DELANO HIGH SCHOOL

Home of the Tigers

2026-2027
Student Handbook

Approved:

700 Elm Avenue East
Delano, MN 55328
763-972-7601 High School Office
763-972-3365 District Wide Line
www.delano.k12.mn.us

Registration Guide	Activities Handbook	Board Policies

DHS Staff Directory

WELCOME TO DELANO HIGH SCHOOL

Welcome Tigers!

The Delano High School staff and I are very excited you are joining our family at Delano High School this year. We are positive that you will find Delano High School an excellent environment that both challenges and fosters your personal growth. We encourage each of our students to become involved not only in academics, but in all the activities offered here at Delano High School. Participating in a variety of activities and developing more connections with the peers and staff will improve your overall educational experience.

The staff and students at DHS are committed to modeling and acting in accordance with The TIGER Way on a daily basis. That is to say that we aspire to create an environment that fosters:

TEAMWORK **I**NCLUSION **G**RIT **E**XCELLENCE **R**ESPECT

The information in this handbook is designed to familiarize students and parents with key school policies and procedures. We encourage you to read through this handbook, as well as refer to it as needed throughout the school year. The handbook and many other items can also be found on the website at www.delano.k12.mn.us.

The staff and I wish each of you a successful school year.

Sincerely,

Principal Kate Egerman and the Delano High School Staff

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Part 1 - Information

BUILDING HOURS AND USE

DHS is open each school day from 7:00 am to 3:30 pm. Student hours are generally 7:45 am - 3:15 pm unless participating in a specific activity or meeting with a teacher. Parents that cannot pick up their student by 3:15 pm must arrange a safe location off-campus for their student to be after school. Students are not allowed to loiter around the building and must have a purpose and a safe place to be. Students that have completed their activity must wait for their ride in the main high school lower commons area (large cafeteria windows). The Digital Commons area is for quiet, respectful student academic collaboration.

Use of the building after hours is scheduled through the Tiger Activity Center desk. Entry into the school building or being on school property after hours constitutes a form of illegal entry or trespass. Entering the building through means other than unlocked doors is illegal. Entry over the roof and into the courtyard is also illegal. These acts will result in out-of-school suspension and police involvement. Please note that access to the field house does not provide access to the school.

Tiger Activity Center: The weight room and circuit room are available after school hours for 7th through 12th graders who have purchased a TAC membership, paid the daily fee, or are registered for the Strength and Conditioning Program through Activities.. Students younger than grade 7 must have a membership or pay the daily rate AND must be accompanied and directly supervised by an adult. Student memberships are available for purchase at the TAC desk.

CALENDAR / SCHOOL SCHEDULES

Every year, the school board adopts a school calendar that is drafted by representatives from each school. The calendar outlines important dates and events for the academic year, including school start and end dates, holidays, breaks and special events. Beginning in the 2025–2026 school year, the district will introduce nine early release days. On the third Wednesday of each month, schools will dismiss students two hours early. Transportation and food services will adjust to support the new schedule. A copy of the school calendar can be found on the school district's website at www.delano.k12.mn.us

Daily schedules for Delano High School will be posted in the weekly parent newsletters. Delano High School will utilize the schedules pictured below.

DHS BELL SCHEDULES

REGULAR DAY					
Period 1			8:00 - 9:00		
Period 2			9:06 - 10:06		
Period 3			10:12 - 11:13		
A LUNCH		B LUNCH		C LUNCH (7/8 Grade)	
L	11:13 - 11:40	Period 4	11:18 - 11:45	Period 4	11:18 - 12:18
Period 4	11:44 - 12:45	L	11:45-12:13		
		Period 4	12:15 - 12:45	L	12:18 - 12:45
Period 5			12:49 - 1:49		
Period 6			1:55-2:55		

WIN / Advisory					
Period 1			8:00 - 8:50		
Period 2			8:56 - 9:46		
Period 3			9:52 - 10:44		
A LUNCH		B LUNCH		C LUNCH	
L	10:44 - 11:11	Period 4	10:50 - 11:15	Period 4	10:50 - 11:45
Period 4	11:16 - 12:09	L	11:15 - 11:42		
		Period 4	11:44 - 12:09	L	11:45 - 12:09
Advisory / WIN			12:13 - 1:03		
Period 5			1:09 - 1:59		
Period 6			2:05 - 2:55		

2 Hour Early Release (3rd Wednesday of each month or as needed)					
Period 1			8:00 - 8:38		
Period 2			8:42 - 9:20		
Period 3			9:24- 10:05		
A LUNCH		B LUNCH		C LUNCH (7/8 Grade)	
L	10:05 - 10:31	Period 4	10:09 - 10:35	Period 4	10:09 - 11:05
Period 4	10:34 - 11:31	L	10:35 - 11:01		
		Period 4	11:03 - 11:31	L	11:05 - 11:31
Period 5			11:35 - 12:13		
Period 6			12:16 - 12:55		

7-12 Finals Schedule	
Period 1 or 2	8:00 - 9:25
Period 3 or 4	9:32 - 10:57
Period 5 or 6	11:04 - 12:30
LUNCH (optional)	12:30 - 12:55
Optional WIN Time (appointments with teachers required)	12:55 - 2:55

2 HOUR LATE START (As needed for inclement weather)					
Period 1			10:00-10:40		
Period 2			10:44 -11:24		
A LUNCH		B LUNCH		C LUNCH (7/8 Grade)	
L	11:24 - 11:49	Period 4	11:27 - 11:52		
		L	11:52 - 12:17	Period 4	11:27 - 12:20
Period 4	11:52 - 12:45	Period 4	12:20 - 12:45	L	12:20 - 12:45
Period 3			12:48- 1:28		
Period 5			1:31 - 2:11		
Period 6			2:14 - 2:55		

COMPLAINTS

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Students or families with a concern about a specific class should report their questions/concerns to the teacher of that class. Complaints may be either written or oral. People are encouraged, but not required, to file

a written complaint at the building level where appropriate. The appropriate administrator will respond to the complaining party regarding the school district's response to the complaint. All members of the Delano community are encouraged to report acts of bullying, harassment, or harmful behaviors through the Delano Safe Schools Tip Line.

EIGHTEEN YEAR OLD STUDENTS

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

EMPLOYMENT 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. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

FEES [*]

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the student's counselor as we ensure that a student or family's ability to pay fees does not limit learning opportunities.

FOOD SERVICE

Meals are planned according to federal guidelines. Students are required to take 3 of the 5 items served, and must take at least ½ cup of fruits or vegetables as part of their meal. This option provides our students with the opportunity to choose the food for their meal and helps to reduce waste.

Meal prices for the 24-25 school year are as follows:

Breakfast	Free	Second Breakfast	$2.50	Cereal	$0.50
Lunch	Free	Second Entree	$2.00	Second Lunch	$4.00
Milk	$0.50				

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.

While first meals will be free for all students, **we encourage all eligible families to complete the Application for Free or Reduced Price Lunch,** regardless of their intent to accept support. The school district receives additional benefits based on qualifying families. 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 1 each year.**

Students are not allowed to order food and have it delivered to school.

Please refer to Policy 534 Unpaid Meal Charges for information.

