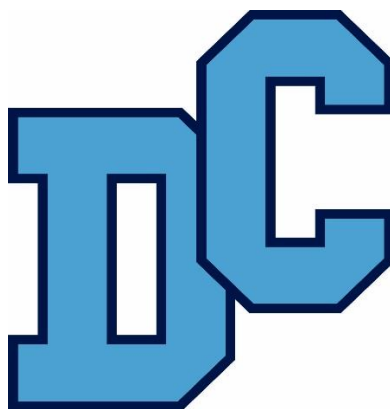


Delta Charter School of Math, Science, and
Technology

“The Storm”

2016-2017 Student Handbook



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Delta Charter School of Math, Science, and Technology

Non-Discriminatory Policy

Delta Charter School of Math, Science, and Technology is an equal opportunity educator. The founding board of Delta Charter School of Math, Science, and Technology realizes that we learn from those whose experience, beliefs, and perspectives are different from our own, and these lessons can best be taught in a richly diverse, intellectual, and social environment. The board further recognizes that it must:

- Enrich educational experiences by providing students with opportunities to learn from students and teachers who differ from them.
- Promote personal and social growth and a healthy society by challenging stereotypical perceptions, encouraging critical thinking, and helping students communicate with those of diverse backgrounds.
- Strengthening communities by preparing students for citizenship in an increasingly complex and diverse society that values mutual respect and teamwork.

In accordance with this philosophy, Delta Charter School of Math, Science, and Technology will not discriminate and will take affirmative action measures to ensure against discrimination in any form against any student or employee on the basis of race, creed, color, national origin, or gender

Delta Charter School

Mission Statement:

The mission of Delta Charter School, MST is to provide all students, from kindergarten through 12th grade with a tuition free, student-centered learning environment that is a pathway to post-secondary education and success in the workplace.

Belief and Assumption Statements:

Delta Charter School, MST and members of the community believe that each child is an individual of great worth and is entitled to develop to his/her fullest potential. Achieving respect for self, for others, and for the values inherent in a democracy is an essential ingredient in the development of the individual. Enthusiasm for life, good health, and a love of learning should be fostered in a safe, secure,

stimulating environment. The Delta Charter Group and the community share the responsibility for providing the following:

1. An opportunity for each student to progress academically and to achieve workforce skills.
2. A chance for each child to use technology to acquire and share information in an ethical manner.
3. Experiences that will encourage the development of responsibility and respect among all students to foster their citizenship at home, in school, and in the community.
4. Opportunities for cooperation and teamwork among educators, parents, community members, and students in meeting the school system's goals and objectives.

Goals:

Delta Charter School, MST will:

1. Teach the skills and content required for grade-level competency in all subjects while addressing the individual needs of all students.
2. Provide learning experiences that prepare students to become productive citizens and active community members.
3. Provide safe, secure environments on each school campus.
4. Through focused teamwork, encourage participation and involvement of parents and other community members in the educational programs of the school.

Cell Phone Policy

Delta Charter recognizes that cell phones have become a vital part of our lives. While cell phones provide many potential positive attributes to schools, we also continually grapple with the negative aspects of this technology in the school setting. In light of the fact that Delta Charter possesses the technology provided by cell phones in other acceptable forms, cell phones (and other electronic devices such as Apple watches, etc.) are disallowed during the school day. Students are allowed to bring the phones but must be placed in their lockers no later than 7:45 AM and must remain in the locker until dismissal. Elementary students shall give their phone to their teacher. Students should not have phones in their pockets, purses, jackets, book bags, etc. at any time during the day. The school retains the right, and will, conduct random, unannounced searches throughout the school year. Any student refusing to produce a phone when requested by school personnel will receive an immediate three day suspension.

We will continue to follow the established cell phone consequence policy as listed below. This procedure is also placed on the school website.

The school is not responsible for lost, stolen, or damaged cell phones.

Discipline Procedure

1st Offense—Phone held for ten (10) school days and student receives one day suspension. Parent picks up phone.

2nd Offense—Phone held for fifteen (15) school days and student receives a three day suspension. Parent picks up the phone.

3rd Offense—Phone held for remainder of nine (9) weeks or for three (3) weeks, whichever is greater.

Parental Involvement Policy

At Delta Charter School, we believe that parental involvement is an essential part of making our school a success. Therefore, we strongly recommend that our parents contribute five (5) hours of volunteer service to the school per child, with a maximum of ten (10) hours during the year for two or more children. Each participation activity will receive one hour credit, with the exception of field trips, which will receive a maximum of three hours credit toward the required time. The following are activities which provide opportunities to meet these requirements:

- Service on committees
- Read to a class
- Assist a teacher in special class performances or events
- Attend monthly PTO meetings and be an active member
- Work in concession stand

These are only suggestions and other activities may qualify. Such activity as not listed must meet approval on the Directors. There will be a binder located in key locations for volunteers to log their hours in. Please make sure to log hours in order to receive credit for the hours worked.

Delta Charter School has a parent/student contract that we ask that each parent sign and return to the school. That contract can be found on the back of this handbook. Please sign and return to school.

Each student must have an individually signed contract on file in the office of Delta Charter School, MST prior to participation in any Delta Charter event.

Dress Code Policies

It is expected that all Delta Charter School students will dress in a proper manner that will bring credit and pride to our school. We feel that these policies help to create a safe learning environment for respectable, confident, and responsible students. The following policies regarding student dress reflects the image we want to portray to everyone who sees a Delta Charter School student.

The following items may be purchased at, but not limited to the following places, Rhino Graphics in Vidalia LA and Minettes in Natchez MS.

GIRLS

- Jumpers** Delta Charter plaid #76 drop waist, kick pleat style.
Shorts under jumper are required and must not be seen, any color
- Tights** Navy in color only
- Leggings** Navy in color only, can be capri or full length
- Socks** White in color only, low cut
- Shoes** Closed toe with backs, athletic shoes preferred
- Shirts** Knit polo style can be long or short sleeve
***Colors for grades are as follows:**
K-3rd Carolina Blue
4th-6th Navy Blue
7th-8th White
9th-12th Carolina Blue

BOYS

- Pants/Shorts** Khaki in color, knee length shorts for all grades
- Belt** Brown in color only
- Socks** White in color only, low cut
- Tie** Navy in color only, to be worn on Fridays, 9th -12th grade only
- Shirts** Knit polo style can be long or short sleeve
***Colors for grades are as follows:**
K-3rd Carolina Blue
4th-6th Navy Blue
7th-8th White
9th-12th Carolina Blue Monday – Thursday, Light Blue Oxford Cloth button down, long or short sleeve, with Tie Friday only.

Delta Charter School Uniform Specifications

Shirts

- Plain white undershirts for polo and oxford shirts are allowed with no writing or logos.
- Polo style, long or short sleeve, grade appropriate color
- 9th-12th grade boys light blue oxford shirt with navy tie on Fridays only

- All shirts must display school logo on upper left chest area (Polo and Oxford)
- Must not be too tight or too loose
- Boys shirts must remain tucked in at all times.

Pants/shorts

- Must be khaki in color
- A brown belt must be worn at all times.
- Pants are to be of a tailored style, and neat in appearance.
- Prohibited styles and fabrics include, but are not limited to cargo, denim, corduroy, cut-offs, sweatpants, draw-string, bell-bottoms, patch pockets, parachute and blue jeans.
- Shorts must be knee length and not more than 2" above the knee or 2" below the knee

Jumpers

- Girls are to wear approved Delta Charter School plaid #76 jumpers.
- Girls wear grade appropriate polo shirt under jumper.
- Jumpers must be knee-length. For purpose of this uniform policy "knee-length" is defined as brushing the top of the kneecap.

Shoes/socks

- Closed toe with backs
- No sandals, flip-flops, "croc" style, beach, pool, or house shoes.
- Athletic shoes recommended.
- **Low cut white socks must be worn with all shoes.**
- Shoes should be laundered frequently.
- No lights, bells, or audible sounds produced by shoes are permitted.
- Boots are not allowed to be worn with shorts. They may be worn with pants only. White socks should still be worn when boots are worn. Pants **MAY NOT** be tucked into boots, but instead they must go over the boot.

Belts

- Belts must be worn properly at all times.
- No sashes, ribbons, strings or other imitation belts allowed.
- Brown belts only.

Hair bows/ribbons

- Delta Charter School plaid #76, Navy blue, Carolina blue, White or a combination of colors listed only.

Dress Code Requirements

These restrictions and rules apply to all students except where gender specific.

1. Shirts are to be tucked in at all times.
2. Undersized or oversized clothes are not allowed. All clothes and shoes must be worn in the manner meant by the manufacturer. No sagging.
3. Proper undergarments must be worn at all times.

4. Hat or caps are not allowed in any building or classroom at any time during school hours.
5. No facial jewelry is allowed at any time. Earrings are not allowed for boys. Girls may wear one pair of earrings not to exceed 1" in length.
6. No sunglasses in the building, unless prescribed by a physician.
7. Boys must be clean shaven at all times.
8. All students must keep hair neat and clean with **eyes visible at all times**. Only natural hair colors are allowed and must not be styles in a fashion that would be considered a distraction. Boys' hair must be above their collar in length.
9. Finger nails are to be kept neat & clean. Not to be styled in a length or fashion that would be considered a distraction.
10. Exposed tattoos are not allowed. This includes while participating in athletic and all school related events.
11. Travel outfits must be a uniform for students, athletes, and other school groups. Cheerleaders are allowed to wear their uniforms to school on jersey Friday. Athletes may wear their jersey over their uniform shirt or other approved attire to school on jersey Friday.
12. **Athletes are allowed to wear warm-up pants to school on jersey Friday only.**

Dress Code Violations

Ultimately it is the responsibility of the parents and/or guardians to adhere to the Delta Charter School dress code requirements and the uniform policies. Any student that reports to school in an improperly fitted or incorrect uniform will be met with discipline consequences. Failure to follow the dress code on a repeated basis will result in increased disciplinary consequences. Dress Code policies are listed in handbooks, listed on the website, and exhaustively covered during school orientation times and during the early days of the school year. Therefore, students will not receive additional warnings about dress code violations.

Girls and boys:

Outerwear: All jackets and/or sweatshirts **must be navy** in color. No writing other than school name is allowed to be on the outside of outerwear. **Spirit, athletic hoodies, and letterman jackets issued by the school may be worn as long as they are approved school colors and have been issued by the school. Athletic warm-up suits are not considered to be uniform approved. (These may be worn on jersey Friday only.)**

P.E. attire: Students in grades 6th-12th (unless otherwise specified) are required to purchase a P.E. uniform. This consists of a Carolina blue shirt and navy shorts. The student's first initial and last name should be on the back of the shirt and the student's first and last initial should be on the front, right leg of the shorts. The initials should be in white letters. These uniforms may be purchased at Hometown Sports in Vidalia or other sports stores in the area. Failure to dress out in correct PE uniform may result in a zero (0) for the class and other discipline actions.

