

Delta Charter School of Math, Science, and
Technology

"The Storm"

2022-2023 Student Handbook



Mr. Jimmy Comeaux, JH/HS Principal

Mrs. Monica Miller, Director

Mrs. Cari Ann Nicholson, Elementary Principal

Mrs. Melanie Ulmer, Special Education/504 Director

300 Lynnwood Drive

Ferriday, LA 71334

(318)-757-3202

www.deltacs.org

Administrative Staff

Elementary Principal:

Wow! I can't believe this is my sixth year at Delta Charter! Each year is better than the year before, so welcome to the 2022-2023 school year. I am your elementary principal, Cari Ann Nicholson. Everyone calls me "Mrs. Nick."

We are "Cultivating Greatness" this year! We will focus on having a growth mindset. This simply means that we believe intelligence, behavior, and talent can be improved through EFFORT and ACTIONS. A growth mindset also focuses on blossoming after a setback or struggle. Please help us encourage your student to be their absolute best! One way you can do this is by checking your student's school folder daily. This is your link to what your student is working on, how they are performing, communicating with the teacher and knowing about upcoming DC events.

Please feel free to contact me with any questions or concerns. I can be reached at the school by phone, 318-757-3202 or email, cnicholson@deltacs.org.

Junior High/High School Principal:

Welcome to the 2022-2023 school year! I am Jimmy Comeaux and I am excited about beginning another year here at Delta Charter! This is my 32nd year in education, and I am proud to be a part of DC. My door is always open to visit with students, parents, and teachers. If you have any questions or concerns about any issue dealing with Jr. High, High School, Building and Grounds, or Athletics, please call or come see me. I will be more than happy to see you and help alleviate your concerns. I am looking forward to a great year and look forward to working with you all. You may contact me by calling the school or emailing me at jcomeaux@deltacs.org.

Special Education/504 Director:

Welcome to the 2022-2023 school year. I am Melanie Ulmer and I am looking forward to a great year of learning here at Delta Charter School. I take care of all things under the umbrella of special services: IEP, 504, occupational therapy, physical therapy, adaptive P.E., gifted and talented. This is my 30th year in special education in 4 different states. If you have any concerns or questions my door is open and I can be reached by phone at 318-757-3202 or email at mulmer@deltacs.org.

Central Office:

Welcome to the 2022-2023 school year. I am Monica Miller and I look forward to another great year here at Delta Charter School. I am the director of DC and take care of all of the administrative tasks that a district's school board office would do, such as grant funds, enrollment, state reporting, etc. If you have any questions, please feel free to call me at 318-757-3202 or email me at mmiller@deltacs.org and I will be happy to direct you to the appropriate person to help you.

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.

Family Engagement Policy

At Delta Charter School, we believe that parental involvement is an essential part of making our school a success. Therefore, we encourage our parents to 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 suggested time. The following are examples of activities that may be used to count toward the suggested hours. These are only suggestions and other activities may be used.

- 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

Delta Charter School has a parent/student agreement that we ask that each parent sign and return to the school. That agreement will be sent home with the beginning of the year paperwork. Please sign and return this agreement to your child's teacher. If you have any questions or input concerning this family engagement policy, please contact the school and speak to our parental involvement coordinator.

Each student must have an individually signed student/parent contract on file in the student's homeroom teacher's classroom prior to participation in any Delta Charter event.

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 1-12 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 grades of "M" for mastered, "P" for progressing or "NI" for needs improvement, while students in grades 1-12 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. We ask that you sign your child's progress report and return it to your child's homeroom teacher within one (1) week of distribution of them.

Report Cards:

Report cards are issued at the end of each 9-week grading period. Report cards will be given to parents/legal guardians or students on scheduled parent/teacher conference days.

Nine Weeks Honor Roll and End-of-Year Awards Day:

At the end of each nine-week grading period, students who have earned grades of all A's will be recognized at the nine-week honor's assemblies for having met the requirements for the Principal's award and students who have earned grades of all A's and B's will be recognized for having met the requirements for the Honor Roll. Students must not have a grade of C in any subject in order to be recognized.

Students who have maintained a grade of A in all of their courses for the first three grading periods will be recognized at the end of the year award's day for having met the requirements for the Principal's award. Students who have maintained a grade of A or B in all of their courses for the first three grading periods will be recognized at the end of the year award's day for having met the requirements for the Honor Roll. Students must not have a grade of C in any subject in order to meet the requirements. Midterm test grades will not be used in the calculation of the Principal or Honor Roll awards.

Weekly Tests:

Students in grades K-5 will receive weekly sign and return papers in a folder on Tuesdays of each week. Parents/guardians are asked to sign the designated paper and return all papers by Wednesday of each week. Any parent/guardian having a question concerning their student's work may schedule a conference with the teacher during the teacher's planning period. Tests are not sent home with students in grades 6-12, however, a parent may request to view his/her child's test by scheduling a conference with the teacher during his/her planning period. Parents may call the front office to find out when a teacher's planning period is scheduled. Conferences may be scheduled with teachers via School Status or the teacher's email.

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. Please see our website, www.deltacs.org, for our testing policy.