LUNCH PERIOD

Students are to remain on the school property at all times during the school day unless administrative approval has been received. **Students may not be in the parking lots or in vehicles during lunch**. Leaving school property during lunch, or any other time during the school day, is considered skipping and may result in detention, ISP, and/or out-of-school suspension. During the lunch period students should be in the cafeteria, or in designated areas as defined by the administration. Students are not allowed to receive meal deliveries at any point during the school day.

CAFETERIA BEHAVIOR

Certain types of behavior are inappropriate in the cafeteria. These include throwing food, spitting out food, hollering or screaming, running, tripping or pushing other students, showing disrespect for supervisors, refusing to follow the instructions of cafeteria personnel, or leaving a mess on the table or on the floor. If students are behaving inappropriately they will be restricted from eating in the cafeteria. We simply ask for students to be courteous young people and demonstrate respect to those around them as well as the food service personnel.

FOOD AND DRINK OUTSIDE THE CAFETERIA

Candy, snacks, pop, juice, and bottled water may only be consumed in the building before school, during lunch hour, after school or in a classroom with permission from the teacher. These items are always prohibited in hallways, gyms, the IMC, computer rooms, and the Performing Arts Center. Administration reserves the right to address these issues with appropriate consequences.

FUNDRAISING

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the building principal. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day. Fundraising rules and procedures are further outlined in Policy 511.

INFORMATION MEDIA CENTER

The Information Media Center (IMC) plays an important role in your education. Through online access, the IMC offers a variety of information resources to aid you in your school work. The IMC also offers a variety of recreational reading materials.

GENERAL POLICIES

1. Food items and beverages are not permitted in the IMC.
2. Please do not disturb others.
3. During the school day (8:10-2:55) students must present a pass if they are not in the IMC with your teacher.
4. Computers are to be used for educational purposes only.

CIRCULATION POLICIES

1. Loan period is 4 weeks for books and overnight for equipment (computers, cameras, tripods, etc..).
2. Overdue notices are emailed once each week to your student email address and to your parent's email address. Please return materials on time.
3. Lost and damaged materials are charged a replacement fee up to 100% of the cost of replacement.

INTERNATIONAL STUDENT ENROLLMENT

Delano High School accepts international exchange students sponsored by agencies approved by the Council on Standards for International Educational Travel. Individuals or families who are considering hosting a student must secure permission from the principal prior to completing the application forms.

LOCKERS

Students are assigned a locker, and cannot change lockers. Lockers are assigned and provided for the storage of student's personal belongings during the school day that are not allowed in classrooms (i.e.winter coats, extra school supplies) UNDER NO CIRCUMSTANCES SHOULD STUDENTS TELL ANYONE THEIR LOCKER COMBINATION. The lockers are property of Delano Public School even when students are using them. School authorities have the right to enter a locker to search or inspect any material in the locker if they believe that it contains an illegal or dangerous substance or paraphernalia or if the contents of the locker may present a threat to the educational environment. The student(s) assigned to the locker can and will be held responsible for illegal material found in the locker.

LOST AND FOUND

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

MESSAGES TO STUDENTS

Office telephones are not for students' personal use during the school day. Students will not be called out of class to receive phone messages except in the event of an emergency.

NONDISCRIMINATION [*]

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Rebecca Ring, Human Resources Specialist (x 1952) as the district's human rights officer to handle inquiries regarding nondiscrimination.

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.

PARENT AND TEACHER CONFERENCES

Parent and teacher conferences will be held each trimester. The dates of conferences are published annually on the approved school district calendar. For more information regarding conferences, contact the building principal.

PLEDGE OF ALLEGIANCE [*]

Students will recite the Pledge of Allegiance to the flag of the United States of America daily. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

SCHOOL CLOSING PROCEDURES / E-LEARNING DAYS

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over various media outlets. Additionally, phone calls and emails are generated using the district notification system with an attached informational message.

Delano Schools uses "E-Learning Days" as an alternative to school cancellations due to inclement weather. Typically, an E-Learning Day will require students to log onto their Google Classroom pages and complete work independently prior to the next scheduled school day. Students will be notified at the beginning of a course for the specific expectations related to an E-Learning Day.

Special Notice for students attending Wright Technical Center (WTC) Courses:
Delano Schools will not communicate unexpected closures for Wright Technical Center (WTC) students. Students and families are expected to watch for closures on their own. WTC utilizes their own notification procedures in the event of unplanned school closures. In the event that Delano schools is two hours late, Delano students are not expected to report for WTC. In the event that WTC is two hours late, students will not participate in WTC courses during block 1. Students will arrive to Delano High School for their third period class as normal. Students attending WTC during other blocks will continue to attend WTC during a 2 hour delay for WTC.

SEARCHES

In the interest of student safety and to ensure that schools are free of drugs and weapons, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker [*]
Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of

lockers for any reason at any time, without notice, without student consent, and without a search warrant. Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Personal Possessions and Student's Person
The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. At any time, when two or more students are discovered in a single bathroom stall, a search will be performed by administration.

Vehicles on Campus [**]
Patrols and Inspections
School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle
The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

STUDENT CHOSEN NAME
Students who wish to be referred to by a different first name other than their legal name must speak with their counselor. Following a conversation with the counselor, and if necessary, a student's preferred name will be used for all internal school communication Skyward, Google, etc…) and publications (i.e. yearbook, honor roll). Legal names will continue to be used for official records (i.e. report cards, transcripts, state reporting)

STUDENT CLUBS
Student clubs are an opportunity for student leadership and participation in areas of interest not met by current extra/co-curricular offerings in accordance with the vision/mission of Delano High School. DHS staff recognize the importance of student connection and belonging to our school for the realization of academic, social/emotional, and physical growth. Student clubs are a means for students to build connections and demonstrate leadership in areas of interest. More information regarding Student Clubs can be found in the Student Club Manual.

STUDENT PUBLICATIONS AND MATERIALS
The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Nonschool-sponsored publications may not be distributed without prior approval.

Distribution of Nonschool-Sponsored Materials on School Premises [**]
The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district

regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" Policy 505.

School-Sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

STUDENT RECORDS [*]

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. A complete copy of the school district's "Protection and Privacy of Pupil Records" Policy 515 may be obtained on the district website.

RELEASE OF STUDENT DATA - Opt Out Information

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

STUDENT SURVEYS [*]

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For a complete copy of the school district's "Student Surveys" policy 520 may be obtained on the district website.

TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

The school district will provide transportation, at the expense of the school district, for all resident students more from the school. Transportation will be provided on all regularly scheduled school days or makeup days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardians.

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

VIDEO AND AUDIO RECORDING

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Part 2 - Academics

ALTERNATIVE EDUCATION OPPORTUNITIES

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact their assigned school counselor. Additionally, the Delano High School Student Success Team will place students in designated courses to meet their learning needs.

ACADEMIC AWARDS

HONOR ROLL

The Scholars Honor Roll will consist of students who have a 4.000 or better grade point average for the current trimester. The A honor roll will consist of students who have a 3.670 grade point average for the current trimester. The B honor roll will consist of students who have a 3.000 grade point average for the current trimester. For the purposes of Honor Roll, a student's weighted GPA will be used. An F or U grade on a student's current grade record at the time the honor roll is computed (two weeks after the end of the trimester) will eliminate eligibility for the honor roll. Students must be enrolled in at least 4 courses at DHS awarding letter grades (A-F) to be considered for the honor roll. Courses taken at WTC count as graded courses taken at DHS.

