Students who do not attend will be provided with educational experiences similar in nature to those of the trip. Further, DIS may not be offering refunds for students who do not attend the trip.

We want to ensure that all students have the opportunity to participate in these events. Should any family be concerned with the cost of a field trip and the potential financial burden, they are encouraged to speak with the DIS social worker or principal. All school policies apply to conduct on field trips. Parents that are interested in chaperoning the field trip may arrange to do so through the Volunteer Coordinator's office. ALL students will use the transportation that the district provides. Students may not ride with a parent or adult.

GRADES / GRADING PROCEDURES

Delano Intermediate School staff utilize [Standards Based Grading/Reporting \(SBGR\)](#) practices for all classes. This system has been developed by a task force consisting of staff and parents for the purpose of refocusing our effort towards learning. More information can be found regarding our use of SBGR on the school's website.

HOMEWORK PROCEDURES

Delano Intermediate School staff utilize [DIS Homework Practices](#) for all classes. This system has been developed by a task force consisting of staff and parents for the purpose of developing holistic learners. More information regarding our homework practices can be found on the school's website.

Each grade level will maintain a common homework page in which all teachers briefly summarize the homework expectations for their classes. Students will be presented with this information at the start of the school year. Parents are encouraged to verify the information on each student's planner with the information provided on these pages.

[4th Grade Homework Page Link](#)

[5th Grade Homework Page Link](#)

[6th Grade Homework Page Link](#)

Homework will not be provided ahead of time for students missing school due to a vacation. Homework may only be provided upon a student missing at least two consecutive days of schools. This homework will be provided during or after the absence. Requests should be made through the office and picked up at the end of the school day. All work provided is expected to be returned completed when the student returns to school.

PLANNER

DIS students are provided with a planner page each week. This planner is to be used as an organizational tool. Students are expected to bring it to EVERY class so they can write down assignments, test/project reminders etc. Parents are asked to review and initial the planner in accordance with grade level expectations and may use it as a communication journal with the teacher.

PLEDGE OF ALLEGIANCE

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

TIGER PRIDE

Delano Intermediate School staff believe in the effectiveness of proactive strategies to encourage positive behaviors in our students that foster a welcoming and supportive school climate. DIS staff will intentionally teach students and consistently reinforce the characteristics outlined in Tiger PRIDE.



	Hallway	Restroom	Cafeteria	Bus	Outside
<u>Positive</u>	<ul style="list-style-type: none">Respond appropriately to ALL adults and peers	<ul style="list-style-type: none">Respond appropriately to ALL adults and peers	<ul style="list-style-type: none">Respond appropriately to ALL adults and peers	<ul style="list-style-type: none">Respond appropriately to ALL adults and peers	<ul style="list-style-type: none">Respond appropriately to ALL adults and peers
<u>Respectful</u>	<ul style="list-style-type: none">Talking voicesWalkingStay to the right	<ul style="list-style-type: none">Talking voicesClean up after self	<ul style="list-style-type: none">Talking voicesClean up after selfWalking	<ul style="list-style-type: none">Talking voices	<ul style="list-style-type: none">Take turnsDemonstrate good sportsmanshipLine up quickly
<u>Independent</u>	<ul style="list-style-type: none">Keep hands and feet to self	<ul style="list-style-type: none">Keep hands and feet to selfFlushWash your hands	<ul style="list-style-type: none">Stay seated until dismissedKeep hands and feet to self	<ul style="list-style-type: none">Keep hands and feet to self	<ul style="list-style-type: none">Solve your own problemsDress appropriatelyLine up quickly
<u>Dependable</u>	<ul style="list-style-type: none">Go where you are supposed to goBe promptBe honest	<ul style="list-style-type: none">Don't waste timeUse organics and trash appropriatelyBe honest	<ul style="list-style-type: none">Use organics, trash, and recycling appropriatelyClean up after selfBe honest	<ul style="list-style-type: none">Follow ALL bus rules / proceduresBe honest	<ul style="list-style-type: none">Pick up and put away ALL equipmentUse equipment appropriatelyBe honest
<u>Empathetic</u>	<ul style="list-style-type: none">Be aware of your surroundingsRecognize how others feel	<ul style="list-style-type: none">Consider the privacy of othersRecognize how others feel	<ul style="list-style-type: none">Be welcoming of othersRecognize how others feel	<ul style="list-style-type: none">Be welcoming of othersBe aware of your surroundingsRecognize how others feel	<ul style="list-style-type: none">Be welcoming of othersBe aware of your surroundingsRecognize how others feel

Achieve, Thrive, Excel

STUDENT RECOGNITION

The DIS Tiger PRIDE committee plans student recognition programs that support academic success, positive behaviors, and an adherence to the core values aspired to by intermediate school staff and students. These recognitions will be published on our school's Facebook page and Twitter pages and may be published in the Delano Herald Journal. Student recognition programs are subject to change throughout the year.

Tiger PRIDE

All staff and/or student may recognize other DIS members (students or staff), at any time, for their demonstration of the Tiger PRIDE behaviors. This is intended to be a frequent/daily opportunity to recognize others for their contributions to a positive school climate.

Tiger of the Month

Each month teachers will select students from each grade level who consistently demonstrate Tiger PRIDE.

On a Roll Students

Each semester, the staff will select students from the various academic areas for the “On a Roll”. Selections are based on performance, improvement, and outstanding contributions in class.

CO-CURRICULAR OPPORTUNITIES

Delano Intermediate School staff recognizes the importance of a holistic approach to education. While academics are our primary responsibility, we also seek to encourage the participation of our students in a wide variety of arts and athletics. School activities provide an opportunity for the student to pursue other interests that contribute to his/her social, emotional and physical development.

ATHLETICS

Athletic activities for 4th, 5th & 6th graders are often sponsored through [Community Education](#) and community organizations.

ACADEMIC ACTIVITIES

Academic Activities that *MAY* be available for Intermediate School students at most grade levels include:

Math Masters	Student Council	Drama*
History Fair	Destination Imagination*	Robotics*

**These activities are sponsored by Community Education.*

If your student is required to change their after school routine as a result of activity participation, please send a written note to the classroom teacher indicating the dates of the change.

TESTING

Minnesota Comprehensive Assessments (MCA)

The Minnesota Comprehensive Assessments – Series III (MCA-III) are the state tests in reading, mathematics and science that meet the requirements of the federal No Child Left Behind (NCLB) Act. These tests are given every year to measure student performance on the Minnesota Academic Standards, which define what our students should know and do in a particular grade. Minnesota’s rules for testing require that mathematics and reading tests be given in grades 3-8. The Science MCA-II is given to students in grades 5 and 8. This is not a pass/fail test. The information gained from these assessments are used for school improvement processes, course placement, and identification of specific learner’s needs.