Literary Rally:

Each year the state holds a district and state level literary rally at various colleges across the state. Our district rally is held in the spring at Louisiana College in Pineville. Each teacher is allowed to send two students per subject to the district rally. Teachers

choose the student to attend based on academic success, willingness to participate, ability to attend the event and work ethic displayed throughout the year. All students are encouraged to strive to attend the district rally by displaying the qualities mentioned above.

The district rally committee notifies our counselor of students who qualify for the state rally, which is held at LSU in Baton Rouge. Delta Charter School has no say as to what students qualify for the state rally

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 will receive one (1) day of ISS (in-school suspension) and be required to complete an alternate constructed-response assessment.

Extracurricular Activity Grading Policies

Students may participate in a variety of extracurricular activities (extracurricular activities can be defined as an activity that occurs after school hours, but is still a school sponsored activity) 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 extracurricular activities. Delta Charter School will adhere to the scholastic requirements of the Louisiana High School Athletic Association (LHSAA). They are as follows:

1.10 SCHOLASTIC REQUIREMENTS:

To be eligible under the scholastic rule, students, other than special education students who are not pursuing a diploma, enrolled in high school subjects (grades 9-12) shall meet all scholastic requirements. Individual schools or school systems may set higher, but not lower, scholastic requirements for interscholastic athletic participation. All subjects/units passed shall carry Carnegie units which shall be recorded on the student's transcript and include all credits/grades earned in any method of remediation and/or distance learning courses approved in Bulletin 741 of the LDE. Notes: College subjects do not have to be recorded on the student's high school transcript. Eligibility requirements for special education students who are not pursuing a diploma can be found in Rule 1.10.13.

1.10.1 First Semester Eligibility:

To be eligible for the first semester of the school year, a student shall have earned at least six (6) units from the previous year, which shall be listed on the student's transcript and shall have earned at least a "C" average as determined by the Local Education Authority when considering all "graded" subjects.

1.10.2 Second Semester Eligibility:

To be eligible for the second semester of the school year, a student shall pass at least six (6) subjects from the first semester.

1.10.3 Promotion into High School:

Promotion from the 8th grade into the 9th grade for the first time shall fulfill the scholastic requirements. In this context, elementary schools include grades 1-8; high schools include grades 9-12. Promotion into the 9th grade shall be in accordance with the approved local Pupil Progression Plan.

1.10.4 Seniors:

A senior (12th grade) student who has accumulated 20 or more units shall be required to take at least four (4) subjects/units per semester, none of which shall be subjects/units the student has previously taken and passed. The four (4) required subjects/units may include college courses that have been approved by the State Department of Education and/ or the Louisiana Board of Regents. Under the 4 x 4 block system, a senior must be enrolled in a minimum of two subjects/ units per semester to be eligible to compete. A senior attempting four units in the first semester must pass all four units to be eligible in the second semester. Likewise, a senior attempting five units in the first semester must pass all five units, and a senior taking six or more units in the first semester must pass six units for second semester eligibility.

1.10.6 Determining Grade Point Averages:

The grade point average shall be determined by dividing the total number of subjects/units attempted toward graduation into the total number of grade points earned by a student.

1. For the purpose of determining a student's GPA, the point value of each grade is as follows:

A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points

2. Do not round off numbers when computing a student's 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 extracurricular 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.
5. Numerous suspensions for behavioral issues may result in removal from extra-curricular teams/clubs.
6. Any student suspended may not attend or participate in any extracurricular activities during the days that their suspension is effective.

Breakfast and 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, and all money prepaid. Breakfast and lunch will be deducted from the student's account as he/she comes through the line. A student must state their name upon arrival at the point of sale location (cafeteria manager's desk). 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 ensuring that a child eats every day rests with the parents/guardians, not the school system. **Students are not allowed to charge meals.** Letters will be sent home when students need more money to be placed in their account. 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	\$0.50	\$0.50
Paying Student	\$2.00	\$3.50
Faculty and Staff	\$2.00	\$3.50

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 or they may send a lunch to school with his/her child. Once a student's lunch bill reaches \$20 in lunch fees due, the child will no longer be allowed to eat the prepared lunch in the cafeteria. Students will be provided with a small snack if they are unable to eat in the cafeteria because they have lunch fees due. The cafeteria manager will send home a notice when money needs to be added to a student's lunch account.**

Lunch Deliveries:

If your child "forgets" his/her lunch, they may eat the lunch supplied by the school. If you choose to deliver an outside lunch to your child, you must follow the guidelines listed below:

- Lunches must be delivered prior to your child's designated lunch time
- Lunches must be labeled with your child's name and grade
- Delivered lunches should be placed on the table in the school resource officer's office
- Students will pick up their lunch when their lunch bell rings. They will not be called to the office when the lunch is delivered.
- Student lunches may not be delivered AFTER a student's lunch period has ended. Please refer to the lunch schedule on page 14.