Grades are given the following point value:

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

DIPLOMAS

Delano High School awards three differentiated diplomas:

- Traditional Diploma. Students meet the standard curriculum requirements.
- Distinction Diploma. Students must maintain a minimum grade point average of 3.50 and meet all standard curriculum requirements. To earn a Distinction diploma, students may not have failed any classes or withdrawn from any PSEO classes.
- High Honors Diploma. Students must inform the 12th grade counselor by September 15 of their senior year if they are seeking a high honors diploma. Please reference the DHS Registration Guide

for more information. Students must meet all criteria on the form. Post Secondary Enrollment Options (PSEO) courses will be evaluated on an individual basis to determine if they qualify for Group I or Group II, with the exception of courses such as Precalculus and Calculus entitled the same at both the post-secondary school and the high school. To earn a High Honors diploma, students may not have failed any classes or withdrawn from any PSEO classes.

HONOR FIVE

To be considered for designation as an Honor Five student, you must also be graduating with a high honors diploma. The top five students as determined by their GPA, who are also high honors students, will be named the Honor Five. This will be determined after completion of the third trimester, when all senior grades have been submitted. In the event five students do not qualify for a High Honors diploma, the highest qualifying rank order student(s) will be selected.

ACADEMIC LETTER

When you achieve a cumulative grade point average (GPA) of A- (3.670) or better for the academic year in grades 9-12, you earn the privilege of receiving an official Delano High School letter. ***Neither** trimester nor cumulative GPA are rounded up for purposes of this computation.*

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

AUDITING A CLASS

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

COMMENCEMENT

Commencement exercises are an official function of the school and they reflect the oldest traditions of public education. They are a solemn right of the school and are formal in nature. Those who are disorderly will be asked to leave. Only students who have earned the credits necessary for graduation may participate in commencement. Students must earn all credits and pass all testing requirements to participate in commencement. **Only students who will receive a diploma dated the year the exercises are held may participate in commencement. There are no exceptions to this policy**. Participation in commencement is voluntary, and if you do not wish to participate you may receive your diploma directly from the principal's office. Seniors who engage in disorderly conduct at the end of the school year will not be able to participate in the commencement program. Students must be on track to graduate by the Friday two weeks prior to graduation. This means all work must be turned in and you must be in good standing in all classes in which you are currently enrolled. If these conditions are not met, you will not be allowed to march in commencement exercises. For students in PSEO programs, it is your responsibility to secure official transcripts and submit them to the counselor in order to be eligible for the Honor Five. This must occur one week prior to commencement. If not, the student forgoes the privilege to be a part of the Honor Five. If the college has not completed their respective term, you must receive and submit, in writing, a progress report from each instructor.

COURSE RETAKES

Some elective courses are available for students to retake for the purposes of increased exposure to curriculum. These elective courses are outlined in the Registration Guide. Additionally, students may wish to retake a required class for the purpose of improving their grade and/or earning credit. Any student wishing to retake a course must complete and submit the Course Retake Form to their counselor. Upon submitting the form, the student acknowledges that:

- A previous grade of "F" will be changed to "U"
- A previous passing grade will be changed to "S"
- Any credits earned from the previous attempt will be removed from the student's transcript.
- The grade and credits earned from the new attempt will replace the previous attempt.
- A student who passes a class and chooses to retake it, will automatically forfeit those credits.
- Once approved, the course can not be dropped.

Retaking a course may have graduation implications. Additionally, grade replacements after trimester 1 of your senior year may impact NCAA. If you are registered with NCAA, please check with your counselor prior to replacing a grade as a senior. It is highly recommended that students wishing to retake a course meet with their counselor to appropriately weigh all their options. Courses are subject to availability with priority given to students who are not retaking the course.

CREDIT FOR LEARNING

Students at any level are able to test out of a course if they can demonstrate competence in the skills and concepts of the course. The assessment of this competence may include such tools as written or oral examinations and assessments, product or performance exhibits, or teacher input. Subject area competency procedures relating to course level outcomes may be utilized. In order to satisfactorily "test out" of a given course, students must earn at least 80% on the designated outcome measures determined by the teacher and building principal. See a member of the administrative team for more information on credit for learning.

Students who are unexcused absent for 10 or more periods of a course will NOT receive credit for the course. The student will receive a U on their transcript and may be removed from the course for the duration of the trimester and be placed in a study hall. Administration reserves the right to appropriately respond to students with extenuating circumstances. CIS courses may be subject to alternative attendance requirements due to attendance in accordance with the cooperating university. See Attendance for more information.

DETERMINATION OF CLASS STATUS

Class status is relevant to access certain DHS activities and programs. For the purpose of determining class status, students must be on track to graduate. Refer to the graduation requirements section for more information.

FIELD TRIPS

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation. Students will be assessed fees for field trips that are not required and which are supplementary to the curriculum. Students will be provided alternative educational opportunities should they choose not to attend field trips.

GRADES / REPORT CARDS

Students' grades will be reported three times during the year. Report cards will be posted to Skyward Family Access for review shortly after completing each trimester. Online grade reports may also be reviewed on Skyward Family Access throughout the duration of the grading period. Parents/Guardians should feel free to call, email or set up a meeting with teachers regarding student progress at that time or at any time.

FAMILY ACCESS

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

GRADING SYSTEM

Grades are a representation of a student's current learning relative to the standards of the course. As such, DHS employs a grading system that encourages student learning.

Any grading practices outlined herein do not strictly apply to CIS classes as those classes must adhere to the policies/practices of the associated post-secondary institution. However, CIS classes are encouraged to utilize grading practices that reflect our collective focus on learning to the degree they have flexibility to do so.

DHS Grading Percentages:

Minimum %	Letter Grade
93	A
90	A-
87	B+
83	B
80	B-
77	C+
73	C
70	C-
67	D+
63	D
60	D-
0	F

COMMON % FOR LETTER GRADES

Courses at DHS will use the grading percentages shown in the table for all regular classes. For supplementary courses, or for individual courses as determined by the teacher and building principal, a Satisfactory/Unsatisfactory grade will be awarded. S/U grades have no bearing on GPA; however, an S grade will earn course credit whereas a U does not. The percent correct to receive an S grade will be 65%. Teachers reserve the right to improve a student's final grade compared to what is calculated via Skyward if they possess evidence of learning according to the standards of the class. Incomplete grades will NOT be given upon completion of a grading period. Rather, students will receive the grade they have earned up to that point in the trimester. Students, in consultation with the classroom teacher, may continue to complete necessary work to improve their grade within the parameters given by the classroom teacher for a period of two weeks following the completion of the trimester.

SUMMATIVE / FORMATIVE GRADES

Assessments are opportunities for teachers to evaluate the learning of students. Assessments come in two forms: Summative and Formative.

Summative assessments are the performance tasks in which students demonstrate their skills and knowledge after learning. (i.e. tests, projects, etc…).

Formative assessments are those checkpoints, or practice activities, that occur frequently during the learning and inform instructional decision making. (i.e. daily homework assignments, participation, etc.).

All DHS grades a student earns will be allocated into one of these two categories, with 85% of the final grade consisting of summative assessments and 15% consisting of formative assessments.