Formative Assessment System for Teachers (FAST)

This locally determined assessment platform is intended to periodically assess student performance on grade level benchmarks in reading, math, and behavior throughout the year. Teachers are able to utilize this data to plan classroom interventions, determine course placement, and collaborate on school improvement models. DIS staff appreciates this assessment tool for several reasons: 1 - it is used by staff at Delano Elementary School and provides alignment in the data; 2 - it requires little class time to administer, thereby increasing instructional time for students.

Other Testing

Alternatives or additions to the above assessments may be given to students as a means for gathering further information about a student’s skills. These additional assessments will be needed to determine appropriate interventions.

FEES

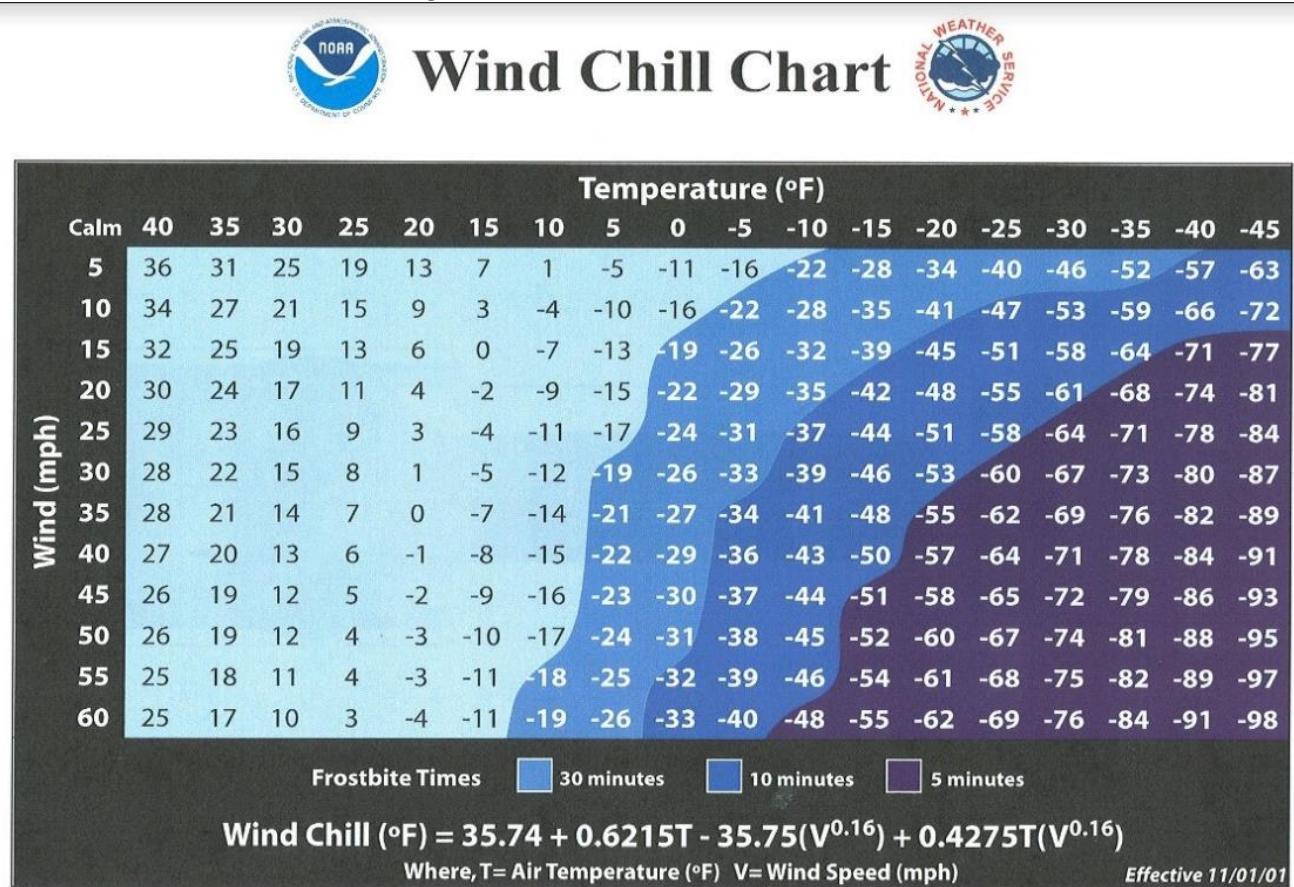
Public education in Minnesota is free to all residents. However, fees may be charged under specific circumstances. Fees may be charged when projects are made in class and taken home or consumed in class. Other instances may include, but not limited to, damaged or lost books, equipment or material breakage, music instrument rental, athletics, trips, or student supplies. All financial obligations should be met prior to the

last week of the school year or week prior to withdrawal. Students and/or parents/guardians should consult DIS administration if they are unable to pay a fee or fine. Scholarships are available for families needing special assistance. Notification of any fines for materials will be sent out in advance. The law provides that fees unpaid at the end of the school year may be collected in a small claims court or by other appropriate means.

RECESS

Our policy indicates that all students are expected to be outside in the recess area for supervised play during this time. In some cases, it may be necessary for a child to remain inside for health reasons. A note signed by a physician indicating the need to stay in for recess and the number of days to stay in will be honored.

Parents should not expect that recess provides for all the physical activity a student needs throughout the day. Outdoor recess will be allowed in cold weather so long as an appropriately dressed child can be outside for 30 minutes safely. It is the parents' responsibility to ensure that a student arrives at school with the appropriate clothing for the temperature and conditions. Lack of appropriate clothing is not a reason to stay inside for recess. The chart below will be used to determine the need for indoor recess. Students can also expect to go to outdoor recess in the event of a light rain.



NONDISCRIMINATION

It is the desire of DIS staff to provide equal access to educational services that are free from discrimination. Any student who believes he/she has been discriminated against, denied a benefit, or excluded from participating in any district education program or activity on the basis of sex, disability, marital status, pregnancy, race, religion, sexual orientation, or gender identity may file a written complaint with the principal's office. Specific Board policies regarding non-discrimination can be accessed on the district's website. The Board has designated Mr. Joe Vieau, Director of Teaching and Learning, x3109, as the district's

human rights officer to handle inquiries regarding nondiscrimination. Links to relevant policies may be found in the Appendix.