*****All uniform shirts and outerwear jackets/sweatshirts are required to have a school logo on them. This includes the oxford shirts worn by 9th-12th Graders on Fridays. Girls' uniform shirts are not required to have the logo because they are worn under their jumpers.**

Jersey Friday:

The uniform committee has decided that Fridays will be known as Jersey Fridays. Athletes of any sport that have a game Monday through Friday during that specific week, may wear their jerseys on Fridays only. They will not be allowed to wear their jerseys on every game day. This includes all football, basketball, baseball, softball, tennis, soccer, and golf players as well as cheerleaders and twisters.

Attendance Policies

All students are expected to be in attendance unless there is an illness or emergency. Students are required by law to have a specific amount of seat time in a class in order to matriculate to the next level. Schools are expected to set reasonable parameters to ensure that students meet expectations. With this prerequisite in mind, Delta Charter attendance policy states that any student exceeding twenty (20) absences (excused or unexcused) shall be retained the following year. Students taking a semester course cannot exceed ten (10) absences.

Delta Charter Leadership team recognizes that extenuating situations may occur, such as a lengthy illness or hospital stay and wished to accommodate such unfortunate circumstances. Each situation will be overseen by a Director who will grant guidance to ensure that a student's situation and the mandated seat requirements are met. An example of addressing this circumstance could find the student attending Saturday school on a two-to-one ratio to balance the lost days. (Two days of Saturday school for every lost day above twenty days).

Make-up Exams:

Students will report to the AM "Make-Up" room at 6:30 A.M. to take a missed exam due to an absence. This is designed to alleviate the negative ramifications for students and instructors when tests are missed. If an instructor previously assigned an exam in the presence of the student, the student shall have the next two mornings to take the test. A student will have three days to take a missed exam if not in attendance at the time of the assignment. Students will receive a zero (0) for the exam if the established policy is not followed.

Late Arrivals:

School begins promptly at 7:45 a.m. Students may be dropped off at their assigned drop-off locations no earlier than 7:10 a.m. **A student is considered late if they arrive to school later than 7:45 a.m.**

Having a prompt beginning to the school day is in the best interest of students and faculty. Students who are consistently late in arriving to school miss vital material and information. In addition to the

regular late arrival procedure, any student who exceeds five (5) late arrivals to school in a marking period will add to their absence count (one absence for each late arrival above five (5) events.)

Tardy Policy:

Starting with the 2016-2017 school year, Delta Charter will utilize bells to begin and end classes and activities. The ringing of certain bells will signify when students are tardy. Students will receive morning detention whenever a student receives three (3) tardies during a marking period and for each occurrence thereafter until he/she reaches six (6) tardies. A sixth tardy and beyond will result in increased disciplinary consequences.

Arrival:

School begins promptly at 7:45 a.m. Students may arrive at school no earlier than 7:10 a.m. Breakfast will be available in the cafeteria from 7:10 a.m. until 7:40 a.m. Once a student finishes eating breakfast, they are to report to the gym. Any student not eating breakfast should report to the gym on their arrival to school. Students will remain in the gym until their homeroom teacher comes to get them.

Dismissal:

School will dismiss at 3:30 p.m. each day. All students should be picked up no later than 3:45 p.m. No student should be on campus after this time unless they are under the direct supervision of a faculty member or coach. No student should be on the playground at any time after the dismissal of school without the permission of one of the directors.

Early Checkouts:

A situation that has hampered the overall academic mission of Delta Charter is the prevalence of early checkouts. While we recognize that there are times in which a student must leave school early, such as doctor and dental visits, we also understand that the lost class time places a burden on the absent student and the teacher who must address the situation. For this reason, any elementary student who exceeds four (4) checkouts in a grading period will receive an absence for each early checkout (Junior High and High School students will automatically receive absences for each class missed). Additionally, no student can be checked out of school after **2:30 p.m.** and the parent must present the request in person or by a signed letter. No student may checkout via a phone request unless there is a true emergency and this only with the permission of a Director.

Carload Pickup/Drop-off:

Kindergarten and first grade students will be dropped off/picked up at the end of the junior high building closest to the parking lot. Second through fifth grades students will be picked up/dropped off at the end of the elementary building closest to the gym. Seventh through twelfth grades will be picked up/dropped off at the front of the school. If a student has a sibling, then all children may be picked up at the location of the oldest sibling. Rules that must be observed for carload pick-up or drop-off are as follows:

- Do not break in line by pulling up in front of someone else.
- Always drive slowly while on the campus or in the school zone.
- Drivers must remain in vehicles at all times. Never leave your vehicle unattended while in the pick-up/drop-off line.
- Do not walk up to the door to pick-up your child while the car pick-up/drop-off line is moving. Teachers will not stop calling names for the pick-up/drop-off line to call you child if you walk up to the door. You will be asked to walk to the front of the school and follow the procedure described above.
- Do not park in the no parking zones.
- Do not make a U-turn in front of other drivers to get to the high school hall.
- All parents must come through the school parking lot to pick up their children. No student will be allowed to walk to a vehicle parked off campus.
- Parents may not park in the student parking lot.
- No cell phones are allowed to be used while in the pick-up lines.

Individuals who break the rules will be given a warning. If the infraction continues, you may be reported to the Concordia Parish Sherriff's Office.

Behavioral Policies

PBIS (Positive Behavioral Interventions and Supports):

In order to assure classroom management using positive behavioral supports and effective disciplinary tools, Delta Charter School, MST will identify data-driven academic, career and technical, discipline/behavioral performance results in the School Improvement Plan (SIP). Delta Charter School, MST will establish and use a school-based leadership team to meet on a regularly scheduled basis to review data and guide the positive behavior process. This leadership team shall, to the extent possible, include representatives of the school administration, both regular and special education teachers, parents, guidance counselors, and school bus operators (It may also include other groups, e.g., food services workers.)

The leadership team will use a decision-making process utilizing a data-management system that allows graphical representation of discipline issues. Said data system will permit regular and efficient monitoring and evaluation of the effectiveness of the implementation of a school-wide system of discipline. School data collection shall include, but not be limited to, average referrals per day per month, referrals by problem behavior, referrals by location, referrals by time, referrals by student, referrals by staff, individual student report by month and by year, and referrals by grade level. Environment changes may be made as indicated by data. For instance, increased monitoring, schedule changes, or changes in recess structure may help to alleviate congestion or over-crowding at certain times during the day.

The team will uniformly use the two BESE-approved forms, "School Behavior Report Form" and "School Bus Behavior Report Form," to report incidents of alleged discipline violations. The referral system will be utilized consistently and appropriately.

The leadership team will review and revise the Zero Tolerance Policy of Delta Charter School, MST to ensure that the policy is in compliance with R.S. 17:416.15; the policy does not violate R.S. 17:416.15 (H) which prohibits disciplinary action against any pupil reasonably acting in self-defense; and that inappropriate referrals are not made to agencies serving children.

The leadership team will review and revise its policies and procedures for handling suspensions and expulsions at Delta Chart School, MST and ensure that suspension/expulsion policies are consistent with R.S. 17:416; suspension/expulsion policies are consistently and fairly executed; and alternative interventions, consistent with best theory and practice, to suspensions/expulsions are used including, but not limited to, counseling, conflict resolution, social and family responsibility, peer mediation, and stress and/or anger management.

The leadership team will make referrals, as appropriate, to alternative education programs that are designed to offer variations of traditional instructional programs, as well as strategies for the purpose of increasing the likelihood that students who are unmotivated or unsuccessful in traditional programs, or are disruptive in the traditional school environment, remain in and be successful in school.

The leadership team will review the current Code of Student Conduct of Delta Charter School, MST to assure that it is in compliance with R.S. 17:416.12, R.S. 17:416.13 and Section 4114 of the No Child Left Behind Act of 2001 (NCLB). They will refine consequences to create a reward/incentives program for positive student and teacher behavior and ensure the delivery of consistent reinforcement. The team will define consequences for rule violations that are clear, reasonable, and consistently enforced and which support maximum time in instruction.

The leadership team will monitor, evaluate and modify the school master plan, as needed, throughout the school year.

Delta Charter School, MST adopts the following clearly defined behavioral expectations in these five basic expectations.

STORM---A matrix of behavioral expectations:

- **Strive to do your best**
- **Take responsibility for your actions**
- **On task**
- **Respect yourself and others at all times**
- **Maintain personal integrity**

It is our goal to make the understanding of these expectations as clear and easy for children as possible. What you will see in the matrix is what each of these expectations actually looks like in various places in the school and on the playground. In a positive manner, the matrix tells students what to do

and how to behave in order to abide by these five rules in various areas around the school. The matrix and portions of the matrix will be posted in the classroom and in areas around the school. Each teacher will then create the behavioral expectations for their classroom.

Please take time to go over this matrix with your children. It might be a good idea to post the matrix someplace accessible in your home. The expectations shall be posted in prominent places around the school site, e.g., hallways, cafeteria, gymnasium, and classrooms.

Delta Charter School, MST implements several positive behavioral supports school-wide, as well as individual teachers in the classroom. Some classroom supports include, but are not limited to, free homework passes, treasure boxes, parties, etc., for those students who follow classroom discipline. Some school-wide supports include, but are not limited to, honor roll snow cone/ice cream each 9 weeks, student of the month (submitted by each classroom), and other rewards for good behavior.

PBIS Guidelines:

Delta Charter will be rewarding those students who display positive behavior each nine (9) week period. Examples of behaviors that will eliminate a student from the PBIS celebration are:

- Detention or suspension (this includes a uniform violation)
- Disruptive behavior in class
- Gum chewing
- Disrespectfulness
- No homework/projects
- Playing in the hallways and bathrooms

Any student receiving six (6) marks in a nine (9) week grading period will not attend the reward event. After the eighth (8) mark, a student will be assigned detention.

Discipline Policies

Corporal Punishment:

Corporal punishment is used only if other forms of corrective measures have proven ineffective. It is not used as the first line of punishment. Corporal punishment is administered only by the disciplinarian or Directors in the presence of another professional staff member of the school. The person administering corporal punishment will inform the student of the specific misconduct of which he/she is accused. The student will be given an opportunity to present any facts about the incident prior to the administration of corporal punishment. An investigation into the accusations is always conducted by the disciplinarian or Directors prior to the administration of corporal punishment.