RETAKES

"Retakes" are a mechanism for students to earn credit for demonstrating new learning following a poor performance on summative assessments. Student learning is always our goal; retakes encourage new learning.

All students will be provided a mechanism for one retake on all summative assessments other than final exams, regardless of the original grade earned. This one retake will be offered for full credit. The score earned on a retake will replace the original score; while full credit is possible, so is it possible to receive a lower score. Teachers may provide alternative mechanisms to demonstrate new learning and earn points. Teachers are free to develop their own reasonable strategies and timelines to suit their grade level, course, or summative activity.

These procedures will be outlined in the course syllabus.
Students must realize that a "retake" means more independent work, more individual responsibility, more time. The procedures students must attend in order to complete a retake do NOT necessarily include individual tutoring by the teacher. Students will be far more successful if they attend to their learning activities and preparation for assessments through studying the first time an assessment is offered.

WEIGHTED COURSES
Additional numeric weight is given to Advanced Placement and College in the Schools courses. Weighted courses receive an additional .66 value on a 4.0 grading system. These courses include all AP and CIS courses **except for CIS Writing Studio and CIS College Algebra**. PSEO students taking classes equivalent to the high school AP or CIS classes will have these classes weighted in the same manner as the high school AP or CIS courses; a submission of the college course syllabus to the DHS Counselor and principal approval is required for weighting PSEO classes. This will be limited to the number of weighted credits offered at Delano High School. If a student takes a weighted class at Delano High School, the student cannot receive weighted grading for the class at the college level. Example: A student taking CIS Chemistry at Delano High School will receive weighted credit for that course. If that student also takes a college chemistry course, the college course is not weighted. Non-weighted grades will be listed on the report card. Weighting will be calculated for grade point average and rank-in-class.

TRANSFER GRADES/CREDITS
Students who transfer to Delano over the summer or in the middle of the year will be awarded credit and grades in accordance with Board Policy 620. Students who transfer during the school year must do so before mid trimester in order to receive a grade for the course. Students who transfer after mid trimester will receive a Satisfactory grade ("S") if sufficient progress has been made relative to course standards.

A student who transfers out of DHS to another school will receive credits/grades for the current trimester in accordance with the following schedule:
Weeks 1-4 - no grade, no credit
Weeks 5-9 - S/U grade, ½ credit
Weeks 10-12 -*S/U grade, full credit
*Letter grades may be awarded as determined by the course teacher if all class requirements/assessments have been completed.

PSEO Grades/Credit Transfers - Students should refer to the DHS Registration Guide for information on how credits are allocated for college courses taken through the PSEO program. A student who withdraws from a course will have a WF on their transcript. A withdrawal will count the same as a failing grade on the student's high school grade point average calculation.

GRADUATION REQUIREMENTS [*]

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Delano High School. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests. Students will have the first opportunity to take a test in basic requirements in grade 10. Parents may opt out of the statewide assessments for their student(s) by completing the form available on the district website and returning it to the school district office. Delano High School does not have an early graduation option.

GRADUATION REQUIREMENTS QUICK REFERENCE GUIDE:

	Grade 9	Grade 10	Grade 11	Grade 12	Total
Core Area	**Credits**	**Credits**	**Credits**	**Credits**	**Credits**
Language Arts	2	2	2	2	8
Math	2	2	2		6
Science Earth Science* Biology/AP Biology Chemistry or Physics	2	2	2		6
Social Studies Geography/World History or AP Human Geo US History/AP US History Gov.-Citizenship/AP Gov Senior Econ & 1 elective credit	2	2	2	2	8
PE/Health	2	2			4
FACS	1				1
Fine Arts	2				2
Technology	1				1
Personal Finance**		1			1
Electives	29				29
TOTAL					**66*****

**Class of 2027 took Physical Science in 9th grade*
***Class of 2027 can take any Business Education class to satisfy this requirement*
****72 credits possible*

PROMOTION AND RETENTION

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final.

FLEXIBLE LEARNING YEAR PROGRAM [*]

The school district offers to its students a flexible learning year program that provides instruction throughout the year on an extended year calendar, extended school day calendar, or both through Wright Academy. Wright Academy is designed to facilitate the learning and progress of students toward graduation when the traditional high school program offered at DHS has not been effective. A student's participation in the program is optional. Students interested in participating in the flexible learning year program should contact their school counselor.

REGISTRATION AND SCHEDULING

Information relative to course/curriculum/program offerings can be accessed on the "Registration" tab of the Guidance and Counseling Web Page. The Registration Guide is a helpful resource for information on the following topics:

- Independent Study
- College in the Schools (CIS)
- Post-Secondary Enrollment Options (PSEO)
- Wright Technical Center
- Descriptions of all courses of study

SCHEDULE CHANGES AND DROPPING CLASSES

Delano High School makes every effort to enroll students into the courses which they selected during the registration process. Students may drop a trimester 1 course **within the first four school days** of trimester 1. Students wishing to drop a trimester 2 or 3 course must do so within the first two days of the trimester to make the change without penalty. Students may add an available course. Students will be responsible for all work missed during a schedule change to another class. Any student dropping a course after the designated timelines above will incur a grade of "F" that will be calculated into the grade point average.

STANDARDIZED TESTING

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

For specific information on testing dates, refer to the DPS Testing Page.

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

SUPPLEMENTAL ON-LINE LEARNING

Policy 624 On-line Learning Options, allows for a student to enroll in online learning for supplemental online learning courses equal to a maximum of 50 percent of the student's full schedule of courses per term during a single school year. All proper forms and documentation must be submitted in compliance with Delano Public Schools policy and the Minnesota Department of Education. To enroll in more than 50 percent of the student's full schedule or courses per term in online learning, the student must qualify to exceed the supplemental online learning registration limit, by administration approval, or apply to enroll in an approved full-time online learning program. Students participating in supplemental online learning through another school district will need to complete their online learning off the DHS campus. All supplemental courses will follow the grading timeframes of the DHS school calendar and be reported on the official DHS transcript. Any student considering supplemental on-line learning must consult with their high school counselor for pre-approval to determine credit qualifications.

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 qualification 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 student 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 will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Part 3 - Rules and Discipline

All students are required to comply with all reasonable requests from any staff member.

ATTENDANCE [**]

Regular school attendance is the primary responsibility of students and parents and is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. 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 a.m. if their child will be absent that day. The attendance line is 763-972-7601. 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 five 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. It is the student's responsibility to contact teachers to clarify questions regarding make up work.

Absence Limits per Trimester	
10 total absences* in a course during the trimester	Students and family will be notified that 10 period absences have been reached. Additionally, notification will be provided that all absences after 15 will be considered unexcused.
15 total absences* in a course during the trimester	All future absences will be unexcused for the remainder of the trimester. See "unexcused absences" below for more information on Truancy. Even when a doctor's note is provided, administration reserves the right to classify the absence as excused or unexcused.
ATTENDANCE AND COURSE CREDIT **Students who are unexcused absent for 10 or more periods of a course will NOT receive credit for the course.** The student will receive a U on their transcript and may be removed from the course for the duration of the trimester and be placed in a study hall. Administration reserves the right to respond appropriately to students with extenuating circumstances. CIS courses may be subject to alternative attendance requirements due to attendance in accordance with the cooperating university.	
***Absences resulting from school sponsored activities (ie. field trips, extra-curricular and co-curricular events) are NOT counted as absences for the purpose of these limits. Religious observances also do not count towards a student's attendance limits.**	

EXCUSED ABSENCES
According to district policy, illness, funeral, medical or dental treatment, court appearance and religious instruction are excused absences. Additionally, students are allowed to take the written driver's exam and the road test for your Minnesota driver's license during school hours, however, you need a pass from the office to leave school to take either test. Regardless of the reason provided, adherence to the procedures listed above must be followed for an absence to be considered excused. Parent notification does not automatically mean the absence is excused. **DHS administration reserves the right to determine the validity of absences and make a determination of excused versus unexcused**.