RETENTION POLICY

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

Student Support Services

STUDENT SUCCESS TEAM (SST)

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

ADSID

The Alternative Delivery of Specialized Instructional Services (ADSID) grant through the Minnesota Department of Education provides DIS staff will additional resources in the form of interventionists to support student growth in the areas of math, reading, academic skills, and behavior. ADSIS interventionists serve under the direction of the Student Success Team (SST) fulfill the role of Tier 2 level support. ADSIS services may be offered where classroom interventions have proven unsuccessful.

SECTION 504 PLAN

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

SPECIAL EDUCATION

Delano Public Schools participates in a special education cooperative with neighboring districts to provide comprehensive services to students with special needs. The Meeker and Wright Special Education Cooperative ([MAWSECO](#)) operates under a board of directors comprised of representatives from each member district.

Under the direction of the special education director, coordinators, consultants, DPS administration, SPED teachers/case managers, and paraprofessionals work collaboratively with parents to ensure educational services are provided to students with disabilities in response to their individual educational needs. It is essential that parents are available and respond promptly to staff communications as due process guidelines regarding special education are extremely strict.

TARGETED SERVICES

Targeted Services are programs offered by DIS staff, in coordination with [Wright Technical Center](#), to support the academic and social/emotional development of our students. Programs may be made available at any time throughout the year. All targeted services occur outside the normal school day. Summer school is the most recognizable targeted service. Parents must consent to placement in a targeted service. Students may be referred for any one of the following reasons:

- performs substantially below the level for pupils of the same age in a locally determined achievement test
- is behind in satisfactorily completing coursework
- has withdrawn from school or has been chronically truant
- speaks English as a second language or is an English learner
- has experienced mental health problems
- is a victim of abuse
- has been assessed as chemically dependent
- has experienced homelessness sometime within the past six months.
- has been recommended by a teacher to receive additional support.

Every student, prior to enrollment, is given a Continual Learning Plan (CLP) identifying the specific goals to be addressed through his/her participation in the given program. Participation in targeted services programs are voluntary.

SOCIAL WORKER

DIS is proud to offer a full time school social worker. The social worker works closely with administration and teachers to support student attendance, the development of problem solving skills, peer interactions, coordination of services, community services liaison, and more. The social worker is an integral member of the Student Success Team and SPED team. The social worker provides small group and individual sessions for students on a scheduled or as-needed basis. All students and families utilizing social work services must understand that the social worker will share information with other school staff on an educational need to know basis.

MENTAL HEALTH SERVICES

Delano Public Schools works closely with Central Minnesota Mental Health Clinic (CMMHC) in a contract relationship made possible through a Minnesota Department of Health and Human Services grant. Working with CMMHC allows a therapist to be onsite for providing services covering a wide variety of mental health needs. This relationship allows students convenient access. The CMMHC therapist will work with families to coordinate insurance billing. Families interested in pursuing mental health services should consult the school social worker.

FOOD SERVICE

Meals are planned according to federal guidelines. We participate in the "OFFER VS SERVE" plan. Students must select a minimum of 3 out of 5 items at lunch. This option provides our students with the opportunity to choose the food for their meal and helps to reduce waste.

Prices for 2015-16 are as follows:

Breakfast: \$1.70	Cereal or Nutri-Grain bar: \$ 0.50	Milk: \$ 0.50
Lunch: \$2.90	2 nd lunch: \$3.50	
Adult Lunch: \$3.80	2 nd Entrée: \$1.75	

All students will have family meal accounts with a separate 4-digit PIN (Personal Identification Number) for each student/ user in the family to record individual meal purchases. Students will use their same 4-digit

PIN throughout their Delano Schools career. The meal account is similar to a checking account and is debited each time a purchase is made.

Parents/Guardians are responsible for monitoring their student's account balance and to send payment on a regular basis to ensure the student is able to purchase a meal. **Meal payments may be made in the school office or online through Family Access.** We have "family" accounts so you only need to write one check for all students. Payments must be made by 10:00 a.m. each day to be recorded by lunchtime. When paying by check, write your child's first and last name in the memo blank on the check. Send all payments in an envelope with the family name, student name, and "Lunch Program" printed on the envelope.

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

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

Please refer to [Policy 534 Unpaid Meal Charges](#) for information.

HEALTH SERVICES

The primary responsibility for students' health rests with parents; however, health services are available to all students at Delano Intermediate School to assist with the administering of medication, or if the student feels ill or is injured during the school day. Students are required to use the services of the nurse's office for the care of any accident, for illness, or for questionable health concerns that occur during the school day. Each student must remember to report any type of accident to the school nurse.

Once a student arrives for the school day, he/she -will not be allowed to leave the building due to illness without first having the nurse evaluate his/her health condition. Any parent who receives a call from a ill child should direct them to visit the school nurse.

Immunizations

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

Medication

All medications, including over the counter non-prescription drugs taken by students during the school day, must be dispensed under the direction of the school health office, and in accordance with Minnesota State Law and [School Board Policy](#). All prescriptions drugs must come in current pharmacy labeled medication bottles. Over the counter medications must come in their original, sealed containers. Under no circumstances are students to be carrying prescription or OTC drugs of any kind, including inhalers and EpiPens, unless approved by the health office and the administration. For more information, contact the school nurse and/or refer to the [district policy on the website](#).

Individual Healthcare Plans

Each year, parents/guardians are required to update each student's Health and Emergency Form in Skyward Family Access. As part of this submission, it is the parent's responsibility to notify the office of any health

condition that may require special care and provide contact information for healthcare providers. Once received by the school nurse, it will be reviewed to determine if an Individual Healthcare Plan or [Section 504 Plan](#) is required.

Parent/Family Expectations

ATTENDANCE

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

Procedures

Parents must notify the school by 9:00 a.m. if their child will be absent that day. The attendance line is 763-972-3365; Listen – Option 3; then Option 2. Parents should state the child's name, grade and reason for the absence. When a parent does not call in by 9:00 a.m., the school will contact a parent to verify the absence. The student's absence will be marked unexcused if the school does not receive parent notification within two days. Make-up work is required for all work missed due to absences. The make-up work is the responsibility of the student, not the teacher. Assignments missed can be found on the [grade level homework page](#). It is the student's responsibility to contact teachers to clarify any questions regarding the work to be made up.

Parent/student requests for make up work as a result of an absence will only be granted for students who have missed at least two consecutive school days.

Excused Absences

According to district policy, illness, funeral, medical or dental treatment, court appearance and religious instruction are excused absences. All other reasons are unexcused, including oversleeping and missing the bus. All students will be marked unexcused until we receive parent notification. Parent notification does not automatically mean the absence is excused. DIS administration reserves the right to determine the validity of absences and make a determination of excused versus unexcused. Any instance in which a student misses at least three class periods is considered a full day absence.