Corporal punishment is to be administered in a reasonable manner, with consideration given to the age, size, emotional condition, and health of the student. Corporal punishment is limited to striking the student on the buttocks a maximum of three times with a state approved wooden paddle. (An approved paddle is 18 inches or less in length, between three and six inches in width, and 3/8 inches or less in

thickness.) A school behavior report form is completed when corporal punishment is administered and is sent to the director by the end of the same day. **Parents will always be notified prior to the administration of corporal punishment. Parents who object to corporal punishment being administered to their child must notify the school in writing, using a school letter or form. In the same respect, parents who do not object to corporal punishment must notify the school in writing, using a school letter or form.**

Nothing in this policy prohibits an employee of the school or board from using physical force that is reasonable and appropriate to restrain a student from attacking another student or school employee. **It shall be the policy of Delta Charter School, MST NOT to administer corporal punishment due to the immense civil liability for teachers and administrators. Should parents request corporal punishment, it shall be used only if other forms of corrective measures have proven ineffective. It will not be used as the first line of punishment.**

AM Detention:

Delta Charter will utilize an AM Detention process this year. Detention will begin at 6:30 a.m. and end at 7:30 a.m. Late arrival will result in an added day of morning detention. Failure to serve assigned consequences will result in progressive disciplinary measures.

Out-of-School Suspension:

The board recognized its authority to maintain order and discipline in all schools. Therefore, the board recognizes the disciplinarian or Directors' authority to suspend a student in accordance with statutory provisions and within the following out-of-school suspension guidelines:

1. The disciplinarian or Directors inform the student of the particular misconduct of which he/she is accused, as well as the basis of the accusation. The student is given an opportunity at the time to explain his/her version of the facts.
2. The disciplinarian or Directors make every reasonable effort to investigate all aspects of a discipline problem:
 - A referral is written by the charging teacher.
 - A descriptive narrative is provided by the teacher and other adult witnesses if necessary.
 - Statements are gathered from students involved and other student witnesses.
3. A student is suspended if it is determined by the administration that the nature of the offense warrants suspension.
4. The parent/guardian is notified with a phone call and a written notification of all suspensions.
5. Procedures for disciplining students with disabilities are listed in Bulletin 1706.

The disciplinarian or Directors are required to suspend a student who possesses a firearm, a knife with a blade exceeding two (2) inches, or any other dangerous weapon. The disciplinarian or Directors are required to report to appropriate law enforcement officers a firearm, knife, or other dangerous instrument, which could be used as a weapon or to inflict injury. The disciplinarian or Directors **immediately** recommend the student's expulsion by the board, as mandated by state law. He/she is

also required to suspend a student who distributes, sells, gives, or loans any controlled dangerous substance governed by state law and/or a student under the influence of alcohol or any other controlled dangerous substance while the student is on school property, on a school bus, or at a school-sponsored event. If a student is suspended for damages to any property belonging to or contracted to the board, the student will not be readmitted until full payment for damages has been received or until directed by the board.

Any student who engages in threats or bullying directed to other students, school employees, and/or school property is subject to disciplinary action up to and including suspension and/or expulsion. A student will be given the opportunity to make up any work missed during an out-of-school suspension. He/she will have three days to complete the missed assignments.

Expulsion:

The board authorizes the school to expel a student from school if an offense committed by the student is serious enough to warrant such action or if it is a violation of state law. A student may receive credit for work missed during an expulsion if the work completed is satisfactory, meets course requirements, and is completed in a timely manner.

Louisiana law requires the board to expel a student for minimum periods of time if the student is found guilty of certain offenses:

1. Students 16 years or older: If, after an appropriate hearing, a student is found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal drug or substance on school property, on a school bus, or at a school sponsored event, the student shall be expelled from school for a minimum of twenty-four (24) calendar months. If after an appropriate hearing a student is found guilty of possession of a firearm on school property, the student shall be expelled for a minimum of twelve (12) calendar months and shall be referred to the district attorney for appropriate action.
2. Students younger than 16 years old, but in grades 6-12: If, after an appropriate hearing, a student is found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal drug or substance on school property, on a school bus, or at a school sponsored event, the student shall be expelled from school for a minimum of twelve (12) calendar months. If after an appropriate hearing a student is found guilty of possession of a firearm on school property, the student shall be expelled for a minimum of twelve (12) calendar months and shall be referred to the district attorney for appropriate action.
3. Students in grades K-5: If, after an appropriate hearing, a student is found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal drug or substance on school property, on a school bus, or at a school sponsored event, the student shall be referred to the board with recommendation of appropriate action by the board. If after an appropriate hearing a

student is found guilty of possession of a firearm on school property, the student shall be expelled for a minimum of twelve (12) calendar months and shall be referred to the district attorney for appropriate action.

Locker Policy:

All lockers will feature combination locks this year. Students will pay a \$5.00 locker usage fee, which will be collected before a student is issued locker privileges. Students will return the locks at the end of the year to their homeroom teacher. Failure to produce the lock will result in a \$10.00 fee. The administrators will conduct locker checks throughout the year. Students should not place book bags, trash, or other items on top or on the floor beside the lockers. If a student does not pay the required \$5.00 fee, then he/she will not be assigned a locker nor can they share a locker with another student.

Discipline Matrix

Consequences of Misbehavior: Students who violate school rules will be punished according to the discipline charts given below. Delta Charter School seeks to maintain consistency and fairness in all discipline decisions. Please be aware that the nature and intensity of misbehavior will impact discipline consequences. For this reason, discipline infractions and consequences will not always fall neatly into specific categories. Delta Charter School’s discipline charts are a general guide for discipline consequences; however, the final decision on discipline infractions and punishments will rest with the school’s administrative team.

Discipline Chart
Minor Infractions of Expected Student Behavior

Incident	Definition	Administrative Conference with Student	AM Detention and Parent Contact	Saturday Detention and Parent Contact	OSS and Parent Contact	Expulsion Referral
1 Willful Disobedience	Refusal or failure to follow directions or what one is told to do by an authority	X	X	X	X	
2 Treats an authority with disrespect	Talking back, use of scornful and/or mocking voice, and/or production of gestures that exceed basic norms for decency towards staff member	X	X	X	X	
3 Profanity	Verbal messages that include swearing, name calling, vulgar words or the use of words in an inappropriate manner while holding conversations between students	X	X	X	X	

4 Throwing of missile/projectile	Throwing of any object in an inappropriate setting with no intent to harm others	X	X	X	X	
6 Violates traffic and safety regulations	Use of inappropriate drop-off area; going to lot without an office pass; failure to register a student vehicle and/or pay registration fee; parking out of zone or out of assigned spot; failure to follow campus speed limit.	X	X	X	X	
7 Tardy	(see tardy policy under "attendance")	X	X	X	X	
8 Dress Code Violation	Not wearing proper uniform according to policy given on page _____	X	X	X	X	
9 Inappropriate Display of Affection	Student engages in any display of verbal and/or physical gestures or other contact which exceeds hand holding	X	X	X	X	
10 Not prepared for class	Does not bring required materials or assignments to class	X	X	X	X	
11 Inappropriate care of school books or materials	Leaving books or materials in unassigned areas; allowing damage to books or other materials	X	X	X	X	
12 Tampering with school computers	Any changes to a computer without teacher approval	X	X	X	X	
13 Trespassing in Off-limit areas	Visiting any area of campus which is "off limits" to students including but not limited to classrooms, administrative offices/desk/personal areas, faculty areas, parking lots, and custodial areas.	X	X	X	X	

Discipline Chart

Major Infractions of Expected Student Behavior

Incident	Definition					
		Administrative Conference with Student	Lunch Detention and Parent Contact	Saturday Detention and Parent Contact	OSS and Parent Contact: CFC	Expulsion Referral
1 Makes an unfounded charge against an authority	Accuses any staff member of any act that is unlawful and/or a violation of school rules which is determined to be unfounded or not supported by evidence				X	X
2 Profanity	Verbal messages that include swearing,				X	X

	name calling, vulgar words, or the use of words in an inappropriate manner directed towards a student or staff member in a hostile or disrespectful manner					
3 Immoral or obscene gestures or practices	Any action which is dangerously aggressive and/or sexually harassing in nature				X	X

4 Conduct or practices injurious to himself or others	Any action which causes injury, damage, or pain to another person				X	X
5 Use or possession of any dangerous or controlled substance	The possession, use, cultivation, manufacture, distribution, sale or purchase of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic or controlled substance.					X
6 Use or possession of tobacco and/or lighter	The possession, use, distribution or sale of tobacco products on school grounds, at school sponsored events, or on school transportation by any student.				X	X
7 Use or possession of alcoholic beverages	The possession, sale, purchase or use of alcoholic beverages.				X	X
8 Habitual disturbance and violation of school rules	Behavior causing continued interruptions to instruction or to any school activity; includes but is not limited to sustained loud talking, yelling or screaming; noise with materials; out-of-seat or off-task behavior				X	X
9 Cuts, damages or defaces any part of school property; vandalism	Any act that causes destruction or damage to school, public or private property. Accidental acts that are self-reported are excluded.				X	X
10 Writes profane and/or obscene language and/or draws obscene pictures	Writes or draws pictures, words or images that are considered indecent, offensive, disgusting and/or disturbing according to local community norms.				X	X
11 Possession of firearm, knife or other weapon	Any firearm, ammunition, explosive device or knife or other object that can place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker, and/or storage area.					X
13 Throwing of missile/projectile	Intent to hit and/or harm another person.				X	X
14 Instigates or participates in fights while under school supervision	Involvement in and/or promotion of any act of force and/or physical violence that can be expected to cause harm or injury to another person.				X	X
15 Violates school traffic and safety regulations	Driving practices which endanger the safety of the driver and/or others.				X	X

16 Skipping class	Failure to be present at the beginning of class or for the majority or duration of a class period without permission.				X	X
17 Leaving campus without permission	Leaving the school campus and/or assigned classroom or location without permission and/or failure to return to school/class without permission.				X	X
18 Stealing/theft	Having possession of or having passed on or being responsible for moving without permission the personal property of another.				X	X
19 Commits any other serious offence endangering himself or others or that which is violation of a legal statute	Any serious, harmful incident resulting in the need for law enforcement intervention not previously classified.				X	X
20 Plagiarism	See plagiarism policy for consequences.					
21 Lying to staff/school authorities	Delivering information that is untrue and/or deliberately harmful to another.				X	X
22 Tampering with school computers and/or inappropriate use of computers	Altering the settings of any school computer without specific permission or instructions.				X	X
24 Bullying, Harassment, Intimidation and Hazing	See parish policy. Additional or more severe punishments may be assigned by the Superintendent upon case review.				X	X
25 Excessive tardiness to class or to detention assignment	Being late to class and/or detention without authorization or permission.				X	X
26 Skipping class or detention	Leaving an assigned classroom area without permission and/or failure to report to class or detention.				X	X

Grading Policy

Grading System:

No board member, director, guidance counselor, coach, teacher, or other administrative staff member shall attempt, directly or indirectly, to influence, alter, or otherwise affect the grade received by a student from his/her teacher. (Bulletin 1566:501 C).