Lunch Times:

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

Grade	Time
Breakfast---All grades In the cafeteria	7:20 a.m. to 7:40 a.m.
K-5th lunch In the classroom	11:10 a.m. to 11:40 a.m.
6th-8th lunch In the cafeteria	11:40 a.m. to 12:10 p.m.
9th-12th lunch In the cafeteria	12:40 p.m. to 1:10 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.
6. Orders must be provided to the school nurse who will provide a copy to the cafeteria manager.

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.

Health and Wellness Policies

Immunizations:

A student entering Delta Charter Group school must present an up-to-date shot record at the time of registration. A shot record can be obtained from the student's personal physician or the parish health unit. Noncompliance is permitted if the parent completes either a written dissent or provides a written statement from a physician stating that the required immunizations are contradicted.

Communicable Diseases:

When evidence indicates that a student has a disease or infection that can be contagious to others the school nurse must be notified. The guidelines/requirements of the Louisiana Department of Health and Hospitals will be followed. A doctor's note clearing the student to return to school will be required.

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), a letter will be sent home with the student. This letter will contain information about head lice, transmission, treatment, removal, and follow-up care.

Students with live head lice and/or nits may return to school after the appropriate treatment has begun. Required paperwork must be completed and returned to the school nurse upon the return of the student. The student will also need to be checked by the school nurse upon their return.

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 nurse.
2. A signed consent and release of information form must be presented to the school nurse.

3. The medication order form must be completed and signed by the student's primary physician and returned to the nurse. 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.

Positive COVID-19 Diagnosis Procedures:

Delta Charter School will follow CDC guidelines for COVID related quarantines and isolation. Masks will not be required, however, students and employees who choose to wear them may do so. Delta Charter School will not provide masks and any cloth mask worn MUST be navy in color. Disposable masks are also permitted, however, no bandannas or other types of face coverings will be allowed.

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.

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 the receptionist, 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:

- Unscheduled visitors will not be allowed to enter the school building.
- Visitors will be required to use the buzzer on the front door of the school and will be let in by front office personnel.
- All visitors will be required to sign in with the receptionist upon their arrival and will be required to wear a visitor's badge the entire time that they are on campus. Visitors will need to return the visitor's badge to the receptionist upon their departure from campus.
- Parents will not be allowed to meet with a teacher or administrator without an appointment. If a parent needs to see an administrator or teacher, then an appointment **MUST** be made in advance. Please contact the teacher via School Status or email the administrator/teacher to set up an appointment.

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 are expected to follow all school rules while on a school sponsored field trip. Any student who causes a disruption on a school sponsored trip will be subject to disciplinary action. 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.

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 designated principal 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 designated principal or special education/504 director immediately. The designated principal will promptly investigate the complaint and will complete a sexual harassment complaint form. If the elementary or JH/HS principal or the special education/504 director is accused in the incident, the director should be notified. The director will investigate the complaint and complete a sexual harassment complaint form. If the director is accused in the incident, the president of the board of directors should be notified. The president will investigate the complaint, and complete 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 designated principal's, special education/504 director's or school director's office. If the student is not satisfied with the investigation or action taken by the designated principal or the special education/504 director, he/she may send a written request for review to the director. The request must be made within ten (10) days following the receipt of a copy of the sexual harassment form. If the student is not satisfied with the investigation or action taken by the school director, he/she may send a written request for review to the president of the board of directors.

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 Status messages, and other electronic communication that is approved by the Delta Charter School administration.
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 resuming 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 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. The policy regarding electronic communication by employees with students will be included in the student handbook. 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 Delta Charter School 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 director 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 director.
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 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.

Other Policies

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.

Accelerated Reading Policy:

Reading is a vital part of a student's learning process. The teachers and administrators at Delta Charter School recognize the importance of a child reading each day. Therefore, the following guidelines will be adhered to concerning AR.

Grades K-5:

Students in grades K-5 will be recognized at each nine-week honor roll assembly according to what point club they reached that nine weeks. Cumulative point rewards will be given at the end-of-the-year award's program.

Grades 6-12:

Students in grades 6-12 will be allowed to read AR books for extra credit in one class each nine weeks. In order to qualify for this, the following guidelines must be met:

- Students must obtain 10 AR points by reading grade-level appropriate texts as determined by the librarian
- Once students reach their 10 point goal, they will be given a coupon
- The coupon must be used by the 8th week of the nine-week grading period it is earned in
- The coupon may be used in any subject chosen by the student
- The coupon will be good for an extra grade of 100 in the student's chosen subject
- Only one coupon may be earned per each nine weeks
- Students are not required to participate and will not be penalized if they do not, however, they are strongly encouraged to do so

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 grading 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. Melanie Ulmer, SBLC coordinator, or Mrs. Ellyn Hairston, 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 community and parental involvement coordinator.

Grievance Policy

Delta Charter School, MST is a public school in Concordia Parish. No student, parent or employee of Delta Charter School, MST should be treated unfairly or discriminated against on the basis of race, sex, national origin, religion, age, or disability. Any action thought to constitute such discrimination should be immediately reported to the designated principal or administrator.