UNEXCUSED ABSENCES / TRUANCY
Unexcused absence is defined as absence from school for any period of time without knowledge of the parent/guardian and/or authorization from the office or absence without adequate reason. Additionally, any student who is absent from a class for a period of at least 10 minutes will be considered unexcused. Oversleeping and/or missing the bus are examples of unexcused absences. Minnesota law requires students to attend school until they are 17 years old. DHS staff work with Wright County to encourage and enforce student attendance. The school reserves the right to require medical verification in cases where student absences are excessive. If a student is determined to be truant they will be referred to Wright County. More information regarding the Wright County Truancy services can be found on their website.

Students who leave the school building during the day without permission will not be allowed to return to classes. As such, these students would receive an unexcused absence for the duration of the school day and be ineligible to participate in any after school activities.

NOTICE FOR STUDENTS IN WORK EXPERIENCE/WORK PROGRAM - It is the student's responsibility to adjust their work schedules to account for regular, pre-planned special schedules (i.e. Late Start schedule). Missing scheduled class time for work is an unexcused absence and may result in the student being removed from Work Program

FAMILY VACATION POLICY
While Delano High 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 email stating the dates that their child will be absent should be submitted to the school office and *each* of the student's teachers **FIVE school days in advance of the date of departure. While accommodations and/or work provided in advance may be possible, teachers are not required or expected to provide work in advance of an extended absence.**

MAKE UP WORK
Regardless of the absence type, students will have extended time to complete formative assignments equivalent to the number of days missed (i.e. if a student misses two days of school due to illness, they will have two days to complete the work). Teachers will have discretion to reasonably limit extended time for summative assignments, tests, or projects. Extended time, however, does not extend beyond the two week grace period at the end of a trimester. Further, it is expected that while teachers will provide missed work, students are ultimately responsible for completing said work on their own time. Teachers stated late work procedures will take effect after the extended deadline passes.

TARDIES
An unexcused tardy is failing to be in the designated area at the designated time. Arrival 10 minutes late, or any period of 10 minutes or more when a student is unexcused from any class without permission is considered an unexcused absence for that class. Students will receive detention following the sixth tardy of the trimester. Students will receive an additional detention for every third detention beyond the sixth. .

LEAVING DURING THE SCHOOL DAY
Students are required to remain in school the entire day unless excused by the high school office. Students who need to leave during the school day must present a note to the high school office before school. The administrative assistant will issue a pass to be presented to the student's teacher at the time of departure. Students leaving during the school day MUST leave through the main entrance after signing out in the office. . All efforts should be made to arrange for notification of students leaving early before school on the day of the expected absence. Any student who leaves during the school day when appropriate notice by the parent/guardian is NOT received by the start of the school day must provide a doctor's note for the appointment in order for the absence to be excused.

For more information regarding the district's attendance policy, please refer to the website.

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

BACKPACKS, HEAVY WINTER JACKETS/COATS AND OTHER PERSONAL ITEMS
Student lockers are provided for the storage of any item not essential for learning during the school day. Jackets, coats, purses, and other items not needed must be kept in the student's locker. Backpacks may be used by students throughout the day. However, teachers have the discretion to put limits on the use of backpacks in their classroom. As an example, teachers may prohibit backpacks from their room on any given day or may specify a designated location for them to be stored while a student is in their classroom. Teachers will provide students with directions and expectations for the use of backpacks during the first week of the course. Students must adhere to all classroom rules as failure to comply is an act of insubordination.

BULLYING PROHIBITION [*]
The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy 514. All members of the Delano community are encouraged to report acts of bullying, harassment, or harmful behaviors through the Delano Safe Schools Tip Line.

BUSES – Conduct on School Buses and Consequences for Misbehavior [**]
Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked. The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:
• Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
• Respect the property of others while waiting at the bus stop.
• Keep your arms, legs, and belongings to yourself.
• Use appropriate language.
• Stay away from the street, road or highway when waiting for the bus.
• Wait until the bus stops before approaching the bus.
• After getting off the bus, move away from the bus.
• If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
• No fighting, harassment, intimidation, or horseplay.
• No use of alcohol, tobacco or drugs.

While riding a school bus, all riders must comply with the following rules:
• Follow the driver's directions at all times.
• Remain seated facing forward while the bus is in motion.
• Talk quietly and use appropriate language.
• Keep all parts of your body inside the bus.
• Keep arms, legs and belongings to yourself and out of the aisle.
• No fighting, harassment, intimidation, or horseplay.
• Do not throw any object.
• No eating, drinking or use of alcohol, tobacco, or drugs.
• Do not bring any weapons or dangerous objects on the school bus.
• Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

CLASSROOM BEHAVIOR/DISTURBANCES

In all classes and at all times while participating in school activities, students are expected to demonstrate the principles of The Tiger Way. That is to say that students should consistently demonstrate **Teamwork, Inclusion, Grit, Excellence, and Respect**. The classroom is for one purpose only: learning. Teachers, under the consultation of the building administrators have the discretion to employ effective classroom management strategies.

Any time a student interferes with learning, regardless of the degree, the student is subject to removal from class. When students are causing a problem that the teacher considers a disruption to class progress, the student will be sent to the office or planning room. Because it is not possible for the teacher to accompany students, they are responsible for reporting to the designated location as directed by the teacher. Students should explain the reason they have been asked to leave class. Under no circumstances are students to leave the office or planning room until they have been given permission to do so. Additional consequences will be determined at the discretion of administration. In the judgment of the administration, if a student's behavior is sufficiently disruptive as to seriously curtail the learning environment, students can be permanently removed from class.

CODE OF CONDUCT - Minnesota State High School League (MSHSL)

All student activity participants in grades 7 through 12 are subject to the code of conduct and discipline guidelines of the Minnesota State High School League. The application of the MSHSL Code of Conduct is universally applied to all high school activities, regardless of its affiliation or endorsement of the MSHSL.

DISCIPLINE [*]

Students are responsible for their behavior and actions. Anyone who distracts or prevents others from receiving educational services will be disciplined accordingly following an administrative review of all relevant circumstances. Appropriate steps necessary to correct the problem will be taken at the discretion of teachers and administration, including but not limited to the procedures outlined below.. It is the intention of DHS staff to promote management practices that support student learning.

DETENTION

After-school detention is held as a consequence for violations of school and classroom policies. A detention notice, stating the reason and the date of detention, will be mailed or emailed home. Detention will be assigned during a specific week.