For all absence types, once a student has reached 7 full day absences of any reason for the year, an Attendance Warning Letter will be posted to Family Access and sent home. This letter indicates that future absences should be avoided and that DIS administration will be monitoring attendance more closely. Once a student reaches 12 absences, a second letter will be posted to Family Access and sent home. After 12 absences, any absence that is not pre approved by an administrator or accompanied by a doctor's note following examination and stating a reason for the absence will be deemed an unexcused absence. As an alternative to a doctor's visit, students may be brought to the school nurse to verify illnesses that require an absence.

Unexcused Absences

Minnesota law requires students to attend school until they are 17 years old. The parents of a continuing truant will be notified and asked to meet with the principal, assistant principal or school social worker to develop a plan to help the student maintain regular attendance. In the eyes of MN law, a child is a "habitual truant" when s/he is absent without a valid excuse for one or more class periods on seven school days. In Wright County, once a child receives 3 unexcused absences the truancy diversion process will be started, and step 1 paperwork will be filed with the county. Families will be invited to a meeting at the Wright County courthouse. At 5 unexcused absences, step 2 paperwork will be filed with Wright County and a SARB meeting will be held with a county social worker, assistant principal or principal, parents, and the student, and an attendance contract with the school and county will be put into place. Once 7 unexcused days are recorded the county is notified through step 3 paperwork and the student is considered a "habitual truant". At this time, referral for "educational neglect" will be filed with the county against the parents. The school reserves the right to require medical verification in cases where student absences are excessive. [More information regarding the Wright County Truancy services can be found on their website.](#)

Tardy

Late to School – When a student is late to school, he/she must present a written note to the office. A pass is required to enter his/her first class of the day.

Late to Class – Regular classroom attendance assists students in developing successful life skills including self-discipline, responsibility, and punctuality. An unexcused tardy is failing to be in the designated area at the designated time. An unexcused tardy will be issued to students who fail to comply. Students who are more than 10 minutes late to a class will be considered absent for the entire class period unless they have obtained a pass from a teacher. When a teacher has detained a student, a pass should be obtained from that teacher for admittance to the next class.

Leaving School During the Day

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

For more information regarding the district's attendance policy, [please refer to the website.](#)

Family Vacation Policy

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

Should parents decide to remove their child from school for vacation purposes, a written notification or e-mail stating the dates that their child will be absent should be submitted to the school office and each of the student's teachers **FIVE school days in advance of the date of departure.** (One note can be sent, as long as your child presents it to the office and to each teacher.) Please refer to our [Homework Procedures](#) regarding work missed due to vacations.

WITHDRAWAL

Students planning to withdraw from school for any reason must bring a written statement from their parents to the office a minimum of one week prior to their last day in attendance at DIS. Educational records will only

be released to the new school when the student has completed the withdrawal process. This means all teachers must report that all school materials have been returned, the locker cleaned, and a final grade can be issued. Student records will be mailed upon request to the school to which the student is transferring.

BIRTHDAY PARTIES

When sending treats for birthdays, please consider sending a healthy snack option (i.e. gogurts, cheese sticks, craisins, raisins, yogurt covered raisins, pretzels, popped popcorn, crackers, etc.). The State Health Department requires that only commercially packaged foods be used in schools. Please see "[Wellness Policy #533](#)" for clarification on preferred snacks/treats.

CHILD CARE, BEFORE AND AFTER SCHOOL

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

SCHOOL / HOME COMMUNICATION

Open and immediate communication is essential for student success. Several means of communication are available.

Letters and Notices to Parents

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

Website

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

Conferences

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

Skylert

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

Family Access (Skyward)

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

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

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

Report Cards

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

Messages to Teachers

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

- Speak first with your child.
- Recognize that we strive to build and promote self-responsibility, motivation and independence at the intermediate school level. Please keep this in mind, as we will come from that perspective in our communications with you.
- Open communication is a two way process that is reasonable and respectful.
- Telephone the teacher in advance to schedule a meeting if you would like to discuss something directly with the teacher/staff member. Parents can not expect to show up unannounced to school and expect to meet with a teacher or administrator. Please make an appointment.
- Any classroom concerns should be first addressed to the teacher. Strive to resolve a conflict with a teacher by communicating directly, in person, with him/her. You are welcome to contact the building administration following a conversation with the classroom teacher.

Student Telephone

A telephone is located on the wall immediately outside the intermediate school office for student use. In addition, each classroom has a telephone which may be used with teacher permission. Students are encouraged to make their calls before and after school and during their lunch break.

DROPPING OFF ITEMS IN THE OFFICE FOR YOUR CHILD

Any parent visiting the school office will register as a visitor as explained in the [Visitor procedures](#). We encourage parents to promote self- responsibility by helping their student with organizational skills at home and to ensure he/she has all necessary items for the day prior to leaving home. Leaving equipment, lunches, instruments and backpacks in the office can interfere with staff and visitors having access to needed areas. [DIS](#)

encourages parents to allow students to manage the natural consequences of forgetting items. Office personnel will not interrupt classes to inform students that there is something in the office that they need to pick up. If there is an urgent need to drop off items, they should be labeled with the student's name.

MESSAGES TO STUDENTS

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

BUILDING HOURS

The intermediate school office will be open at 7:15 A.M. and will be closed at 3:45 P.M. During winter sport season the office will close at 3:30pm. Students shall clear the building by 3:15 P.M. Students remaining at Delano Intermediate School after 3:15 pm must be in areas under the direct supervision of a staff member. DIS students are prohibited from traveling to other campus locations unless it is for a specific, supervised purpose. 4th through 6th grade students are not permitted to use any equipment in the TAC facility without membership AND parent/guardian supervision. [After school child care is available through TKC.](#) Students should not be left at school to wait for parent pick up after 3:15 pm.

PARENT PRESENCE AT SCHOOL

While DIS staff encourages a healthy and supportive partnership with parents, parents do not have the right to attend school and/or visit their child throughout the day without permission from DIS administration. Specific procedures are established to ensure that minimal disruptions to the normal learning environment occur. [More information regarding specific procedures related to volunteering and/or visitors can be found here.](#)

VISITORS / VOLUNTEERS

VISITORS

A visitor is defined as any person who attends the school for any amount of time during school hours and will remain under the supervision of staff at all times. All visitors to DIS must register in the main office and state the purpose of their visit. Any visitor wishing to enter the school building must wear a visitor's badge that is readily displayed at all times. First time visitors must present a government issued ID to the office staff. Any person who does not follow these sign in procedures is considered to be in violation of the criminal trespass statute Minn Statute 609.605 subd 4. Students will NOT be pulled from classes to meet or speak with a parent or visitor. Visitors will not be allowed to accompany students to recess.