Should a student or parent(s) desire to raise a complaint or grievance concerning any aspect relative to the operation of the school, its policies, procedures, or practices the following steps should be taken:

1. The student and/or parent(s) should address the complaint/grievance directly with the DCS personnel involved in an attempt to resolve the issue. (Teacher)
2. If the complaint/grievance is not satisfactorily resolved by the above step or if the complaint/grievance is between two students and cannot be resolved by simple mediation by DCS personnel, i.e., the teacher, the matter should then be taken to the designated principal of DCS. (Grades K-5: Mrs. Nicholson, Grades 6-12: Mr. Comeaux, Special Education/504: Mrs. Ulmer)
3. If the complaint/grievance is not satisfactorily resolved by the designated administrator, the matter should then be taken to Mrs. Miller, director of Delta Charter School. The complaint/grievance must be presented to Mrs. Miller in writing. Mrs. Miller will have seven (7) business days from receipt of the written complaint/grievance to investigate the matter. When Mrs. Miller has finished her investigation; she will notify the parent of her findings.
4. If the student/parent feels like Mrs. Miller does not satisfactorily resolve the complaint/grievance, the student and/or parent(s) may request that the Board of Directors review the matter by adhering to the following guidelines:
 - a. Parents or students who wish to file a grievance with the Board of Directors or otherwise speak to the Board of Directors on a matter concerning their child shall notify Mrs. Miller in writing not less than one week prior to the upcoming monthly board meeting. The parent shall provide a brief written

description of their complaint or grievance. The written complaint may be emailed to or dropped off at the school to Mrs. Miller.

- b. Upon receipt of the parent or student's request, the Board of Directors shall have the discretion, but not the obligation, to place the matter on the agenda. The Board of Directors shall not address items which are not on the agenda. Parents will be notified via email or written notice if the board will allow them to present their complaint to the board. This notification will include the date and time of the meeting at which they will be allowed to address the board.
 - c. In the event the grievance is placed on the agenda, the parent or student shall have a period of not more than fifteen (15) minutes to discuss the grievance or issue with the Board of Directors. The Board of Directors may ask questions but will make a reasonable effort not to infringe upon the fifteen-minute time limit.
 - d. After hearing a properly noticed complaint or grievance, the Board of Directors shall give appropriate direction and/or comments to the grievance committee, who shall then review the matter and communicate its decision to the parent or student within seven (7) business/school days.
5. If the Board of Directors elects not to hear a grievance, the designated principal shall notify the parent or student of their available options.

Revised: November 2020

Approved: January 2021

Delta Charter School of Math, Science and Technology, MST

“The Storm”



**Student Code of Conduct
2022-2023**

Responsibilities

Principals:

The principals are the instructional leaders of the school. The principals' 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. Serving as the building administrator/principal.
4. Coordinating and ensuring supervision at all extracurricular or after school activities.
5. Being reasonably available for parent/guardian conferences.
6. Identifying ways to include parents/guardians and community representatives in the school in a productive manner.

Remember: As go the principals, 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. Provide pertinent information concerning objectives, assessments, assignments, etc. for students and parents in Google Classroom.
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.
3. In a timely manner, usually defined as that day or the day after the event, inform parents when their child is violating school policies or not completing work. This may be communicated through a note home, letter, telephone call or School Status message.
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 principals/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. Make sure that your child is on time for school and attends classes regularly.
2. Go over the school's handbook with your child to ensure that he/she is well aware of the rules. Talking negatively about principals, teachers, staff, and school policies in front of and to your child only leads to students becoming confused, frustrated, and uncooperative in school.
3. Ensure that your child is at home early on school nights and gets plenty of rest.
4. Ensure that the school has current telephone numbers and addresses.
5. Communicate with teachers about your child's behavior and completion of homework.
6. Make sure your child arrives at school **on time** and **in correct uniform attire**.
7. Support all school rules and procedures. If your child violates a school rule or procedure, please hear all evidence of a situation before making a determination about the situation/violation.
8. Speak to teachers, principals 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.
10. Sign up for School Status for each of your children. If you need assistance with signing up with School Status, please contact your child's teacher or the technology coordinator.

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 to the school nurse.

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. Bullying as defined by the LDOE is:

A **repeated and targeted pattern** of:

- written, electronic or verbal communications that threaten harm,
 - obscene gestures, taunting or malicious teasing,
 - persistent shunning or excluding a student, or
 - physical harm, such as hitting, pushing or damaging personal property.
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 or administrator. 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.
 15. Students need to immediately notify the closest adult of any incident that occurs.

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.

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 designated principal 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 Records:

Delta Charter School, MST shall provide for the transfer of student education records upon written request of any authorized person on behalf of an education facility operated within any correctional or health facility or, for children in the custody of the state, an education facility operated within any other state approved facility, whether within or outside the state of Louisiana, where such student has become enrolled or is seeking enrollment. The transfer of such records, whether by mail or otherwise, shall occur not later than 10 business days from the date of receipt of the written request. If the student has been expelled, the transferred records shall include the dates of the expulsion and the reason(s) for which the student was expelled.

A student or his or her parent(s) may inspect the education record of that in accordance with the federal Family Education Rights and Privacy Act.

Any student seeking admission to Delta Charter School, MST who has been suspended or expelled from any public or nonpublic school within or outside the state of Louisiana shall provide information on the dates of any suspensions or expulsions and the reason or reasons for which the student was suspended or expelled.