IN SCHOOL SUSPENSION

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

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

Students will be placed in ISS because they have broken a school policy that is serious enough to warrant removal from class. ISS operates in an environment of strict adherence to set rules during a specified time period during which you will earn advancement back to the regular classroom. When students are assigned to ISS, a written notification is sent to your parents/guardians via Skyward along with a phone call.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension is used generally for students who violate school policies that endanger the health and/or safety of themselves or others. The principal or his designee has the prerogative of issuing out-of-school suspension as may be deemed necessary for any violation of school policy in accordance with the Minnesota Pupil Fair Dismissal Act (M.S. 127.26- 127.39). All assignments issued during out-of-school suspension must be made up.

DRESS AND APPEARANCE

Students are encouraged to be dressed appropriately for school activities that promotes a safe, welcoming and positive educational environment for all students.

Appropriate clothing includes, but is not limited to the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).
- Hats, hoods and other head coverings are allowed provided they still allow for unobstructed viewing of a student's face. It is critical that students be identifiable for the safety and security of our staff and students. Teachers may ask students to remove their hat/hood as part of their classroom management plan. Students

are expected to comply respectfully when staff asks them to remove it. Failure of a student to remove a hat/hood when requested by a staff member is insubordination and disciplinary action may be taken.

Inappropriate clothing includes, but is not limited to, the following:
• Clothing that exposes undergarments and/or private areas.
• Clothing bearing a message that is lewd, vulgar, or obscene.
• Apparel promoting products or activities that are illegal for use by minors.
• Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
• Any apparel or footwear that would damage school property.

If the administration determines a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified. Detailed information on the school district's "Student Dress and Appearance" Policy 504 can be found on the district website.

HALL PASSES

All students are expected to possess a hall pass when present in the hallways during class time. All students are expected to receive permission from their classroom teacher before leaving class. As a reminder, cell phones and other personal devices are not to be used during class time and must remain in the pocket chart when a student momentarily leaves the room. Any use of student cell phones or personal devices during class time, in any location, is prohibited and will result in a violation of the cell phone procedures. Further, it is implied that when receiving permission to leave the classroom, the teacher expects the student to take the most direct path to the designated destination and return immediately via the most direct route.

HARASSMENT AND VIOLENCE PROHIBITION [*]

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" Policy 413 can be found on the district website. All members of the Delano community are encouraged to report acts of bullying, harassment, or harmful behaviors through the Delano Safe Schools Tip Line.

HAZING PROHIBITION [*]

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" Policy 526.

HONOR CODE

Statement of Philosophy: Delano High School assumes that its students are honorable. We value the principles of honesty, integrity, and respect both in academics and outside the classroom. We share a common responsibility to preserve these ideals, for we realize that each individual's actions affect the school's climate of trust. We expect the grade that a student earns reflects knowledge and skills acquired by that student. It is important to understand that the purpose of formative assessments are to ensure that learning takes place and the purpose of summative assessments are to demonstrate the learning.

Academic Dishonesty Defined: Academic dishonesty, commonly referred to as cheating or plagiarism, is defined as knowingly giving or receiving information or assistance on any graded work that is understood to be an example of individual effort.
Examples of Academic Dishonesty include:

- **Plagiarism:**
    - using the views, opinions, or insights of others without proper citation (i.e. copy and pasting or paraphrasing without citation)
    - submits falsified or invented work/information instead of actually doing the work, research or task themselves
    - changing or creating data in a lab experiment
    - claiming credit for work in a project when work was done by others
    - using an online translator for more than words or phrases
- **Using unauthorized tools or materials in any academic work:**
    - looking at someone else's work product during an exam, test or quiz
    - collaborating on an exam, test ,quiz or assignment with any other person without prior approval of the instructor
    - using any kind of "cheat notes" during an exam, test or quiz
    - using an electronic device (calculator, cell phone/app, camera, laptop/tablet, or any other device) without permission to give or receive information
    - providing or selling exam, test or quiz information to other students
    - Using materials created by artificial intelligence (AI), in part or whole, as your own creation.
    - Using AI for classroom assignments in ways prohibited by the classroom teacher.
        - Refer to the Acceptable Use of AI procedures outlined below.
- **Assisting other students in any of the above acts**

Note: the above items are common examples but are not intended to be an all-inclusive list.

Regardless of motivation, cases of academic dishonesty are completely unjustified in every instance. To cheat is to demean your efforts. Acts of academic dishonesty causes your character to come under suspicion and it belittles the hard work of all students.

Consequences for Academic Dishonesty: Teachers will note offenses on a disciplinary referral form. As with all disciplinary infractions, a record will be maintained throughout the student's high school career. The administration, in consultation with the classroom teacher, will assign consequences based on the student's history and details of the infraction. Consequences will be assigned in keeping with the Discipline procedures outlined in this handbook. Generally, a student who cheats on a summative assessment will receive a zero on the assessment until such time that they retake the assessment. The teacher has discretion to make reasonable protocols for students to earn a retake as described in the Retakes section of this handbook. Students that cheat on a final exam will receive a zero on the final exam and the final course grade with the zero included. Administrative and teacher discretion may be used in extenuating circumstances.

PARKING AND DRIVING REGULATIONS

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

Visitors
Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Students
The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

A. **Students must be 16 years old and have a valid drivers license.**
B. **Only students with NO outstanding obligations to the school (fees, fines, book returns, equipment returns, etc.) may receive a parking tag. Fees and obligations must be paid/met before the (applied for and) purchased tag will be issued to the student.**

C. Any student who wants to drive to school and use the school parking lots must register all of his/her vehicles. Due to the high volume of vehicles, we may not be able to accommodate all students requesting a permit.

D. Any motor vehicle parked in the school parking lots must display an official school-parking identification tag. These tags will be issued only upon the completion of the parking registration through the DHS Office. **This fee is non-refundable**. The fee will be prorated at the start of each trimester.

E. Students will be assigned a specific parking lot. Designated student spaces in the lot are the only spaces students are allowed to park. **All fire lanes and non-numbered parking spaces are NO PARKING areas at all times**. Lower lot students will park in student-assigned stalls in the main lots (#1 and #2) with a displayed "L" parking tag. All upper lot students will park in the upper DIS lot #4 in spaces assigned for students with a displayed "U" tag. **There is NO PARKING in staff or visitor spots in any lot at any time.**

F. Vehicles improperly parked in the lot or parked in a space or lot other than the one to which you have been assigned will be subject to immobilization or towing at the owner's expense. Release of the immobilization unit will incur a cost of $50. Parking violation fines will start at $25 All parking fines must be paid in full in a timely manner (two weeks from issuance) or the student's driving privileges may be revoked.

G. School authorities have the right to enter a vehicle on District property to search or inspect the vehicle if they believe that it contains an illegal or dangerous substance or paraphernalia or if the contents of the vehicle may present a threat to the educational environment.

H. The maximum speed limit in all driveways and parking lots is **15 mph**. Your parking permit may be suspended or revoked if the speed limit is not followed.

I. **Students may not go to their vehicles between 8 a.m. and 2:55 p.m**. unless they are leaving the school property with an approved early dismissal, or unless they have permission from the principal or designee.

J. Students must drive on school property with extreme caution and consideration. Any evidence of reckless or careless driving will result in the suspension or revocation of driving privileges on campus.

K. Should it be necessary to suspend a driving privilege and/or the student involved is found driving on school property, it will be considered a very serious violation. The parking ID tag will be revoked. No money will be refunded to drivers who have lost parking privileges.