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

Parents are encouraged to limit their presence at school for those times when a specific volunteer opportunity is presented and/or on special occasions. **DIS administration reserves the right to limit visitors for the protection of students.**

VOLUNTEERS

A volunteer is any person who may be unsupervised with a student during the school day or during a school sponsored activity. Parents and/or community members are welcome to volunteer their time at Delano Intermediate School. Volunteering opportunities must be arranged with a member of the administration or staff prior to the occasion. Any interested persons should contact the school office and [complete the necessary process](#) at least two weeks before volunteering can begin. All volunteers are required to register annually. DIS staff will solicit volunteers for assistance in organizing special events, supervising students on field trips, and more. Volunteers are prohibited from taking pictures during their service to the school. Further, volunteers are expected to follow all sign in procedures for visitors when attending school. Please contact the Volunteer Coordinators with any questions or for more information at 763-972-3365 x1913. Anyone who is looking to explore new areas for volunteering opportunities should contact the DIS principal.

LOST AND FOUND

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

FUNDRAISERS

All fundraisers are facilitated to support the educational experience of students our students. Fundraisers must be approved through building and district administration. Buying/selling items during the school day is prohibited. Most fundraisers are supported by the [DIS PIE](#) group. Fundraisers may also be organized by student groups or teachers within DIS as part of a larger learning project. It is the goal of the administration to limit fundraisers to those purposes that are most valid and to reduce the distraction from our educational purpose.

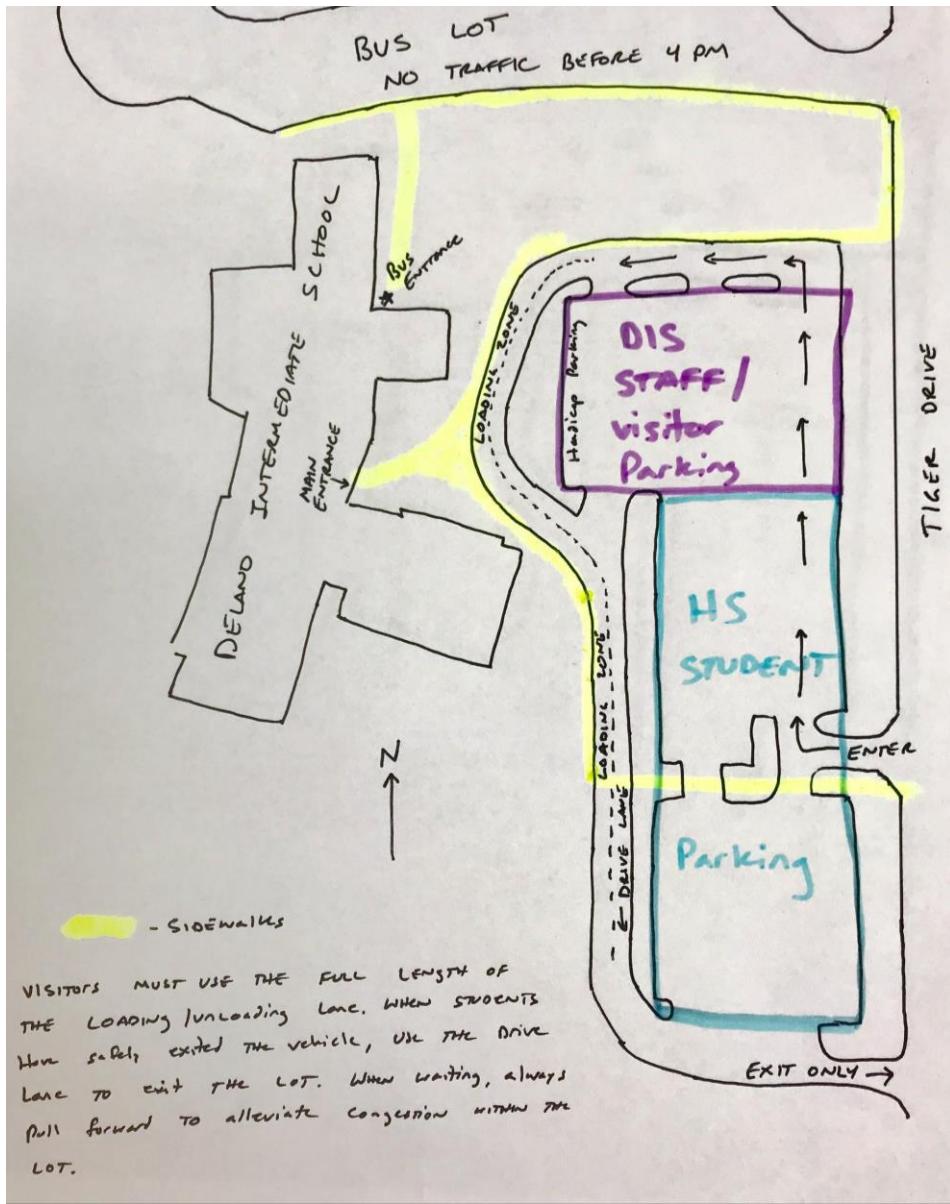
School wide fundraisers can cause disruptions to the learning environment. As such, DIS will NOT facilitate school wide fundraisers that use our students to sell products or solicit donations for the pursuit of prizes. In lieu of a school wide fundraising campaign and the collection of classroom fees, DIS asks that families contribute a tax deductible donation of \$50 per child to our PIE organization. This practice will continue so long as the collection of donations yields an amount commensurate with other fundraising efforts. This practice does not prohibit individual groups within DIS to facilitate specific fundraising campaigns.

PARTNERS IN EDUCATION (PIE)

PIE is a committed group of parents, community members, and DIS staff who support the educational experience of students and the development of strong partnerships between school and home. Meetings are held throughout the school year. [More information on DIS PIE can be found on the school's website.](#)

PARKING FOR PARENTS AND VISITORS

Private vehicles are not allowed in the north parking lot until 4 pm as this is the school bus loading and unloading zone. Parents bringing or picking up children should park their vehicle in the visitor parking area. If parking in the main lot, please use the crosswalk when entering or leaving the building. Do not leave your vehicle parked in the “loop” immediately in front of the building.



STUDENT DROP-OFF AND PICK-UP PROCEDURES

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

DROP OFF PROCEDURES If you need to drop off your child, we ask for your cooperation with these procedures. Students should be dropped off at the main entrance only and should arrive by 7:55 am on Mondays, Tuesdays, Thursdays, and Fridays. On Wednesdays, students should arrive by 8:55 am. In order to provide a safe and efficient drop off, please pull up along the school sidewalk on the east side of the building. Do not drop off students in the parking lot. Have your child ready to safely exit on the sidewalk side when you stop. Do not leave your vehicle along the sidewalk to walk your child into the school building. After your child has exited the car, please leave immediately using the drive lane so other parents can drop off their children. If you need to come into the building with your child, please park in the main parking lot. Students may not be dropped off prior to 7:30 a.m. which is when the front door will be unlocked. Refer to the diagram above for detailed information on parking lot procedures. Any student arriving to school before 7:45 am must remain in the commons area.