Any student or parent having questions concerning the records of a student, may contact the guidance counselor, Mrs. Penny Daggett, at 318-757-3202.

Data collection system (La. R.S. 17:3911):

The DOE shall establish a standardized data and analysis system which will be used to collect certain specified data and shall be the basis for the creation of the progress profiles.

Each city and parish school board shall ensure that all schools under its jurisdiction accurately report student discipline information, including referrals by teacher for serious disciplinary offenses, using the uniform reporting form developed by BESE.

Search and Seizure:

In accordance with Louisiana Revised Statutes 17:416.3., any administrator or his/her designee, with probable cause, may search any building, desks, backpacks, lockers, areas, or grounds suspected to contain any illegal drugs, weapons or any other item that is against the law or goes against school policies. The following guidelines will be adhered to for search and seizures of both school and student property:

1. The administrator or his/her designee may conduct a reasonable search.
2. The administrator or his/her designee may search a student if there is a reasonable belief that the student may have in his/her possession any weapon, illegal drug or any other item that is against the law or goes against school policies.
3. Whenever legal action is required, the police must be called and a search warrant obtained.
4. If the safety of any person or property is in imminent danger, the administrator or his/her designee may make an immediate search.
5. If it is evident that a delay of a search might permit the student to rid himself or herself of the suspected drugs or weapon or other illegal item, the administrator or his/her designee may stand guard.



Delta Charter... How we do PBIS!

Strive To Do Your Best

Take Responsibility

On Task

Respect Yourself & Others

Maintain Safe Environment

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 PBIS team to meet on a regularly scheduled basis to review data and guide the positive behavior process. This PBIS 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 PBIS 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 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 overcrowding 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 PBIS 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 PBIS team will review and revise its policies and procedures for handling suspensions and expulsions at Delta Charter 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 PBIS 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 PBIS 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, others and our school at all times**
- **Maintain a safe environment**

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 in an accessible place in your home. The expectations shall be posted in prominent places around the school site, e.g., hallways, cafeteria, gymnasium, and classrooms.

Bullying Policy

Delta Charter School, MST is a bully-free school. Our motto is **DC BULLY FREE**. 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 designated principal. 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.

As defined by the Louisiana Department of Education (LDOE):

Bullying is a **repeated and targeted pattern** of:

- written, electronic or verbal communications that threaten harm,
- obscene gestures, taunting or malicious teasing,
- persistent shunning or excluding a student, or
- physical harm, such as hitting, pushing or damaging personal property.

Any student or parent who would like to file a complaint against another student and/or school employee for bullying must provide the complaint in writing to the designated principal or director. Principals/Directors will follow Louisiana Department of Education bullying guidelines.

Teen Dating Violence

Teen Dating Violence is defined as the physical, sexual, psychological, or emotional violence within a dating relationship, including stalking. It can occur in person or electronically and might occur between a current or former dating partner. Several different words are used to describe teen dating violence. Below are just a few:

- Relationship abuse
- Intimate partner violence
- Relationship violence
- Dating abuse
- Domestic abuse
- Domestic violence

Warning Signs:

These warning signs do not mean a relationship will definitely turn violent. However, if you notice several of them in your relationship or partner, you may need to re-evaluate your dating relationship. These warning signs include:

- Excessive jealousy
- Constantly checking in with you or making you check in with him or her
- Attempts to isolate you from friends and family
- Insulting or putting down people you care about
- Is too serious about the relationship too quickly
- Has had a lot of bad prior relationships, and blames all of the problems on the previous partners
- Is very controlling, which may include giving you orders, telling you what to wear and trying to make all of the decisions for you
- Blames you when he or she treats you badly by telling you all of the ways you provoked him or her
- Does not take responsibility for own actions
- Has an explosive temper
- Pressures you into sexual activity you are not comfortable with
- Checking cell phones, emails or social networks without permission

Reporting Teen Dating Violence:

All allegations of teen dating violence shall be reported to the designated principal, school counselor, school nurse or other faculty members. A student complaint process will be instituted to allow students to file complaints about incidents or threats that may not have been witnessed or reported by others. Once an allegation is initiated and a confidential file is started the parent/legal guardian of both the victim and the perpetrator will be contacted. A report should be submitted to a **local or state law enforcement agency**.

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 not allowed to be brought on campus during the school day. Students who choose not to follow the cell phone procedure and bring their phone on campus will have their cell phone confiscated and be assigned a disciplinary consequence.

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 disciplinary consequence. The school is not responsible for lost, stolen, or damaged cell phones. We will continue to follow the established cell phone consequence policy as listed below.

Cell Phone Discipline Procedure:

- 1st Offense—Student will be assigned one day of afternoon detention and the phone will be kept for five (5) school days. After five (5) school days, a parent must pick up the cell phone from the appropriate principal.
- 2nd Offense—Student will be assigned two days of afternoon detention and the phone will be kept for ten (10) school days. After ten (10) school days, a parent must pick up the cell phone from the appropriate principal.
- 3rd Offense—Student will receive a one-day suspension and the phone will be kept until the end of the nine-week grading period. At the end of the nine-week grading period, a parent must pick up the cell phone from the appropriate principal.