LEAs shall use the following uniform grading system for students enrolled in all grades K-12 for which letter grades are used. (Bulletin 741:2302).

Letter Grade	Percentage Grade
A	100-93
B	92-85
C	84-75
D	74-67
F	66-0

Students in kindergarten will receive S/U grades while students in grades 1st-12th will receive letter grades corresponding to the chart above.

Progress Reports:

Progress reports are issued at the end of each 4.5 week grading period. One copy will be given to each student.

Report Cards:

Report cards are issued at the end of each 9 week grading period. Reports cards will be given to parents/legal guardians or students on scheduled parent/teacher conference days. **Only parents/legal guardians or students will be allowed to pick up report cards. Report cards will not be given out to grandparents, aunts, uncles, brothers, sisters, or other family members.**

Testing Programs:

Delta Charter School, MST will participate in all appropriate state required tests, for all grade levels whereby a standardized test is required. Students who do not successfully pass the required tests shall be retained or retested as directed by the Louisiana Department of Education.

Cheating Policy:

DELTA CHARTER SCHOOL PLAGIARISM AND CHEATING Policy

Plagiarism (or intellectual theft) is defined as “the reproduction, in whole or essential part, of a literary, artistic, or musical work by one who falsely claims to be its creator” (Encyclopedia Americana, 2003).

Plagiarism is using someone else’s work and claiming it as your own whether in part or in whole.

Plagiarism may take many forms and might include but is not limited to:

- Copying directly from a source without using quotation marks and/or source citations.
- Paraphrasing source material without source citations.
- Submitting someone else’s work (either in part or in whole) as the student’s original work.
- Submitting purchased or recycled papers as one’s original work.
- Providing work to others.

Cheating includes but is not limited to:

- Copying, faxing, emailing or otherwise duplicating assignments that are turned in, wholly or in part, as a student’s original work.
- Exchanging assignments or answers with other students in any form.
- Using unauthorized memory aids or “cheat sheets” on assignments.
- Using a computer to translate foreign language assignments and then submitting the work as original.
- Giving or receiving answers during a test, quiz or other assignment. It is the student’s responsibility to secure his paper so that others may not have the opportunity or temptation to cheat.

- Taking credit for group work when the student has not completed his equal and appropriate share of work.
- Accessing material for the purpose of determining questions in advance of a grade.

Consequences for Plagiarism and/or Cheating:

Student may receive a zero (0) for the assignment or an out of school suspension consequence. The student’s instructor and the administrative team will conference to determine the appropriate disciplinary consequence.

Lunch Policies

Child Nutrition Program:

Delta Charter School, MST offers nutritious meals to students every school day at a reasonable cost. The computerized meal accounting system establishes an account, much like a checking account, for each student and keeps a record of each meal eaten, extras purchased, and all moneys prepaid. Breakfast, lunch, and any extras are deducted from the student’s account as he/she comes through the line. A student must state their student number when accessing his/her account. Checks made payable to Delta Charter School cafeteria assures parents that money sent for breakfast/lunch purchases goes directly to the student’s account for meals. Money left on accounts at the end of the school year will be carried over to the next school year. Parents/guardians may request a refund at the end of the school year by contacting the school cafeteria manager.

The United States Department of Agriculture and the Louisiana Department of Education regulations permit a school system to deny a meal to a paying student when he/she arrives at school without breakfast/lunch money. The responsibility of insuring that a child eats every day rests with the parents/guardians, not the school system. Students are not allowed to charge meals. Reminder slips and letters are given to students when they need to bring more money. Parents are urged to contact the cafeteria manager periodically to check on their child’s account.

Free/Reduced Lunch Forms:

As a requirement of federal regulations, free/reduced price meal applications or direct certification letters are distributed to **ALL** students at the beginning of each school year. **All families are asked to complete the forms, even if they do not feel like they will qualify. The government requires the school to have an application on file for every student.**

Once applications are received back, they are processed and notification letters of results will be sent to households within ten (10) days of the Child Nutrition Program receiving the application. If you do not receive your notification within two weeks of submitting the application, please contact the school at (318)-757-3202 to confirm receipt/status. Due to federal regulations, the Child Nutrition Program cannot be responsible for lost or misdirected applications. No overt identification of free or reduced price meal status is made. Student accounts are noted as either being free, reduced, or full price using a confidential code. Meal prices are as follows:

Meal Prices	Breakfast	Lunch
Reduced Student	\$0.30	\$0.40
Paying Student	\$1.50	\$3.00
Faculty and Staff	\$1.50	\$3.00
Guests	\$1.50	\$3.00

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

DCS Food Service:

Delta Charter School presently does not house an onsite cafeteria. Consequently, all meals will be prepared off-site and brought to the school by a third party vendor. With that, the school will provide both a nutritious breakfast and lunch. Free and reduced meals are provided for those students who qualify. Students who are not directly certified must apply for free or reduced status each year. **Again, students will not be allowed to charge meals. Parents may pay ahead monthly, weekly, or daily in the lunchroom or they may send a lunch with his/her child. For students that bring their lunches from home, the following rules apply:**

1. No labels may be brought into the cafeteria. (According to Bulletin 1196 of the Food and Nutrition Program.)
2. Food and drink containers brought into the cafeteria must be brought to school in non-discreet containers.
3. Drinks must be in a thermos or other drinking container with a pull-top lid. They may not be brought in the cafeteria in their original container. (According to Bulletin 1196 of the Food and Nutrition Program.)
4. **If lunches sent from home contain labels, students will not be allowed to eat them in the cafeteria. They will be taken from the students.** (According to Bulletin 1196 of the Food and Nutrition Program.)

Other Lunch Policies:

Along with our Closed Campus Policy, the school adopted a policy which prohibits breakfast/lunch, whether home-made or from a vendor, to be delivered to the school. With the enormous numbers of lunches delivered last year, there was much confusion and far too many disruptions to the school during our lunch shifts. Far too many people were coming on campus. It was very difficult to monitor the traffic. The office staff was continually disrupted with the expectation of delivering lunches to students in all grade levels.

If your child “forgets” his/her lunch, they may eat the lunch supplied by the school, but again, no lunches will be brought to the school or delivered to students by parents/guardians, vendors, or school personnel.

Your attention to and cooperation with the policy is greatly appreciated and will help alleviate confusion and disruptions such as we faced last year.

Lunch Times:

In the table below are listed the lunch times for students in grades K-12th.

Grade	Time
Breakfast---All grades	7:15 a.m. to 7:40 a.m.
K-2 nd lunch	10:30 a.m. to 11:00 a.m.
3 rd -5 th lunch	11:00 a.m. to 11:30 p.m.
6 th -8 th lunch	11:30 p.m. to 12:00 p.m.
9 th -12 th lunch	12:00 p.m. to 12:30 p.m.

Physician Ordered Diets and Food Allergies:

Any child with a food allergy, diabetes, chewing/swallowing disorder, or any other serious medical condition may receive a food substitution with a physician’s order, which includes the following information:

1. Name of the child
2. Name of the condition
3. Name of the school
4. Specifics concerning the diet changes
5. Dated signature of M.D., D.O., or dentist or a Louisiana licensed nurse practitioner.

This order must be renewed at the beginning of each school year and updated as often as necessary.

Peanut Restrictions:

Due to several students on the Delta Charter Campus having peanut allergies, **all peanut products are banned from the school’s cafeteria.** They are also banned from any classroom that the students with allergies are in. Teachers with those students in their classrooms will notify parents of other students in the class that there is a student with peanut allergies in the class.

Lunch Visitors:

Parents are always welcome to come eat lunch with their child. If doing so, please follow the procedures listed in our closed campus policy found on the following page.

Closed Campus Policy

It is a privilege and honor for you to trust us with the development of your children academically, socially, or in any other capacity. We take your trust very seriously, and we endeavor daily to deliver to you and your children quality in all areas, especially that of providing a safe environment for your children.

Consequently, we will be making some changes to how we operate the school. I understand that no one really likes change, and I anticipate many may not agree with the forthcoming policy statement. Be that as it may, my biggest concern is your child's safety while in our care.

Delta Charter School is a closed campus. **No one**, including parents/guardians, will be allowed to freely enter the school and go to the classrooms, the lunchroom, the gym, or other areas of the school without first signing in with our front office. In order to be admitted to our campus, one is to enter the building at the main office, sign in with Ms. Pearson, and receive a visitor's pass. Upon completing business here, the visitor will need to go back to the main office, turn in the visitor's pass, and sign out. Failure to comply with this policy may lead the school to take actions which would prohibit someone from coming on campus in the future. Additionally, various areas of the school are closed to students throughout instructional periods. An example of off limit areas are student and teacher parking lots.

Thank you for working with us to help assure our children have a safe school environment for which they can attend school!

Visitors to School:

Parents and others are welcomed and encouraged to visit schools at appropriate times. Special programs and visiting days may be planned throughout each school year to provide opportunities for such visits. **All visitors must report directly to the secretary's office immediately upon arriving on school grounds. They must sign in and out, indicate the purpose of the visit, and wear the visitor's badge issued to them. Once their visit is over, the visitor's badge should be returned to the office.**

This goes along with our new closed campus policy. This policy was established to ensure the proper protections of instructional time and the welfare of students and staff. The director is authorized to take the necessary steps in dealing with unauthorized visitors.

Health and Wellness Policies

Immunizations:

A student entering Delta Charter Group schools must present an up-to-date health card (including a record of required immunizations) at the time of registration. A card can be obtained from the student's personal physician or the parish health unit. Noncompliance is permitted if the parent submits either a written dissent or a written statement from a physician stating that required immunizations are contradicted for medical reasons.

Communicable Diseases:

When evidence indicates that a student has a disease or infection that can be contagious to others, the director, upon recommendation of the Louisiana Department of Health and Hospitals guidelines, is responsible for excluding the student from school. The student is excluded until a physician approves school attendance and/or the condition is no longer considered contagious. Personal confidentiality is protected.