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

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

End of Day Pick Up Procedures If a child is to be picked up from school, they must have a note for the teacher stating that the child will not be taking the bus home. The note should include the name of the person who will be picking up the student and should be dated and signed by the parent. Students not having notes will be placed on the bus. Parents will not be able to remove a student from the bus. Parents or caregivers are asked to use the drop off/pick up lane adjacent to the building. The interior lane is for stopping and waiting while the outer lane is a one way drive lane. Parents or visitors are prohibited from parking in the drive lane. Parents and visitors must always pull forward as space becomes available to allow for the free flow of traffic throughout the parking lot. Thank you for working with us to keep your children safe!

END OF DAY DISMISSAL PROCEDURES

At the beginning of the school year, parents will inform students' teachers of their normal dismissal procedures. Staff will receive information regarding bus ridership at the beginning of the year. All students who take the bus will be dismissed to the bus parking lot on the north end of the building. Students who get picked up after school will be dismissed to the main entrance and supervised on the east side of the building adjacent to the drop off/pick up lane. Any deviation from the normal routine must be accompanied by a signed parent note.

BICYCLES

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

EMERGENCY CONTACT INFORMATION

It is imperative that each parent's current emergency contact information is on file in the intermediate school office. Your emergency contact information may be updated in [Family Access](#). The phone number of someone who can be reached in your absence, in the event of illness or emergency is essential to ensuring the student receives the appropriate and needed attention.

INSURANCE

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

MONEY

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

RELEASE OF STUDENT DATA

According to the Minnesota Data Practices Act, student directory information is public unless a parent requests that the information not be released. Parents who DO NOT want their child's data released for the school year, must notify the school, in writing, by the first Friday of the school year. Parents can choose to opt-out of ANY or ALL of the categories listed below. This information will need to be updated each school year. This form is available in the school office. If you have any questions, you may contact the school office. School Directory Information Parent/parents' names, address, and primary phone number Student name and year of graduation Photos/Video Transmissions Throughout the year, photographs and videos are taken in classrooms and at school activities. Some of these may be published in district publications or submitted to local

newspapers. Photos may also be published on the district website with no or limited student identification. A child's name will be used if necessary or the name of a teacher, grade and school might be used for photo identification. If you do not want your child's name or photo to be used for these purposes, please complete the "Opt-Out of Release of Student Data" form. This form is available in the school office.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

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

EMPLOYEE BACKGROUND CHECKS

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

PARENT RIGHT TO KNOW

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

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

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

NON-CUSTODIAL PARENT POLICY / ACCESS RIGHTS

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

STUDENT RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of students records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, please see [Policy 515 - Protection and Privacy of Pupil Records](#).

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see [Policy 520 - Student Surveys](#).

SCHOOL CLOSING/LATE START/EARLY RELEASE

If severe weather or building conditions require an early dismissal, late start or school closing, changes in the school day will be announced over the following media outlets:

WCCO Television Channel 4

KSTP Television Channel 5

KMSP Television Channel 9

KARE Television Channel 11

You can also find school closing information announcements by calling 763.972.3365 and press “8.” Families are encouraged to have a plan in place should a change in the school day occur.

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

EMERGENCY DRILLS

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

ASBESTOS MANAGEMENT

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

PESTICIDE APPLICATION

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

WELLNESS POLICY

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards. DIS staff work toward implementing all aspects of the Wellness Policy with the support and

assistance of parents. The full [Wellness Policy](#) can be found on the district website. The District's administrator for Wellness is Steve Schauberger, Assistant Principal at Delano High School.

Student Conduct

The following expectations are implemented to ensure that a purposeful and productive environment is present for all students to access the services offered at Delano Intermediate School. It is important to note that violations of our code of conduct are subject to the disciplinary processes imposed by the DIS administrative team. It is the goal of DIS staff that students learn from their choices. As such, the disciplinary processes do not represent concrete protocols. Each incident presents itself with a unique set of variables. The discipline policy/practices provide administration and staff the parameters when considering appropriate consequences for the offense. DIS administrators will work with staff, students, and families to provide consequences that are equitable and just.

All violations of Minnesota state law and/or District 879 Board Policy are considered violations of the code of conduct as described in this Delano Intermediate School handbook.

Delano Public School District 879 Board Policies can be accessed on the [school district's website](#).

Delano Intermediate School adheres to characteristics of Tiger PRIDE. [More specific information on Tiger PRIDE can be found here.](#) Tiger PRIDE outlines the expectations in grades 4-6. They are as follows:

- Be Positive
- Be Respectful
- Be Independent
- Be Dependable
- Be Empathetic

SCHOOL AUTHORITY

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

TENNESSEN WARNING

Students may be questioned by administration about incidents that may have significant educational and/or legal consequences. The MN Government Data Practices Act requires school districts and other political subdivisions, when asking a person to supply private or confidential information about the individual, to inform the person of:

1. The purpose and intended use of the requested data within the school district
2. Whether the individual may refuse or is legally required to supply the requested data.
3. Any known consequences arising from supplying or refusing to supply private data.
4. The identity of other persons or entities authorized by a state or federal law to receive the data.

DISCIPLINE POLICY

Students are responsible for their behavior and actions. Anyone who distracts or prevents others from receiving educational services will be disciplined. Appropriate steps necessary to correct the problem will be taken following the procedures outlined below. It is the intention of DIS staff to promote management practices that support student learning.

Tier One: Teacher Managed Classroom Management Practices

Teachers are empowered to manage student behaviors in their classrooms. For those instances in which concerns are consistently present, teachers will use the following steps.

Step 1 - Verbal/nonverbal correction in class

Step 2 - Second correction and temporary removal from class to complete a [REFLECTIVE IMPROVEMENT PLAN](#)

Step 3 - Teacher assigned consequence

Step 4 - Referral to Principal

Teachers have the right to skip steps, in consultation with the building principal(s), in response to the severity of the incident.

Tier Two: Office Discipline

Office discipline is required following a student's progress through the steps of Tier 1 OR an incident in which a student has violated Board policy (i.e. harassment, bullying, fighting, etc...). The discipline officer will review the incident, conduct an investigation if necessary, and assign consequences in consideration of the severity of the incident, age of the student, and student history.