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 or black 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-5th Carolina Blue
6th-8th Navy Blue
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-5th Carolina Blue
6th-8th Navy Blue
9th-12th Carolina Blue Tuesday – Thursday, Light Blue Oxford Cloth button down, long or short sleeve, with navy tie on Monday 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 are to wear a grade appropriate polo shirt under their jumper.
- Jumpers must be knee-length. For purposes 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.

Masks:

- Masks will not be required, however, students and employees who choose to wear them may do so. Delta Charter School will not provide masks and any cloth mask worn **MUST** be navy in color. Disposable masks are also permitted, however, no bandannas or other types of face coverings will be allowed.

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. Hats or caps are not allowed to be worn on a student's head inside 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. Fingernails 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.
12. Athletes may wear their jersey over their uniform shirt or other approved attire to school on jersey Friday only.
13. Only the appropriate coloring leggings may be worn. Pants under jumpers are not allowed.
14. Blankets are not allowed to be brought to school to be used as covers by students.

Athletes are allowed to wear warm-up pants to school on jersey Friday only.

Girls and boys:

Outerwear: All jackets and/or sweatshirts **must be navy or black** in color. The school logo or very small writing may be on the front pocket area of the outerwear. No large logos or sayings are allowed to be on the 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 several 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 grade boys on Mondays. 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, track and golf players as well as cheerleaders and twisters.

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 subject to disciplinary action for violating school rules. Dress Code policies are listed in the handbook, 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. Repeatedly violating the uniform policy is considered to be a habitual offense of violating school rules.

Number of uniform violations	Consequence
2	Office referral written Recess and lunch detention assigned
3	State referral written One day of ISS assigned
4 or more	State referral written Two days of OSS assigned

Uniform violations will begin over at the beginning of each nine-week grading period.

Attendance Policies

Delta Charter School, MST recognizes that the fundamental right to attend the public school places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program. Louisiana law requires that students age 7 to 18 must attend school regularly until they graduate from high school. This law also applies to students younger than seven years of age who enroll in a kindergarten program.

Per Bulletin 741, students in grades K-8 are required to attend school 60,120 minutes each year. Students in grades 9-12 are required to attend school 60,120 minutes each year or 30,060 minutes each semester in order to receive the Carnegie unit for the course that they are enrolled in. Therefore, a student may not have more than five (5) unexcused absences per semester or more than ten (10) unexcused absences per year. The accumulation of days absent need not be consecutive. Per Louisiana Department of Education attendance guidelines, the number of unexcused absences for students in grades K-8 will be accumulated according to entire days, while the number of unexcused absences for students in grades 9-12 will be accumulated according to individual class periods.

Attendance is taken daily during homeroom for students in grades K-5 and at the beginning of each class period for students in grades 6-12. Parents may monitor student attendance by logging in to the Student Progress Center. The login for the Student Progress Center can be found on our website, www.deltacs.org. Student attendance reports will be run daily by the attendance clerk. The attendance clerk will call the parent/guardian of any student who is absent from school on the day the report is run. At the time that the reports are run, the following guidelines will be adhered to concerning the number of unexcused absences a student has.

Number of Unexcused Absences	Color Level	Consequence
3	Yellow	Warning letter
5	Orange	Mandatory parent meeting with principal or his/her designee
10 or more	Red	Referral to FINS

Excuses for student absences must be turned in to the front office within five (5) days of a student's absence in order for the absence to be marked as excused in the computer.

Types of absences:

The Louisiana Department of Education (LDOE) classifies a student's absence into one of four categories. These categories are:

1. Exempted and excused: The student is allowed to make up the missed work and the absence is not counted against the student's attendance requirement. Examples are absences documented by a doctor's note or absences as the result of a school sponsored event. There is no limit to these absences.
2. Non-exempted and excused: The student is allowed to make up the missed work, but the absence is counted against the student's attendance requirement. An example is a personal or family illness documented by a parent's note. A student may not have more than five (5) of these absences per semester or no more than ten (10) of these absences in a year.
3. Unexcused: The student is not allowed to make up the missed work and the absence is counted against the student's attendance requirement. An example is skipping school.
4. Suspension: The student is allowed to make up the missed work, but the absence is counted against the student's attendance requirement.

Attendance recovery:

Attendance recovery will be offered to students in grades K-12 at the end of each nine-week grading period for the first three nine weeks. Attendance recovery will be on Tuesdays and Thursdays from 3:30 p.m. to 5:30 p.m. For nine-week attendance recovery, absences will be based on the total number of absences the student has for that nine-week grading period. Attendance recovery for the fourth nine-week grading period will be held during summer school. For end-of-year attendance recovery, absences will be based on the overall number of unexcused absences for the year. In order to receive credit for nine-week attendance recovery, a student must adhere to the following attendance recovery guidelines:

Number of Unexcused Absences	Required Number of After-school Detentions for Attendance Recovery
6-7	2
8-9	5
10-11	6
12 or more	8

We understand that extenuating circumstances occur. These should be documented with a doctor's excuse and will be handled on a case by case basis.