L. Observe all driving and parking regulations printed in the Student Handbook and expectations as defined by the Board of Education and the City of Delano.

M. **School buses have the right of way at all times**.

N. Students are not allowed to drive to the Wright Technical Center without prior written permission from the Principal of Delano High School. If given permission to drive, the building principal may impose specific conditions that must be followed to avoid consequences.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy 506.

SCHOOL DANCES / PROM PARTICIPATION GUIDELINES

School Dances

Regular DHS Dances (i.e. Homecoming, Winterfest, etc…) are open to any 9th through 12th grade DHS student in good standing as determined by DHS Administration. Non-DHS students will not be allowed to attend a regular DHS dance.

Prom

Participation in the Delano High School annual prom is a privilege. The administration encourages participation in this event and recognizes prom to be a Junior/Senior student event. Only juniors and seniors are eligible to purchase tickets provided they meet the following minimum requirements:

1. Student is in good standing.
    a. Academic: Students must be making satisfactory progress toward their diploma. In the event that students are deficient in credits, a plan must be submitted to the administration. This plan will include course(s) taken and a completion timeline, preferably prior to the date of prom.
    b. Behavioral: DHS Administration reserves the right to refuse participation to any student whose conduct may pose a threat to a safe, orderly, and/or successful event.
    c. Attendance: The administration has the authority to deny participation to any student whose attendance is not in good standing or may be questionable. On the day before prom, students must be in attendance the full day to attend prom.
2. DHS Junior or Senior students may purchase a guest ticket provided that the guest is pre-approved under the following criteria:
    a. a junior or senior in good standing at another high school or,
    b. a recent high school graduate (within the last calendar year).
    c. Submits a completed DHS Prom Guest application Purchasing a guest ticket does not guarantee approval. Students wishing to bring a guest must receive approval prior to ticket purchase.
3. Students who wish to bring a non-DHS student must receive approval from DHS Administration BEFORE purchasing a ticket. Guests may be asked to get signatures from parents/guardians and their respective school officials before receiving approval.

TECHNOLOGY IN THE SCHOOL

Cell Phones / Personal Devices

Delano High School prohibits the use of cell phones, ear buds, and other personal electronic devices during academic time. The prohibitions outlined are intended to promote a focused learning environment. For these practices, cell phones refer to smartphones and personal electronic devices, including earbuds and smartwatches, when used with a smartphone, iPads, when used as a personal entertainment device (i.e. videos, texting, social media, etc.), will be confiscated in accordance with this procedure. **Any device may be confiscated when used in ways not prescribed by the teacher.**

Expectations:

1. Cell phones, earbuds and other personal devices are prohibited during academic time.

a. Academic time is considered from the beginning bell to the ending bell of all periods 1 through 6, as well as Advisory and WIN.

b. Students may use cell phones when a teacher has given them permission to use it for a specific educational purpose.

c. Any instance in which a cell phone is in use or heard without the teacher's express permission during academic time will result in the consequences below.

d. Students are allowed to use cell phones during passing time and during the lunch period. No cell phones or accessories (smartwatch, earbuds, etc.) during academic time (this includes WIN, Advisory, and Study Hall)

2. Storage Options

a. Students will place their phones in a designated location in the classroom at the start of each class period. Phones must remain in the pocket chart for the duration of the class period. Students must also turn off their devices or switch them to airplane mode during academic time. Students do have the right to leave their phone in their locker, vehicle, or at home should they choose. If phones are not placed in the pocket chart, the student must not use the device at prohibited times outlined herein.

3. Consequences - A violation of these rules occurs when a student's cell phone is heard or is actively used by the student during academic time.

a. 1st Offense: A Staff member confiscates the device for the remainder of the day and takes it to the office for the student to pick up at the end of the day

b. 2nd Offense: A staff member confiscates the device for the day. It is then taken to the office, and parents will need to pick it up.

d. 3rd Offense: School Administration will levy appropriate consequences. A cell phone plan will also be developed to ensure compliance with DHS protocols.

4. Failure to comply with a teacher's request for a cell phone is insubordination and will result in further consequences.

5. Exceptions to this strict procedure may be considered due to a student's individual medical and educational needs in consultation and with the approval of the building administration.

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.

School Issued Technology

Students are expected to correctly handle and use school-issued chromebook/laptops/desktops in a safe and responsible manner. If it is determined that damage was caused by student misuse or carelessness, the student may be required to reimburse the school district for the repairs or replacement of such devices. In the event

that students are assigned mobile devices, the devices should be kept in a case when not in use and should be fully charged each school day. Any case used for the computer should be appropriately sized to fit only the computer. All students in grades 7 and 8 will be required to utilize a school issued Chromebook. Any use of phones or other personal devices will be confiscated in accordance with the Cell Phones/Personal Devices procedures outlined above.

Social Media
Students are prohibited from posting, continuing or liking any comments, photos, videos, etc. about any staff member or student that would be considered inappropriate or disparaging. Even if the comments are intended to be sarcastic. Sarcasm does not read well and therefore cannot be interpreted as such.

Student/Staff Images
Images of other students or staff are not to be used without the expressed permission of the person(s) in the image. This includes but is not limited to social media posts, avatars, memes, profile pictures, emails, etc.

INTERNET / TECHNOLOGY ACCEPTABLE USE POLICY
Any use of electronic devices for non-educational purposes will be deemed a violation of these guidelines and appropriate action will be taken. This includes but is not limited to recording of staff or students without permission. See Internet Acceptable Use Policy.

The Internet is available to you at Delano High School for educational use only. Internet use must be consistent with the educational goals of Delano Public Schools, and may not be used for any illegal purposes. The Internet may not be used to transmit threatening, obscene, or harassing materials. Students 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 any illegal or improper use of the internet. Upon signing the acknowledgement and receipt of the student handbook the student is acknowledging an understanding that holds them responsible for 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 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. Delano Public Schools specifically denies any responsibility for accuracy of or quality of information obtained through its services.

In accordance with the Electronic and Communications Privacy Act (e-mail), students and families are hereby given notice that there are no facilities provided by 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 Acceptable Use Policy may result in disciplinary action, revocation of the user account, and/or appropriate legal action, including suspension from school. Students must also agree to report any misuse of the information system to the school technology representative, teacher, or administrator.

The entire policy - 524 Internet Acceptable Use and Safety Policy, can be found on the District website

Responsible Use of Artificial Intelligence (AI)

Teachers will coach students for each assignment to describe the expected application of AI with respect to classroom tasks and learning activities. Any student who uses AI in ways not allowed by the classroom teacher is considered a violation of the Honor Code as described above.

DHS Responsible AI Use Guidelines

Any work created or significantly altered with AI that is submitted as the student's own original work or without proper citation falls under building policy for Academic Dishonesty. Students may be required to redo assignments that do not follow DHS guidelines.

AI Free	AI Assisted	AI Empowered
Student does not use AI in order to show their skills and understanding	Student uses AI for tasks unrelated to assessed skill or as a support	Student uses AI for skill replacement and enrichment
We value **authentic skill development** and **building connections** through working on your own and with others.	We value **student independence** and **original thinking** with AI as a supportive tool, not a replacement for your thinking.	We value **extending knowledge acquisition and skill development** opportunities for all students beyond what you already know and can do.
Examples • All ideas must be your own • Reflect students understanding • Summative assessments	**Examples** • Checking for spelling/ grammar mistakes • Generate ideas • Make outlines • Getting feedback • Formative assessments	**Examples** • Creating practice questions/study materials • Generating responses • Summarizing text • Formative assessments

TOBACCO FREE ENVIRONMENT; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction [**]

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. Refer to the district website for detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy 419. Contact the building administrators if you have questions or wish to report violations.