Consequences:

Detention, In School Suspension (ISS), and Out of School Suspension (OSS), may all be used to promote acceptable student behavior and protect the health, safety, and general welfare of our staff and students. In all three of these cases, parents will be communicated and appropriate learning opportunities will be provided to the student through additional services (mediation, restorative justice practices, etc...). Any school assigned consequence takes precedence over ALL after-school activities. Rehearsal, practice, game and appointments are not acceptable excuses for missing detention.

ACADEMIC DISHONESTY

Academic dishonesty includes, but is not limited to cheating on assignments or tests, plagiarizing, submitting the same or substantially the same work as another, completing work for a student, depriving another student of course materials, and interfering with or sabotaging another's work. Students who are in violation of this policy may be subject to additional consequences and be required to redo the assigned task on their own time. The consequence will depend on the severity of the incident.

BUYING/SELLING ITEMS ON SCHOOL PROPERTY

The buying/selling/trading of items on school property creates disturbances to the educational environment. As such, students are prohibited from buying or selling items that are not pre-approved by the office. School sanctioned fundraisers, vending machines, and food service items are all sanctioned for student purchase at school. Any student found to be selling, trading and/or buying any other items is subject to school discipline procedures.

BUILDING SECURITY

- All doors are to remain locked during the school day, with the exception of the main entrance door into the intermediate school. Students, staff and visitors are asked to help us by not opening or propping open any doors during the school day. Some entrances will be open periodically during the day for morning arrival and recess.
- All district employees wear identification badge and visitors/volunteers will receive a badge to wear when the sign in at the office.
- Security cameras are used throughout the building to ensure students safety.
- Fire, lockdown and severe weather drills are held throughout the year.

- *If you hear any information that could result in harm to any person or property, report that information to an adult immediately.*

DISTRIBUTION OF MATERIALS / BULLETIN BOARDS / POSTINGS

All informational posters/flyers must have prior approval from office personnel before being posted on the bulletin boards/wall strips throughout the building. (Community Education information and classroom generated work are exempt.) Any information from an outside organization to be distributed to students must have the approval of the [community education director](#). A community information bulletin board is available near the front entry to provide hosting space for non-school related events and information. The community information board is the ONLY location at DIS for this purpose. Postings on the community board must be no larger than 24" by 24". Posters must be intended for an intermediate school student audience and their families. All posted materials must abide by all conduct and policy expectations of Delano Public Schools and Delano Intermediate School. Information that is deemed obscene, lewd, or vulgar, either through words, pictures, or innuendo is prohibited. Furthermore, materials promoting activities illegal for minors are prohibited.

BULLYING

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

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying," specifically includes cyberbullying as defined in Board policy.

An act of bullying, by either an individual or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies to students who directly or indirectly engage in an act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. **The District's complete Bullying policy (#514) can be found [on the website](#).**

Any act of bullying that has been witnessed or experienced should be reported immediately via talking with an administrator or using the [reporting form link found on the school website](#).

BUS PROCEDURES

Riding the school bus is a privilege, **NOT** a right. Students are expected to adhere to the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. School bus safety rules are posted in every bus. Stahlke Bus Company furnishes the transportation to and from Delano Schools as well as special events. If you have any questions pertaining to busing, please contact the Bus Company at 763-972-3991. If your child is extremely late in getting home or if the bus seems late in the morning, call the Bus Company, not the school. If your child has a disability or a health concern that may require emergency intervention, it is the parent's' responsibility to notify the bus company. The safe operation of the school bus is the responsibility of all student passengers. In the State of Minnesota, school bus transportation is a privilege that may be withdrawn for inappropriate behavior. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the safety rules to keep their bus riding privileges. Students must ride the bus to which they are assigned. The official transportation policy is given to all student passengers and their parents at the beginning of the year. It is the responsibility of all students and parents to know the policy and follow the rules. A complete copy of the transportation policy is available in the office. If the driver of a Stahlke vehicle determines that a young student is left in an obviously dangerous situation when the student is being dropped off at their bus stop, the driver may bring an elementary student to Tiger Kids Club. Tiger Kids Club will bill the parent for care services.

CHEMICALS, ILLEGAL DRUGS, TOBACCO AND ALCOHOL

A student shall not use, possess, distribute or show evidence of having consumed alcoholic beverages, illegal drugs or chemicals in the school buildings, on school grounds, on school property, or at any school sponsored activity. Any use of look alike products, including e-cigs, shall constitute a violation of this policy. Violation of this policy will result in the following:

- 1 . The student may receive a suspension and will be removed immediately from school by:
 - A. A parent or guardian
 - B. The Wright County Sheriff's Office, depending upon the offense.
2. The student will be suspended from all extracurricular activities on the day of the incident. Further participation in all extracurricular activities will be governed by the Minnesota State High School League regulations.
3. The student will be referred to the contracted chemical health counselor for evaluation. The Resource Team will recommend action, if any, is to be taken.
4. The student must meet with the principal before the student is readmitted to class. A second violation will result in a 5-day out of school suspension

In compliance with District Policy 419, all Delano Public School facilities and properties are a tobacco free zones. No one, including staff, visitors, or you have the right to pollute the air or endanger the health of others. Smoking, chewing, possession of, or distribution of tobacco products in school, on school grounds, on school property, at any school sponsored activity, or on school sponsored transportation is prohibited.

WEAPONS POLICY

Refer to [School Board Policy 501](#) on the District website. The purpose of this policy is to ensure a safe school environment for students, staff and public. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

DRESS/PHYSICAL APPEARANCE OF STUDENTS

Students are expected to dress appropriately. Clothes, makeup or hairstyles that are a disruption to the learning process or a hazard to health and safety will not be permitted. According to District policy #504, the district reserves the right to take appropriate action when student attire and/or grooming endangers the health and safety of others OR negatively influences the educational opportunity of students.

- Caps, hoods, bandannas, and/or headgear of any kind are not permitted to be worn during the school day.
- Shoes must be worn at all times
- Clothing should be appropriate for the weather and activities.
- Clothing should be worn according to these guidelines:
 - A student's top must meet the top of their pants.
 - Backless tops, strapless tops and tops revealing undergarments are not allowed.
 - When standing with arms resting at their side, the hemline should not be shorter than where the fingertips rest.
 - Clothing should not bear a message that is lewd, vulgar or obscene.
 - Apparel explicitly or implicitly promoting products or activities that are inappropriate and/or illegal for use by minors (promotion of alcohol, tobacco, sex, or drugs) is not allowed.
 - Emblems, symbols, badges, signs, words, objects or pictures on clothing that are objectionable and or communicate a message that is racist, sexist or otherwise derogatory to a minority group or which communicates gang membership is not allowed.