Make-up Exams/Assignments:

Make-up exams/assignments for elementary students will be administered within three (3) days of a student returning to school after an excused absence. Elementary teachers will administer make-up exams/assignments to students in grades 1-5 during their regularly scheduled classes, specials and/or recess. Failure to complete make-up exams/assignments within the three (3) days time period will result in the student receiving a 0 for the missed exam/assignment.

Make-up exams/assignments for junior high and high school students will be administered by the teacher. Students should work with their teacher to set up a time to take their make-up exams/assignments. Junior high and high school students will have one calendar week after an excused absence to complete make-up exams/assignment. Failure to complete make-up exams/assignments within the one week time period will result in the student receiving a 0 for the missed exam/assignment.

Arrival to school:

Students may be dropped off (either by bus or parent/guardian) at school no earlier than 7:20 a.m. each morning. Upon arrival at school, students should report directly to their homeroom (grades K-5) or first-period teacher (grades 6-12). The following guidelines shall be followed each morning:

1. **Bus-riders:**

- Grades K-5 will be dropped off at the end of the elementary building.
- Grades 6-8 will be dropped off at the front entrance of the school.
- Grades 9-12 will be dropped off at the gate in the front of the school closest to the trailers. Students will then enter the building through the end door on the high school end of the building or report to the trailer.

2. **Drivers:**

Drivers will be required to exit their vehicles upon their arrival to school and enter using the gate at the front of the school closest to the trailers. Students will then enter the building through the end door on the high school end of the building or report to the trailer. Students who ride with drivers will need to follow the guidelines listed under drop-offs.

3. **Drop-offs:**

- Grades K-5 will need to be dropped off at the end of the elementary building.
- Grades 6-8 will need to be dropped off at the front entrance of the school.
- Grades 9-12 will need to be dropped off under the covered entrance at the front of the school.

Please note: Elementary students with a sibling or those who ride with a student driver may be dropped off at the front entrance to the school.

Dismissal:

Bus riders will be dismissed at 3:20 p.m. Grades K-5 should be walked down the sidewalk on the back of the high school building and through the gate by the trailers to load the bus. Grades 6-8 will exit the front door of the school to load the bus. Grades 9- 12 will exit the end door on the high school end of the front building and will go through the gate by the trailers to load the bus.

Drivers will be dismissed at 3:25 p.m. They should exit the building through the end door on the high school end of the front building and go through the gate by the trailers to get to their vehicles. Any student who rides with a student driver should be dismissed at 3:25 as well. All of these students should exit through the end door on the high school end of the front building and exit through the gate by the trailers.

Pick-ups will be dismissed at 3:30 p.m. Grades K-5 should be picked up at the door at the end of the elementary building. Grades 6-12 should exit through the front doors and stand in their designated spots in front of the school.

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 your 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.
- Cars may not stop at the end of the junior high hallway to pick up students. Junior high students should be picked up at the front entrance of the school.

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

Truancy:

Truancy means absence from class or school for any portion of a period or day without permission from home or school. As Delta Charter School, MST is a closed campus, students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins or after school while waiting on the school bus. Students shall remain on campus at all times unless granted permission from their parent/guardian to be off campus and any violation of this rule shall result in appropriate discipline.

Please review our attendance policy for requirements concerning student attendance. Violations of attendance laws and regulations are a very serious matter and those who violate it may be turned over to the Concordia Parish truancy officer.

Late to School:

Students may be dropped off at school no earlier than 7:20 a.m. each day. Students should report directly to their homeroom teacher (grades K-5) or their first period teacher (grades 6-12) upon their arrival. Any student arriving at school later than 7:42 a.m. will be considered late to school. These students will be required to get an admittance slip from the front office in order to be able to be admitted to class.

Having a prompt beginning to the school day is in the best interest of students and faculty. Students who are consistently late in arriving at school miss vital material and information. Therefore, the following guidelines will be adhered to concerning student tardiness:

Number of Late to Schools	Color Level	Consequence
3	Yellow	Warning letter
5	Orange	Mandatory contact/meeting with the principal or his/her designee
10 or more	Red	Referral to FINS 2 after-school detention periods on the week the 10th tardy is reached

Late to schools will start over at the beginning of each nine-week grading period.

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. Students will automatically receive absences for each class missed as the result of a check-out. No student shall be checked out of school after 2:45 p.m.

Check-Out/Change of Transportation Procedures:

No elementary or secondary school student shall be permitted for any reason to check him or herself out from school. Students who drive may check out with a written note from their parent or guardian. Such notes **MUST** include the date, parent/guardian’s name, signature, and phone number. For liability purposes, an email or text **will not** be accepted in lieu of a written note. No student may checkout via a phone request unless there is a true emergency and then only with the permission of the designated principal.

If a student’s mode of transportation changes (someone other than the normal pick-up person), the child’s teacher (grades K-5) or the receptionist (grades 6-12) shall be notified by phone or written notice by 2:30 p.m.