Head Lice Policy:

The school nurse or other designee may perform random head lice checks periodically. **When any child is found to have lice and/or eggs (nits), the student will be sent home from school with a letter.** This letter will contain information about head lice, transmission, treatment, removal, and follow-up card.

The student must be treated for lice and **ALL LICE AND EGGS MUST BE REMOVED BEFORE THE STUDENT MAY RETURN TO SCHOOL.** An appointment must be made with the school nurse or other designee for the student to be rechecked for lice/eggs. Students may only return to school once they have received a clearance from the school nurse or designee.

Adequate treatment/removal of lice/eggs can be achieved in a few days. The student is allowed a **maximum of 5 excused days** beginning with the date after the letter was sent home with the student. Continued absenteeism after five excused days must be approved as extenuating circumstances by the director. **Excessive absences due to a student having lice/eggs may result in a truancy law violation and may be punishable according to the law.**

Administering Medication at School:

The procedures for administering medications in the school setting comply with state law requirements. The term medicine refers to prescription and nonprescription or over-the-counter medications (such as cough syrup, Tylenol, or Neosporin). School employees are not allowed to administer any type of medicine to students without the proper procedures being followed. The following requirements must be met by a parent/guardian who requests that medication be administered to a student at school:

1. A medication order form must be obtained from the school office.
2. A signed consent and release of information form must be presented to school.
3. The medication order form must be completed and signed by the student's licensed prescriber and returned to the school. Medication orders from physicians/dentists in Louisiana or adjoining states or from Louisiana licensed nurse practitioners will be accepted.
4. Orders must be renewed as needed and at the beginning of each academic year.
5. A responsible adult (not a student) must bring medications to school.
6. The maximum amount of medication that can be kept at school is a 35 day supply.

7. Medication must be in the **original labeled container** as dispensed by the pharmacist and instructions on the label must be the **same** as the most current medication orders on file at the school.

Parents should arrange for medicines to be given at home, when possible. The initial dose of medicine should be given outside of the school jurisdiction, allowing 12 hours for observation before the student returns to school.

Non-complex Procedures:

The performance of all non-complex health procedures complies with state law. Before the school can assume this responsibility, the parent must present to the school a prescription or recommendation from the child's physician or nurse practitioner. The prescription/recommendation must include the following:

1. Name of the child.
2. Name of the procedure or medication. (This does not change the rules for administration of medication.)
3. Reason for the procedure or medication.
4. Dosage, frequency, time to be administered, and other specifics.
5. Discontinuation date.
6. Precautions, possible adverse reactions, and emergency instructions.
7. Prescriber's dated signature, address, telephone, and fax number.
8. The written consent of the parent/legal guardian.

A form for this purpose may be obtained from the school nurse. Any questions or concerns should be addressed with the school nurse. You may call the school at 757-3202 and leave a message for the nurse to contact you.

Emergency Care:

In the event a student requires emergency care, all pertinent health issues/concerns on file for the student will be provided to the emergency personnel. In addition, individual child-specific health assistance plans may be shared with the student's direct school staff to provide a safe environment regarding the student's health issues/concerns in the school setting.

School Accidents and Medical Expenses:

Delta Charter School, MST will provide supervision of students at all times, whether students are in class, on the playground, in the gym, or on field trips. Even with supervision, accidents can occur. You may feel that your student needs to go to the doctor because of a school accident. We certainly understand and respect your decision as a parent to do so. **However, please know that Delta Charter School, MST nor the Delta Charter Group will assume the responsibility for medical expenses you accrue as a result of your visit to the doctor. In no way do we state or in any manner infer that we will**

take care of such expenses. Any medical expenses accrued shall be the sole responsibility of the child's legal parent/guardian.

Contact Information:

In case of emergencies or accidents, it is pertinent that all contact information for parents/legal guardians is up-to-date with the school office personnel. Anytime your phone number or address changes, please notify the school office in writing.

Extra-curricular Activity Policies

Grade requirements:

Students may participate in a variety of extra-curricular activities at Delta Charter School. Such activities may include football, boys/girls basketball, baseball, softball, cheerleading, soccer, tennis, yearbook staff, 4-H club, Beta Club, and other teams or clubs. There are certain requirements that students must meet in order to participate in such extra-curricular activities. They are as follows:

1. In order to be eligible to play fall sports at DCS, students must have passed six courses with a minimum 1.5 GPA.
2. At the beginning of the 2nd nine weeks, students must have brought their GPA up to the required 2.0 in order to continue participation in extra-curricular activities at Delta Charter School.
3. Any student that failed or was "placed" by the SBLC committee will not be eligible to participate in extra-curricular activities the year following their placement.
4. In order to be eligible to play spring sports at DCS, students must have passed six courses in the fall and have a 2.0 GPA.

Other requirements:

1. Parents are required to sign permission slips for students to participate in any extra-curricular activity at Delta Charter School.
2. Parents are required to sign a liability waiver stating that the school will not be held accountable if their child is injured during an extra-curricular activity.
3. All students participating in any extra-curricular activities at Delta Charter School are subject to the drug testing policy.
4. Any student who is suspended from school for behavioral issues may be removed from participation in any/all extra-curricular activities for the duration of the suspension.

Field Trip Policies

Field trips are an integral part of the total school experience and may be used as either a learning experience or as an end of the year reward. As a student from Delta Charter School, MST, while participating in a field trip, you are representing our school. Consequently, you must be on your best behavior at all times. Students who fail to consistently abide by established school rules of conduct during school may lose their opportunity to accompany the class on field trips.

Students that have an out-of-school suspension may not participate in ANY field trip. No refunds will be reimbursed if a student cannot go on a field trip due to an out-of-school suspension.

Scheduling Conferences Policy

Directors:

The Directors are not always available to see visitors who may come to the school. As part of his/her duties, he/she must observe and evaluate employees on their job performance and attend meetings that may happen throughout the day. Therefore, there are times that he/she may be in classrooms or meetings when visitors come.

Teachers and other school employees:

When you have a concern, you are encouraged to contact the administration at the school. We request that you phone the school to schedule a conference. When making the phone call to schedule the conference, please state the nature of your concern. When calling, please identify times that are convenient for you. The same consideration should be extended to the teacher and the director or assistant director. Please keep in mind that teachers are charged with teaching students during specified times and may only be able to meet at the time their planning period is scheduled.

The Board:

The board has responsibilities at the local and state level. The board is open to meeting with individuals who have followed the Delta Charter Group protocol for addressing concerns. There are many employees and students in our school. There are laws that govern the amount and the type of information that can be shared with the public related to students and employees. Please be aware that we cannot legally discuss an employee's credentials, make public any disciplinary action against an employee, or discuss a student with anyone who is not the legal guardian unless the legal guardian gives permission in writing.

The directors, disciplinarian, teachers, and other school employees have family obligations, just as you do. In order to make our partnership a successful one, all stakeholders must respect one another and work together.

Sexual Harassment Policy

Any student who engages in the sexual harassment of anyone in the school setting is subject to disciplinary action, including suspension or expulsion. Any employee who permits or engages in sexual harassment of students is subject to disciplinary action up to and including dismissal. Any employee who receives a complaint of sexual harassment from a student is expected to forward the complaint to the director/assistant director immediately.

A student should immediately report incidents of sexual harassment to a teacher, counselor, or administrator at the school. The person who receives a report from a student should notify the director immediately. The director/assistant director promptly investigates the complaint and completes a sexual harassment complaint form. If the director is accused in the incident, the president of the board of directors is notified, investigates the complaint, and completes the sexual harassment complaint form. A copy of the completed form is given to the student, identifying to the extent allowed by law, the action taken. Copies are also filed in the office. If the student is not satisfied with the investigation or action taken, he/she may send a written request for review to the board of directors. The request must be made within ten (10) days following the receipt of a copy of the sexual harassment form.

Alcohol and Drug Policies

Delta Charter School of Math, Science and Technology Student Alcohol and Drug Policy

Alcohol and Drug Use by Students:

It shall be the policy of the board to take positive action aimed at preventing the use of behavior-affecting substances through education, counseling, parental involvement, and medical and law enforcement referrals in the handling of incidents in the schools involving the possession, sale, use, and/or being under the influence of behavior affecting substances.

The Delta Charter Group directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in one's possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages or intoxicating substances, including look alike drugs, marijuana, or other controlled substances as defined by the state statutes.

The board shall be responsible for maintaining appropriate procedures for the detection of alcohol and other controlled substances. This prohibition includes prescription and over-the-counter medications except in accordance with the administering medication policy. **Any violation of state or federal criminal laws committed on school property shall be prosecuted as provided by law.** All school personnel shall report all drug use possession violators to the

director, who shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of such charges.

The director shall immediately notify, by phone, the parents of any student found to be in violation of this drug possession policy. If a parent cannot be reached by phone, the director shall notify the parents by letter sent within twenty-four hours of the incident.

The board has authorized the director to automatically suspend and recommend expulsion for any student being under the influence of alcohol and/or drugs on school property, school buses, and/or at any school-sponsored event, at any time, during or after regular school hours.

"Use" and/or "under the influence of" means a student has smoked, ingested, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's actions, breath, speech, and/or physical evidence.

The Delta Charter Group is dedicated to providing a drug-free learning environment for the students attending public schools. The board directs that each student shall be specifically prohibited from being under the influence of, bringing on campus, consuming, or having in his/her possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, referenced in Delta Charter Group's policy unless dispensed by a licensed physician as allowed by law. The board shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or any imitation or other controlled substances. Any student found in violation of the above shall be suspended and recommended for expulsion by the director.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers, and/or board members shall report all violators to the director, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges. Any student who possesses, distributes, sells, or dispenses in any manner or form whatsoever a controlled substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

One of the primary objectives of the Delta Charter Group is to provide a school environment that is safe and drug free. Many methods are being employed in order to accomplish this goal. They include a "zero tolerance" for drugs and alcohol, use of mandatory drug education, D.A.R.E., Character Counts, and other school programs.

Substance abuse in the school setting can have a damaging effect, even fatality to students who abuse drugs. In recent times, an increase in the use of illegal substances by students has caused concern. These concerns have been expressed by school directors, school boards, law enforcement agencies, and parents.

Consequences for students found to be in possession of drugs and/or alcohol on the school campus or at any school functions will be as follows:

1st Offense: Parent/Guardian of student will be notified immediately and student will be suspended for a minimum of five days.

2nd Offense: Parent/Guardian of student will be notified immediately and student will be suspended for a minimum of ten days.

3rd Offense: Parent/Guardian of student will be notified immediately. Student may be recommended for expulsion from school and be brought before the board for a hearing.