WEAPONS PROHIBITION

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. A weapon also includes lookalike weapons. Appropriate discipline and action will be taken against any person who violates this policy.. Refer to the district website for a copy of the "School Weapons" policy 501.

Part 4 - Health and Safety

ASBESTOS MANAGEMENT PLAN [*]

The school district has developed an asbestos management plan. A copy of this plan can be accessed through the HS office and is managed by Head Custodian Martin Lira Landa.

CRISIS MANAGEMENT

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans. The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills and a tornado drill. Building plans include classroom and building evacuation procedures.

EMERGENCY DRILLS

At all times, it is critical for students to follow the instructions of staff

In 2024 Delano Public Schools partnered with the I Love U Guys Foundation, which focuses on a Standard Response Protocol, support for post crisis reunification plans, and staff and student training and safety exercises. Their programs are used in more than 45,000 school districts and organizations around the world. The partnership ensures our district is abreast of nationwide best practices in school emergency preparedness and has access to materials and training annually.

The program is based on five actions: HOLD, SECURE, LOCKDOWN, EVACUATE, AND SHELTER. Each has specific staff and student directives that are unique to the action.

STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"



Students are trained to:
- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:
- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE

"Get Inside. Lock outside doors"



Students are trained to:
- Return to inside of building
- Do business as usual

Adults and staff are trained to:
- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"



Students are trained to:
- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:
- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE

"To a Location"



Students are trained to:
- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:
- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

SHELTER

"State Hazard and Safety Strategy"



Hazards might include:
- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:
- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:
- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:
- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.

Opt Out Information

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

HEALTH INFORMATION / SERVICES

Accidents

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

First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. The district has installed automated external defibrillators (AEDs) and Narcans in the following locations:

TAC Entrance (AED and Narcan)
Delano High School Pool
Auditorium Entrance (AED only)
Fitness Center Entrance - Door 31 (AED only)
T2 and T1 Concession stands

Tampering with any AED/Narcan is prohibited and may result in discipline.

Health Services

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

Illnesses

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

Students who are injured while in school should report to the health office, supervising teacher or coach immediately.

Medications at School During the School Day

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

allowed on school property even if prescribed. The health office will not administer dietary supplements, herb products, or any other products not regulated by the U.S. Food and Drug Administration.

Immunizations

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

Individual Health Care 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.

Mental Health Services / Co-Located Therapist

Delano High School contracts with a third party provider for mental health services. This opportunity allows for students to conveniently receive services at Delano High School. Parents and/or insurance will be billed for services. Parents wishing to access these services must speak with the student's counselor or school social worker.

Suicide Prevention Information/ Crisis Support

The protection of student life is our top priority. As such, we want to ensure that all students have access to Crisis Support and the ability to seek help. Any student in crisis is encouraged to speak with an adult in the building. Posters will be displayed throughout the school with information regarding the various crisis support lines.

Call 988 - **https://988lifeline.org/**

Text HOME to 741741 ro reach a volunteer Crisis Counselor.

Wright County Crisis Support:

American Red Cross 612-871-7676
Humanitarian organization, led by volunteers, that provides relief to victims of Disaster and helps people prevent, prepare for, and respond to emergencies.

Anna Marie's Alliance 320-253-6900 (St. Cloud)
Dedicated to providing safe shelter, support, and referral services for battered women and their children.

Central MN Sexual Assault Center 320-251-4357
A 24-hour crisis intervention center for victims of all forms of sexual violence.

Crisis Nurseries | Lutheran Social Service of Minnesota 320-406-8606
Confidential and free 24 hour service that is available to help support families in the Wright County area with children Birth through 12 years of age who are stressed or in crisis and need someone to talk to about possible

resources, referrals, support services or temporary emergency child care. Crisis Nursery/LSS uses licensed daycare or foster care homes.

Rivers of Hope 763-295-3433
A 24 hour Crisis Line -- Rivers of Hope strives to positively impact the dynamics of domestic violence, and to empower victims to move beyond survival through legal and general advocacy, education, and interagency collaboration. Representatives from Rivers of Hope are available to meet with students at school.

PESTICIDE APPLICATION NOTICE [*]

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 Head Custodian Martin Lira Landa.

PETS / ANIMALS IN SCHOOL

Pets or other animals will not be allowed in school without an administrator's permission. Upon receiving permission, the owner/handler is agreeing to all terms provided by the administrator. First, and foremost, the owner/handler is agreeing to maintain control of the animal at all times to ensure the safety of staff and students. Animals are not allowed on school provided transportation. Pets or other living animals are not allowed on buses. Board policy 535 is followed with respect to service animals.

VISITORS / VOLUNTEERS IN THE BUILDING

Any person who is not a Delano Public Schools employee or an active student of record who wishes to enter Delano High School during the school day is considered a "visitor" under this section. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the DHS office upon entering the building, with the exception of events open to the public. All visitors will be required to present a government issued ID to the office staff and wear a "visitors badge" while in the building during the school day. Any visitors must have the approval of the principal before visiting a classroom during instructional time. The building principal reserves the right to stipulate the conditions necessary to ensure the efficient and effective operation of the school. These conditions may be determined on an individual basis. **An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.** Students are not allowed to bring visitors to school without prior permission from the principal. 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.

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 High 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. DHS 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 Wendie Scanlon (DES Activities

Administrative Assistant) at 763-972-6200 x1312. Anyone who is looking to explore new areas for volunteering opportunities should contact the DHS principal.

PARENT PRESENCE AT SCHOOL

While DHS 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 DHS administration. Specific procedures are established to ensure that minimal disruptions to the normal learning environment occur.

BOARD POLICIES

All Board Policies can be accessed on the District Web Page. Specifically, students and families should reference the following policies referenced herein:

ACCESS ALL SCHOOL BOARD POLICIES

Policy 413 - Harassment and Violence
Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
Policy 417 - Chemical Use/Abuse
Policy 418 - Drug-Free Workplace/Drug-Free School
Policy 420 - Students and Employees with Aids and Certain Other Communicable Diseases and Infectious Conditions
Policy 501 - School Weapons Policy
Policy 502 - Search of Student Lockers, Desks, Personal Possessions and Student's Person
Policy 503 - Student Attendance
Policy 504 - Dress Code
Policy 511 - Student Fundraising
Policy 512 - School Sponsored Student Publications
Policy 514 - Bullying Prohibition Policy
Policy 515 - Protection and Privacy of Pupil Records
Policy 516 - Student Medication
Policy 519 - Interviews of Students by Outside Agencies
Policy 524 - Internet Acceptable Use and Safety Policy
Policy 526 - Hazing Prohibition
Policy 532 - Use of Peace Officers and Crisis Team to Remove Students with IEP's from School Grounds
Policy 605 - Alternative Programs
Policy 610 - Field Trips
Policy 613 - Graduation Requirements
Policy 801 - Equal Access to Facilities of Secondary Schools
Policy 807 - Crisis Management Policy