Students will be asked to change into different clothes if their apparel is found to be too revealing. If the student has no other clothing, something may be acquired from the nurse or the student will need to call

home and ask that a change of clothes is brought to the school. Face Paintings or masks that obscures the identification of a student are not allowed.

PERSONAL ELECTRONICS DEVICES

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

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

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

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

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

NUISANCE ITEMS

Nuisance items are personal items that detract from the education of self and/or others and often lead to arguments between students. Video games, personal electronics, fidgets, toys, and other novelty items designated by the principal are not to be brought to school except as required for class work. Students are reminded that these items are easily stolen and rarely recovered. If it is necessary to bring any of these items to school, they must be kept in the student's backpack until after school hours. If any of these items are used in class without teacher permission, they will be confiscated and parents notified. The school is not responsible for stolen, lost or damaged items. Buying or selling items between students is prohibited. The school has no responsibility to provide a secure location for these items and/or to provide assistance if these items are lost or stolen.

SNACKS / GUM / CANDY / POP/ TREATS

Gum is only allowed at the discretion of the teacher. Pop/Candy/Food should not be open in your locker throughout the school day. Snacks brought from home, to eat before after school activities, must be sealed in a plastic container so as not to attract insects or rodents. Students bringing a sack lunch or breakfast are strongly encouraged to pack healthy food choices rather than pop, candy, and energy drinks. When sending treats to school, the State Health Department requires that only commercially packaged foods be used in schools. Please see "[Wellness Policy #533](#)" for clarification on preferred snacks/treats.

DIS administration reserves the right to prohibit specific food items from use in classrooms due to the presence of allergies among students.

HARASSMENT AND VIOLENCE

This is a summary of the Delano School District policy regarding harassment. *District Policies #413 : Harassment and Violence* and [*#525 Violence Prevention*](#) can be found on the website.

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

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

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

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

You may also make a written report. It should be given to a teacher, the principal, or the Human Rights Officer. Your right to privacy will be respected as much as possible. We take seriously all reports of harassment or violence based upon religion, race, or gender and will take all appropriate actions based on your report. The Delano School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported the situation.

HAZING PROHIBITION

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

“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 other purpose.

- No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours.
- 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.
- 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.

This is a summary of the Delano School District policy regarding hazing.

INTERNET/TECHNOLOGY USAGE

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 Intermediate 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, 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.

Students utilizing District provided Internet access will be instructed on the proper use and etiquette of the Internet. The Internet will be used via teacher direction for classroom instruction. Every attempt will be made to provide staff supervision when students are accessing the Internet. These procedures are to be implemented each school year and be provided for all new students entering school during the year. Students utilizing Internet access on their personal electronic devices or school provided equipment on school grounds are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

Students are responsible for any information or correspondence they either input or obtain from technology sources. There is no guarantee that information on district equipment will not be retrieved, reviewed and made public. Any and all information, correspondence or requests for information, may be subject to review and retrieval by a second party in either an official or unofficial capacity. To remain eligible as Internet users, students' use must be in support of and consistent with the educational objectives of Delano Public Schools. Access is a privilege, not a right. Inappropriate use of the Internet use policy may result in disciplinary action, revocation of the user account, and/or appropriate legal action, including suspension from school. You must also agree to report any misuse of the information system to the school technology representative, teacher, or administrator. The School District will not be held responsible for students' illegal or improper use of the internet.

LOCKERS

1. Each student is assigned a locker for his/her own personal use. Students should use only the locker assigned to them as they are responsible for that locker. Sharing lockers is not permitted.
2. Do not give your locker combination out to anyone.
3. Do not leave money or valuables in your lockers. These items may be checked in at the office for safekeeping until needed.
4. As the lockers are school property, school authorities have access to lockers and will periodically open and inspect lockers. Per [District Policy 502](#), personal possessions of a student within a locker may be searched only when school officials have a reasonable suspicion or probable cause that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions in a locker, the school authorities must provide notice of the search to students

whose lockers were searched unless disclosure would impede an ongoing investigation by police or school authorities.

5. Any student entering another student's locker may be subject to disciplinary action.

6. You are expected to keep your locker neat and clean! If you want to hang pictures or photographs, you may use magnets, but not tape. Do not put any kind of stickers in your locker. Wet clothing must be taken home to prevent the locker from rusting and the clothing from getting moldy. Personal postings are not to be affixed to the exterior of a locker.

7. Students are expected to keep their school bags/backpacks in the lockers assigned to them.

PASSES

Passes are provided when it becomes necessary for a student to leave the classroom while classes are in session. Passes can be issued only by teachers or other school officials. Students who abuse this privilege will lose it.

PERSONAL BELONGINGS

Personal belongings are defined as anything not specifically prescribed by staff as necessary for learning and/or items belonging to an individual student and can often be considered nuisance items. These items may cause distraction, lack of concentration, interfere with the learning process and may be broken, lost or stolen. To prevent the negative effect of these items, students are encouraged to leave items at home or in their locker. Misuse of these items are subject to discipline according to the policies and procedures outlined in this handbook and on the district web page. Delano Intermediate School is not responsible for theft, damage, or loss of personal items.

PETS

Pets will not be allowed in school without an administrator's permission. When permission is granted to bring pets to school, parents must provide transportation to and from school as well and students/parents must abide by any other parameters discussed. Pets or other living animals are not allowed on buses.

PHYSICAL EDUCATION PARTICIPATION

All students are expected to participate in all classes, including Physical Education, to the best of their ability. All notes and excuses regarding Physical Education must be brought to the Health Office for the nurse to review. Upon review, the nurse will communicate with the PE staff regarding the acceptable/appropriate level of activity for the student. Though the student may not be able to participate, he/she will observe during the PE class period. In most cases, the student may participate with some modifications and will still be expected to attend class. Any illness or injury that requires more than two days out of class will require a note from a health care provider. It should designate the number of days the child is excused and specific limitations or restrictions. The note may be faxed from the clinic to 763.972.6876.

TEXTBOOKS/MEDIA CENTER MATERIALS

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

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

Board Policies [For a complete list of board policies, please refer to the district website](#)

[Policy 413 - Harassment and Violence](#)

[Policy 419 - Tobacco-Free Environment](#)

[Policy 503 - Student Attendance](#)

[Policy 505 - Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees](#)

[Policy 506 - Student Discipline](#)

[Policy 514 - Bullying Prohibition Policy](#)

[Policy 515 - Protection and Privacy of Pupil Records](#)

[Policy 520 - Student Surveys](#)

[Policy 526 - Hazing Prohibition](#)

[Policy 534 - Unpaid Meal Balance](#)