Student Drug Testing:

Although the goal of this policy is not to invade the privacy of the student, but rather to discourage the use of drugs, all students who participate in extra-curricular activities, as well as all students who attend Delta Charter School shall be subject to random drug testing. Any student of Delta Charter School, given the administration has reasonable suspicion, and in accordance with state law, may be subject to drug testing. This would include any controlled substance depending on usage which by its very nature would be counter-productive to the health and safety of the students and their classmates.

Consequences for students who test positive on a drug test will be as follows:

1st Offense: Parents/Guardians of student will be notified immediately and student will be suspended for a minimum of five days.

2nd Offense: Parent/Guardian of student will be notified immediately and student will be suspended for a minimum of ten days.

3rd Offense: Parent/Guardian of student will be notified immediately. Student may be recommended for expulsion from school and be brought before the board for a hearing.

Consequences for students who participate in extra-curricular activities who test positive on a drug test will be as follows:

1st Offense: Parents/Guardians of student will be notified immediately and student will be suspended for a minimum of five days. Student will be banned from participating in all extra-curricular activities for the remainder of the calendar year.

2nd Offense: Parent/Guardian of student will be notified immediately and student will be suspended for a minimum of 10 days. Student will be banned from participating in all extra-curricular activities for the remainder of the calendar year.

3rd Offense: Parent/Guardian of student will be notified immediately. Student may be recommended for expulsion from school and be brought before the board for a hearing. Student will be banned from participating in all extra-curricular activities for the remainder of the calendar year.

Weapons Policy

The board authorizes the disciplinarian or Directors to automatically suspend and recommend expulsion for any student found in possession of a dangerous weapon on school property, on school buses, and/or at any school-sponsored event, at any time, during or after regular school hours.

A dangerous weapon is any gas, liquid or other substance or instrument that, in the manner used, is likely to produce death or great bodily harm. Possession of a weapon includes weapons in vehicles that are located on any school's premises. All vehicles located on school property are subject to search by school officials under the "special needs" doctrine. The basis for this search shall be reasonable suspicion. When a student is found to possess a weapon, the board is immediately notified and the director will take appropriate disciplinary action.

Threats Policy

An objective of the Delta Charter Group is to ensure that all students and/or school personnel learn and work in a hostile-free environment. Therefore, any student who engages in the communication of direct, specific, and/or veiled threats to other students and/or school personnel and/or their property is subject to disciplinary action up to and including suspension and/or expulsion.

Bullying Policy

Delta Charter School, MST is a bully-free school. The motto adopted this year is **DC BULLY FREE**. This motto will be taught to all students in grades K-12th. Teachers will be required to address bullying on a weekly basis through the use of videos, lesson plans, activities, etc. The school will have several guest speakers come at varying times throughout the year to talk to students about the effects of bullying.

Any student who engages in bullying directed to other students is subject to disciplinary action up to and including suspension and/or expulsion. For this purpose, bullying occurs when a student is exposed repeatedly and over time, to negative action on the part of one or more other students. It is a negative action when someone intentionally inflicts or attempts to inflict injury or discomfort upon another person. All accusations of bullying are investigated at length by the disciplinarian or Directors. In all cases of bullying, the involved student(s), their parents/guardians, school counselor, and disciplinarian shall meet in an attempt to prevent any further bullying.

School Bus Policies

School bus guidelines have been adopted by the Delta Charter Group in order to provide safe transportation to and from school functions. It is a privilege, not a right, to ride Delta Charter School, MST buses. All board policies (including those pertaining to sexual harassment, possession of weapons, and possession of drugs) are strictly enforced on school buses. The board directs that the bus driver, together with the director, assume full responsibility for the discipline of students when they ride buses.

Computer and Internet Policy

Technology Systems and Networks Use for Students:

The Delta Charter Group is pleased to offer students access to the Delta Charter Group's technology system and network, including but not limited to the Internet (DELTA CHARTER GROUP TECHNOLOGY SYSTEM). To use the DELTA CHARTER GROUP TECHNOLOGY SYSTEM, the Acceptable User Policy in the important forms handbook must be read and signed by the student and parent or guardian and returned to his/her school. Use of the DELTA CHARTER GROUP TECHNOLOGY SYSTEM will allow students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the DELTA CHARTER GROUP TECHNOLOGY SYSTEM might contain items that are illegal, defamatory, inaccurate, inappropriate or potentially offensive to some people. While our intent is to make DELTA CHARTER GROUP TECHNOLOGY SYSTEM available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students in the form of information resources and opportunities for sharing exceed any disadvantages. Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Delta Charter Group supports and respects each family's right to decide whether or not to give permission to use the Delta Charter Group Technology System. Filtering software is used with the Internet as required by the Children's Internet Protection Act (CIPA) in a comprehensive effort to eliminate access to illegal, inappropriate and offensive sites.

The rules for using the DELTA CHARTER GROUP TECHNOLOGY SYSTEM are given below:

1. Personal Safety and Privacy:

- Users will not post personal contact information (e.g., address, phone number) about themselves or any other person. Personal photos and work may be published on the district's website. Parents may deny the use of these materials by signing the contract to deny the use of such materials.
- Users will not agree to meet with someone they have met online without appropriate approval. Inappropriate contacts should be reported to school authorities immediately.

2. Illegal Activities:

- Users will not attempt to gain unauthorized access to any computer system or another person's account or files.
- Users will not intentionally attempt to disrupt or intentionally disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- Users will not engage in any other illegal act, such as drug sales, engaging in criminal gang activity, threatening the safety of a person or persons.

3. Security:

- Users are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no condition should users give their password to another person. (System accounts will be limited to employees.)
- Users will immediately notify school authorities if they have identified a possible security problem. Looking for security problems may be considered as an illegal attempt to gain access.
- Users will avoid the spread of computer viruses by following the district guidelines for file transfers and downloading of software.
- Users will only use disks that have been scanned and found to be free of viruses.

4. Inappropriate Language:

- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. This includes personal attacks or harassment of another person.

5. Resource Limits:

- Users will use the system only for educational and career development activities.
- Users will not download large files unless absolutely necessary.
- Users will not post chain letters or send annoying or unnecessary messages to others.
- Users will download and remove their e-mail from the server frequently.
- Users will subscribe only to high-quality discussion group mail lists that are relevant to educational or career development activities and not subscribe to others without their consent.

6. Access and Use of Materials:

- Users will not take the ideas or writings of others and present them as if they were their own.
- Users will respect copyrighted materials.
- Users will immediately report to school authorities any site they access with inappropriate information.

7. Consequences of Misuse:

- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of privileges by administration, faculty, staff and students.
- Users should expect no privacy of the contents of personal files and email on the district system. Messages relating to or in the support of illegal activities must be reported to the authorities.
- The Delta Charter Group allows for the suspension of inappropriate or illegal use of the Internet by students and employees. Other disciplinary action may also be warranted.

- Misuse of the system can result in possible prosecution and will require restitution for costs associated with system restoration, hardware, or software costs.
- Users bringing illegal and/or inappropriate materials into the system's electronic environment will be subject to disciplinary action or legal action as deemed appropriate by school administration.

Disclaimer:

The School's system is provided on an "as is, as available" basis. The School does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The School uses a variety of vendor-supplied hardware and software. Therefore, the School does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the School warrant that the system will be uninterrupted or error-free, nor that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the School.

The School will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the School's computer systems and networks.

Electronic Communication Between Students and Employees Policy

This policy is intended to comply with all applicable state and federal laws, including the most recent addition taken in A:214 by the 2009 Louisiana Legislative Session, Louisiana Revised Statute 17:81(Q).

This policy also introduces and outlines guidelines to ensure that employees, parents, and students are aware of the expectations of the Delta Charter School with respect to proper use of electronic communication devices between its employees and students. The school system's approved electronic communications systems, Google email, shall be utilized to promote appropriate student-staff relationships and educational excellence. This policy is not intended to limit the use of technology as an effective teaching tool.

Definitions:

1. **Electronic Communication:** Includes any direct communication facilitated by voice or text-based communications devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including, but not limited to Internet-based social networks. It shall also include the transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature, in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and school board issued devices.
2. **Educational Services:** Constitutes provision of direct and indirect classroom instruction, as well as extracurricular activities provided by the Delta Charter School.

3. Electronic Mail: The transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cell phone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.
4. Computers: Pertains to any and all computers.
5. Social Networks: Locations on the Internet where users may interact with other users. Examples are Facebook, Twitter, You Tube, Snap Chat, and other network sites available on the Internet.
6. Improper or Inappropriate Communications: Any communication between an employee and a student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

Policy Guidelines:

1. Delta Charter School prohibits any type of close personal relationship between a school employee and a student that may be reasonably perceived as unprofessional, such as excessive personal attention outside of school. School employees shall not communicate with students, entertain students, socialize with students or spend an excess amount of time with students in such a manner as to reasonably create the impression to other students, their parents, or the public that an improper relationship exists.
2. All electronic communication conducted by an employee with a student must be relative to the educational services provided to the students and shall be delivered by means provided by or otherwise made available by the school system for such purpose. Approved school system electronic communication methods are school system email, school-sponsored teacher websites, school websites, school-provided phones, REMIND 101 texts, and other electronic communication that is approved by the Delta Charter School.
3. Delta Charter School employees are prohibited from using any school system electronic communication with a student for a purpose not related to educational services, except for communication with an immediate family member, if such communication is specifically authorized by the administration of Delta Charter School.
4. The occurrence of any electronic communication made by an employee with a student using means other than ones provided by or made available by the school system shall be reported by the employee to the site administrator prior to reassuming regular duties, but no later than 24 hours after the occurrence or knowledge of the occurrence, and a written report should be completed by the end of that working day.
5. Student-initiated communication that may be construed as inappropriate in content, as defined in this policy, must be reported to the site administrator no later than 24 hours after the occurrence or knowledge of the occurrence, and a written report should be completed by the end of that working day.
6. Records of any reported communication shall be maintained by the site administrator for a period of at least one year.

7. It is the duty of the school system employee to comply with this electronic communications policy.

Failure to comply may result in disciplinary action, and, in extreme circumstances, may constitute willful neglect of duty.

Violations:

1. Violations of this policy include, but are not limited to the following:
 - The employee utilizing the school system or personal electronic communication system with a student for non-educational purposes.
 - The employee's failure to report an instance of communication using a non-school system electronic communication system
 - The employee contacting a student when the parents have opted out of individual communication with employees.
2. Responses to violations include, but are not limited to the following:
 - Any violations or suspected violations of this policy should be reported to the site administrator immediately. The site administrator will promptly, thoroughly, and fairly investigate reports of an alleged failure by a school employee or student.
 - The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.
 - The site administrator shall meet with the employee to document his/her response to the allegation. The employee shall be required to cooperate fully with the investigation.
 - All information from the investigation shall be provided to the administration and the personnel director.
 - Appropriate action shall be taken that is consistent with the results of the investigation and the legal requirements afforded by law, e.g. tenure law and student code of conduct. Violations of this policy or any implementing regulations or procedures may result in discipline of the employee/student up to and including termination of employment/suspension of the student or employee.
 - Any alleged violation of the board's policy or these procedures and guidelines involving a school employee that may also be a violation of state or federal law shall be reported to the proper authorities. Some acts are considered criminal and may be subject to prosecution. The board and Delta Charter School staff will fully cooperate with law enforcement agencies.

Notification:

1. All school system employees shall be informed of implementation, and upon entering into system service, about the policy and procedures and guidelines regarding electronic communication including the possible consequences for a failure to comply with the policy. The policy shall be posted on the school systems website for reference.

2. A system-wide letter and/or telephone call will be disseminated to parents or legal guardians informing them of the policy regarding electronic communication by employees with students. Thereafter, parents and students will be notified as part of the policies and procedures handbook and/or Delta Charter School.

Opt-out Procedure:

1. A parent or legal guardian has the option to submit written documentation to the school administrator reflecting the desire for his or her child not to be contacted individually through electronic communication from any school employee, group electronic communication exempted.

Summary:

These procedures and guidelines discourage improper employee electronic communication with students at all system schools and improper interaction shall be handled following applicable laws and policies. However, the law clearly prohibits electronic communication by an employee to a student, unless proper procedures are followed in compliance with law and policy. Delta Charter School, MST shall not be civilly liable for any electronic communication by an employee with a student that is prohibited as provided in this policy.

Special Provisions Policy

1. Voting Precincts: Use of school buildings for voting or polling places shall be authorized by the board on the condition that election officials in charge on Election Day shall permit no loitering on the school premises. The director shall determine where voting shall be held on school campus. Arrangements for opening and closing the facilities shall be made with the director of the school and compensation shall be made to the appropriate individual.
2. Civil Defense: The Civil Defense director is authorized to use any and all necessary school facilities for emergency shelters or accommodations to help provide services to the public in the event of any declared emergency.
3. Emergency Drills: Special drill activities are planned by the director and faculty of each school to ensure the orderly movement/evacuation of students and staff to the safest area, in the event of an emergency. Students and staff are informed of escape routes. A map is displayed in each room specifying the routes and procedures for evacuating the building.
4. Emergency Closing of Schools: The board authorizes the board/designee to close the school when prevailing or potential hazards threaten the safety and well-being of students, staff, or school property. Whenever practical, the board makes the decision to close the school after consulting with appropriate community agencies. Announcements and news releases to the media concerning such closings will be made by the board/designee.
5. Evacuation of School: The Delta Charter Group provides a comprehensive plan for evacuation of school in the event of a disaster. Disaster may come in many forms such as chemical spills, bomb threats, and/or a state of National Emergency. In cooperation with the local police and

fire departments, 911 call center, and the Concordia Office of Emergency Preparedness, the plan includes all centers and schools located in Concordia Parish.

Other Policies

Tobacco:

Students are not permitted to possess tobacco or to smoke on school property during the school day, at school activities held after school hours, or when riding school buses to/from school sponsored events. Parental permission to smoke does not exempt a student from this policy. Students who violate the policy are subject to an out-of-school suspension.

Spitting:

Spitting on sidewalks and other school grounds is prohibited during school hours.

Fireworks:

According to Statute RS:51:650 fireworks are prohibited on school grounds. No fireworks shall be set off on any part of school property for any reason.

Other Information

Pupil Progression Plan:

A copy of Delta Charter School's pupil progression plan can be found on the school's website, www.deltacs.org. Please refer to this plan for questions concerning academics at DCS.

Title I Section

Responsibilities

Directors:

The directors are the instructional leaders of the school. The directors' responsibilities include the following:

1. Maintaining a vision that is communicated to students, employees, community, and parents/guardians for school improvement.
2. Ensuring that all classes are covered if a teacher is absent.
3. Managing fiscal resources in a responsible manner.
4. Serving as the building administrator/principal.
5. Coordinating and ensuring supervision at all extracurricular or after school activities.
6. Being reasonably available for parent/guardian conferences.
7. Identifying ways to include parents/guardians and community representatives in the school in a productive manner.

Remember: As go the Directors, so goes the school!!!

Teachers:

Teachers have the responsibility of creating an environment that promotes student involvement in the learning process. They cannot do this without the cooperation of students and their parents/guardians. The teacher's responsibilities include the following:

1. Plan lessons that address student achievement.
2. Follow classroom management policy and procedures set forth in the school's teacher handbook and the Delta Charter Group policy manual. Students are not to be placed in the hallway for extended times due to behavioral problems. On minor infractions, write the office referral prior to sending the student out of class.
3. In a timely manner, usually defined as days after the event, inform parents when their child is violating school policies or not completing work. This may be communicated through a letter or telephone call.
4. Speak to students and parents in a professional manner. Teachers must model the appropriate behavior that we want our students to exhibit.
5. Maintain a grade book that accurately reflects grades that are assigned on progress reports or report cards.
6. To be available for parent/guardian conferences during planning periods or before or after school at a time that is convenient for the parent/guardian and the teacher. The directors or counselor may be present during conferences.
7. Complete activities identified on the school improvement plan.

Parent/Guardian Responsibilities:

The support of student learning from parents/guardians is crucial to a student's success. The responsibilities of the parents/guardians are as follows:

1. Go over the school's handbook with your child to ensure that he/she is well aware that you support these rules. Talking negatively about directors, teachers, staff, and school policies in front of and to your child only leads to students becoming confused, frustrated, and uncooperative in school.
2. Ensure that your child is at home at an early on school nights and gets plenty of rest.
3. Ensure that the school has current telephone numbers and addresses.
4. Send your child to school where he or she is zoned to attend unless you have permission from the school board at the beginning of the school year to attend another school based on reasons outlined in the 1976 court decree.
5. Continually monitor your child's behavior, completion of homework, and dress.
6. Make sure your child arrives to school **on time** and **in correct uniform attire**. (Please see uniform requirements in DCS policies and procedures handbook.)
7. Do not support your child if he/she violates a rule. Schedule a conference to discuss the issue with the person who identified the violation as he/she should have the pertinent information.

8. Speak to teachers, director, assistant director, or other school employees in a tone and with words that you would want used when being addressed. People who use profanity or attempt to intimidate school employees or students will be asked to leave the campus and may be subject to arrest.
9. Follow the protocol included in this handbook to handle concerns regarding your child.

Student Responsibilities

Delta Charter School of Math, Science, and Technology exists for the purpose of providing students with a world class education. Delta Charter School recognizes the fact that it is a school of choice, and believes that all students who attend are attending because they chose to be here. Consequently, the Delta Charter Group and the faculty and staff of Delta Charter School, MST believe that all students should aspire, daily, to meet the following responsibilities:

1. **Be on time.** Students are required to have 63,720 instructional minutes each year.
2. Come to school with the attitude of receiving an education. Students should not have any other agenda.
3. Complete classroom and homework assignments and turn these in to the teacher at the designated time.
4. Observe policies set forth in the student handbook and the Delta Charter Group policy manual.
5. Remain in class the entire class period or school day unless you are ill. There are ample opportunities for students to go to the restroom outside of class. Any medical issues will be addressed by the administration when proper medical information is submitted.
6. Respect self and others. Students will speak to adults in a polite, respectful manner at all times and in all venues.
7. Bullying will not be tolerated and will be disciplined appropriately.
8. Keep head up and pay attention in class. No sleeping is allowed in class.
9. Do not harm another student or any school employee.
10. Do not use, possess, or distribute alcohol or other illegal drugs. Do not possess dangerous weapons.
11. Do not talk in class to friends about issues not concerning the lesson. Do not pass notes.
12. On any school sponsored bus, sit in an assigned seat. Remain seated while riding and only stand when the bus has come to a complete stop.
13. Report any harassment immediately to a teacher, assistant director, or director. If the student does not want this to be a verbal conference, write the information down and give it to one of the above individuals on the day that the harassment occurs.
14. Students are prohibited to use vulgar and obscene language or racial/ethnic slurs.

Provided Services

It is not easy to rear children these days. However, there are many supportive agencies that are willing to assist parents and guardians with concerns/issues regarding the children in their care. Below you will find a list of available services.

School Services:

The School Building Level Committee (SBLC) is a committee at each school composed of knowledgeable educators who meet once a month, or more often if needed, to discuss academic, behavioral, or medical concerns of students. A form will be sent home with all students at the end of the first nine week period for parents/guardians to send back to school if they think their child may have a problem with one of the above. Parents/guardians may also contact Mrs. Monica Miller, SBLC coordinator, or Mrs. Amy Marchbanks, SBLC chairperson at any time during the school year if they have a concern. Once a concern has been identified, a meeting will be scheduled and you will be contacted with meeting details. Parents/guardians are encouraged to attend all meetings, so that we can ensure that the needs of your child are met.

Community Services:

- Families in Need of Services (FINS) is a very helpful service with students who continually violate school and home expectations. Please contact the Office of Child Welfare and Services to get more information about this offered service.
- Several counseling services are offered in the Miss-Lou area to assist families.
- Several faith-based groups are available to assist families with their needs.

For more information on any of these services, please contact the Directors.

Student Rights

FERPA:

The Family Education Rights and Privacy Act or FERPA is a federal law that prevents teachers, directors, school board members, and other school employees from discussing anything regarding a minor child's behavior or academic achievement to people other than parents or legal guardians. Therefore, school officials can only discuss these issues with the child's parent or legal guardian and/or state officials such as child protection, probation officers, or truancy officers. **Unfortunately due to this law we are not allowed to hand out report cards to anyone other than the student or his/her parent or legal guardian. Grandparents or other family members will not be allowed to pick up report cards unless the student is with them.**

Information that is protected under the FERPA law is as follows:

Personally identifiable data/information such as:

- The name of the student and the student's parent or other family members.
- The address of the student.
- A personal identifier, such as the student's social security number, date of birth, etc.
- A list of personal characteristics that would make the student's identity easily traceable.
- Other information that would make the student's identity easily traceable.

Legitimate educational interest is interest that requires regular access for purposes of adding material, periodic review, filing new student data, and/or removing inadequate, ambiguous, irrelevant data. It is also interest that has the educational wellbeing of the student in mind for purposes of continuing, improving, or changing the education program of the student. Access to and release of information in student records is governed by specific requirements:

1. The director is responsible for determining who, other than the parent or eligible student, has access to student records.
2. The following people or agencies may be granted access to student records without the written consent of the parent or without an entry being made in the disclosure record:
 - Teachers and other school officials within the school system who have legitimate educational interest in the child.
 - An educational agency that is required to make reports concerning the education program of the child.
3. The following people or agencies may be granted access to student record information without the written consent of the parent by completing the disclosure record:
 - Authorized representative(s) of the Comptroller General of the United States, the Secretary of Education, state education authorities, and appropriate community agencies involved in handling student health and safety.
 - Agencies requiring information in connection with a student's application for or receipt of financial aid.
 - Courts, upon the issuance of proper orders or subpoenas.

PPRA:

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 years of age (eligible students) certain rights regarding conducting of surveys, collections and use of information for marketing purposes, and certain physical examinations. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - Political affiliations or beliefs of the student or student's parents.
 - Mental or psychological problems of the student or student's family.
 - Sexual behavior or attitudes.
 - Illegal, anti-social, self-incriminating, or demeaning behavior.
 - Critical appraisals of others with whom respondents have close family relationships.
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
 - Religious practices, affiliations, or beliefs of the student or parents.
 - Income, other than is required by law to determine program eligibility.

2. Receive notice and an opportunity to opt a student out of:
 - Any other protected information survey, regardless of funding.
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, and any physical exam or screening permitted or required under state law.
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use:
 - Protected information surveys of students.
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
 - Instructional material used as part of the educational curriculum.

Parents and/or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Military Recruiters:

Recognizing the challenges faced by military recruiters, Congress recently passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and their names, addresses, and telephone numbers. Both the No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002 reflect these requirements.

In accordance with the Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. Providing this information is consistent with the Family Educational Rights and Privacy Act, which protects the privacy of student educational records. This student information will be used specifically for military recruiting purposes and for informing young people of military scholarships opportunities.

School systems have been notified that they must give parents the right to “opt out” of sharing this information with military recruiters. **If you do not want the Delta Charter Group to disclose your child’s name, address, and phone number, you must go by the school and complete the necessary “opt out” form.**

Student Payment for Certain Equipment and Supplies:

Fees for equipment and supplies are determined by individual schools. The school director may be contacted about fees assessed at the school. Students are responsible for paying the fees established by the school. Students are responsible for every textbook or other equipment issued to them. If a

textbook or other equipment is lost or damaged, the student pays the replacement cost of the book. Students are also responsible for payment for lost or damaged library books, media, and equipment.

Also, at DCS, students in grades 5-12 will need to purchase PE uniforms at the beginning of the school year if they are enrolled in a PE class. PE uniforms may be purchased at Hometown Sports in Vidalia or any other store selling such attire. The student's last name and first initial must be put on the back of the shirt in white lettering and the student's first and last initial must be put on the leg of the shorts in white lettering.

Acknowledgement of Receipt

By signing below, you acknowledge that you have received a 2016-2017 Delta Charter School Student Handbook. You are also acknowledging that you have read and understand the following policies and procedures located in the handbook:

- Cell phone policy
- Attendance policies
- Discipline policies
- Lunch policies
- Health and wellness policies
- Field trip policies
- Sexual Harassment policy
- Weapons policy
- Bulling policy
- Computer and Internet policy
- Special provisions policy
- Electronic communication between students and employees policy
- Cheating/plagiarism policy
- Dress code policies and violations
- Behavioral policies
- Grading policy
- Closed campus policy
- Extra-curricular activity policies
- Scheduling conferences policy
- Alcohol, tobacco, and drug policies
- Threats policy
- School bus policies
- Use of school facilities policy
- Other policies
- Discipline matrix

By signing, you also acknowledge that you have read and understand the following rights and responsibilities located in the handbook:

- Director responsibilities
- Parent/Guardian responsibilities
- Provided services
- Teacher responsibilities
- Student responsibilities
- Student rights

Parent/Guardian Signature

Date

Student Name

Student grade

Delta Charter School
School-Parent Contract
2016-2017

Delta Charter School and the parents of the students participating in activities, services, and programs funded in part by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), or funded through other public funding sources, agree that this contract outlines how parents, the entire Delta Charter School staff, and the students will share the responsibility for improved student academic achievement and the means by which Delta Charter School and parents will build an develop a partnership that will help children achieve the state's high academic standards. This school-parent contract is in effect during the duration of the student's enrollment at Delta Charter School.

School Responsibility

Delta Charter School will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the state's student academic achievement standards as follows:
 - The school will provide high quality curriculum and instruction that promotes individual growth, and do so in a supportive, safe and effective learning environment which follows that state's course of study. Individualized, small group and whole group instruction will be employed with various teaching strategies
 - Hold parent-teacher conferences during which this contract will be discussed as it relates to the individual child's achievement.
2. Provide parents with frequent reports on their children's progress. Specifically, Delta Charter School will provide reports as follows:
 - Report cards are handed out at the end of every nine-week grading period
 - Progress reports are sent home at every grading period mid-way point of 4.5 weeks.
3. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as listed below:
 - The school's website page allows parents to email teachers with concerns regarding their child's progress
 - Teachers are provided a conference/planning period each day in which the parents can make appointments to meet with the teachers
 - Parent-Teacher Organization
4. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows and/or a waiver:

Parents are strongly urged to contribute 5 hours of volunteer service to the school per child, with a maximum of 10 hours during the year for two or more children. Each participation activity will receive one hour credit, with the exception of field trips, which will receive a maximum of three hours credit toward the required time. The following are activities which provide opportunities to meet these requirements: service on committees, read to a class, assist a teacher in special class performances or events, or attend monthly PTO meetings and be an active member, assist with school fundraisers or special school activities, serve as a room mother and assist with class parties, or work in a concession stand. These are only suggestions and other activities may qualify. Such activity as not listed must meet the approval of the Directors.

Parent Responsibilities

I (We) recognize the importance of becoming an active partner in my (our) child's education. I (We) recognize that Delta Charter School is a school of choice and that I (we) have made the personal decision to enroll my (our) child(ren) in order that we might have the benefit of this unique educational experience. As such, I (we) agree to the following stipulations and/or requirements relative to the enrollment of my (our) child(ren) in Delta Charter School:

1. To abide by all policies, rules and regulations of the school which the Board of Directors and/or the school's management have established and/or approved.
2. To support Delta Charter School and its faculty, staff and Board of Directors and to take concerns, complaints or issues relevant to my child(ren)'s education directly to school officials.
3. To accept that as a parent/guardian, I (we) have the primary responsibility for the education of my (our) child(ren) and to work with school officials to accomplish the educational objectives that have been determined appropriate for my (our) child(ren).
4. To attend all parent/teacher conferences that are scheduled, and to reschedule any such conferences that I (we) am unable to attend as such times as are convenient for the teacher.
5. To participate in a minimum of one (1) Parent Workshop during the school year.
6. To participate in the Parent/Family Volunteer Program which requires 5 hours of volunteer time for one child, and ten (10) volunteer hours for two or more children. I (we) understand that a grandparent or other relative may serve in my (our) place, but that the full completion of the volunteer time requirement is my (our) responsibility.
7. To instill in my (our) child(ren) the importance of punctuality and daily attendance at school and to make every effort to see that my (our) child(ren) is in the school each and every day except when extreme circumstances dictate otherwise.
8. To purchase uniforms and/or to otherwise provide that my child(ren) complies with the school dress and grooming standards without exception.
9. To participate in the Delta Charter School Parent Activities scheduled throughout the year, including but not limited to, PTO meetings, fundraisers, sporting events, special programs, recognition and awards ceremonies, etc.
10. To encourage my child(ren) to abide by and adhere to all rules and regulations that are imposed as a part of the school's discipline and/or behavioral requirements, to support teachers when discipline is necessary, and to assist school officials in their efforts to establish high standards of student conduct.
11. To accept the decision(s) of school officials and /or the Board of Directors regarding such discipline as may be determined appropriate relative to my (our) child(ren) when school rules are violated by my(our) child(ren).
12. To encourage my (our) child(ren) to reach his/her academic potential, and to maintain a strong commitment and enthusiasm for learning.
13. To read and use information sent home by Delta Charter School that is intended to assist parents in their efforts to better understand the academic subjects and/or topics being taught in the classroom.
14. To assist my (our) child(ren) with all homework assignments, and to check the homework folder and/or notebook following each day of school.
15. To provide a suitable time and place with in the home for my (our) child(ren) to complete homework assignments.
16. To assist my (our) child(ren) in obtaining and regularly using a library card at a local, public library, and to encourage and participate in daily reading at home.
17. To limit television watching and video games during the week and to allow more time for reading, studying and rest.
18. To assist school officials in making certain that each child who enters Delta Charter School understands that he/she shall be required to:
 - Attend school regularly and on time!

- Behave in an appropriate and respectful manner while on campus, on a bus, and during any and all school activities
- Respect the rights and property of other students, the staff, all parents, and other school officials
- Come to school prepared and ready to learn
- Pay attention in class
- Follow the classroom procedures and school policies
- Adhere to the Student Discipline and Dress Codes
- Complete and turn in all class and homework assignments on time
- Be responsible for giving parents/guardians all notices sent out to them by the teacher and/or school officials

I (We) understand that by not fulfilling my (our) obligations to the Delta Charter School and to my (our) child(ren), my (our) child(ren)'s achievement potential will be hindered. I (We) understand that deliberate refusal to work with school officials concerning matters pertaining to my (our) child(ren) could result in my (our) child(ren) not being allowed to enroll in Delta Charter School in

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subsequent years. I (We) recognize that the Board of Directors has the authority to remove any student from the school if that student's attendance jeopardizes the goals and objectives of the school.

I (We) understand that Delta Charter School is a limited capacity school due to the requirements of its contract with the Board of Elementary and Secondary Education. I (We) understand that due to the limitation on the number of student that can be served, every student who applies for admission may not be admitted. If space is not available in another class in which my (our) child(ren) is eligible to participate, I (we) understand that I (we) must determine an alternative school in which to enroll my (our) child(ren). If I (we) find it necessary to enroll my (our) child(ren) in another school, I (we) acknowledge that I (we) can reapply for my (our) child(ren)'s admission to the school under the regular procedures.

I (We) understand that this Parent Contract shall remain in force for as long as my (our) child(ren) attends Delta Charter School, and it shall be applicative to all children for whom I (we) am/are the parent or legal guardian, whether listed heron or not.

Student Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Each student must have an individually signed contract on file in the office of Delta Charter School, MST prior to participation in any Delta Charter event.