Student Driving Policies

It is a privilege for a student to be able to drive his/her own vehicle to school each day. Students who do so are expected to operate their vehicle in a safe manner while on the premises of Delta Charter School. Students should only park in the areas of the parking lot that are designated for student parking. Each student driver is required to have a school issued parking pass in order to park on campus. Parking passes will be administered by the receptionist during the first week of school each year. In order to receive a parking pass, students must provide proof of:

- Current driver's license
- Current insurance coverage
- Current vehicle registration

Any student who parks on campus without a school issued parking pass or who drives in an unsafe manner while on school property may be subject to disciplinary action.

Arrival to school:

All students who drive to school are required to exit their vehicles upon their arrival to school and enter using the gate at the front of the school closest to the trailers. Students will then enter the building through the end door on the high school end of the building or report to their classroom in the trailer. Students who ride with drivers will need to follow the guidelines listed under drop-offs.

Dismissal from school:

Drivers will be dismissed at 3:25 p.m. They should exit the building through the end door on the high school end of the front building and go through the gate by the trailers to get to their vehicles. Any student who rides with a student driver should be dismissed at 3:25 p.m. as well. All of these students should exit through the end door on the high school end of the front building and exit through the gate by the trailers.

Searches:

Any vehicle parked on the property of Delta Charter School is subject to a search by the administration, his/her designee and/or law enforcement. Searches will only be conducted if there is a reasonable suspicion that the vehicle may contain items prohibited by law or in violation of school policies.

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 will receive one (1) day of ISS (in-school suspension) and be required to complete an alternate constructed-response assessment.

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 designated principal 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 designated principal or special education/504 director immediately. The designated principal will promptly investigate the complaint and will complete a sexual harassment complaint form. If the elementary or JH/HS principal or the special education/504 director is accused in the incident, the director should be notified. The director will investigate the complaint and complete a sexual harassment complaint form. If the director is accused in the incident, the president of the board of directors should be notified. The president will investigate the complaint, and complete 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 designated principal's, special education/504 director's or director's office. If the student is not satisfied with the investigation or action taken by the designated principal or the special education/504 director, he/she may send a written request for review to the director. The request must be made within ten (10) days following the receipt of a copy of the sexual harassment form. If the student is not satisfied with the investigation or action taken by the school director, he/she may send a written request for review to the president of the board of directors.

Student Alcohol and Drug Policies

Alcohol and Drug Use by Students:

It shall be the policy of the Board of Directors 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 of Directors 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 designated principal, who shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of such charges.

The designated principal 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 designated principal shall notify the parents by letter sent within twenty-four hours of the incident.

The Board of Directors has authorized the designated principal 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 (including through vaping), 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 of Directors 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 designated principal.

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 designated principal, 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, alcohol and vaping.

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.

Revised: October 2019

Approved: November 2019

Student Drug Testing Policy:

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 competitive extra-curricular activities 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 participate in competitive extracurricular 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.

Drugs and alcohol, for purposes of this policy, include, but are not limited to cigarettes, vaping, alcohol, tobacco/dip and other illegal drugs. Any student found to be in possession of or using any type of drug, alcohol or vape will be punished according to the policy. This policy applies during school hours, as well as after hours at any school-sponsored event.

Tobacco and Vaping:

Students are not permitted to possess tobacco products (including a vape) or to smoke on school property during the school day, at school sponsored events held after school hours (including all sporting events), 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 this policy are subject to disciplinary action as outlined in our student code of conduct.

Revised: October 2019

Approved: November 2019

Other Policies

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 designated principal 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.

Locker Policy:

All students in grades 6-12 will be assigned a locker by their first period teacher. Students are responsible for providing their own lock for their locker. The junior high/high school principal or his designee may conduct locker checks throughout the year. Students should not place book bags, trash or other items on top of or on the floor beside the lockers. All lockers are property of Delta Charter School and may be searched at any time by the designated principal or his/her designee.

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 designated principal, assume full responsibility for the discipline of students when they ride buses.

Discipline problems occurring on the bus will be reported to the appropriate principal and disciplinary action will be taken. Delta Charter School behavior policies apply to students riding the school bus before and after school as well as to sporting events.

Any parent needing information concerning a bus route or any other transportation concern should contact Coach Comeaux at jcomeaux@deltacs.org or 318-757-3202.

2022-2023 Bus Rules

Our mission: Everyday our priority is to transport students safely to and from their school campuses. Good student behavior at all times will help in many ways to make for safe transportation and allow the driver to pay full attention to the roadway and other drivers.

Student Rules on School Buses:

School buses should be considered an extension of the classroom and students are expected to behave accordingly. Students being transported in school buses should comply with the student code of conduct, which is as follows, but not limited to:

1. Be respectful to and obey the bus driver
2. No standing or changing of seats while the bus is in motion
3. Keep all body parts inside the bus at all times
4. Do not throw anything out of the windows
5. No loud talking or laughing
6. No tobacco use
7. No fighting
8. No weapons
9. No use of obscene and/or unacceptable language
10. No littering on the bus
11. No food or drink allowed on the bus
12. No tampering with the bus and/or equipment
13. No tolerance for possession or being under the influence of marijuana, a controlled substance, alcohol, or any other prohibited substance

Parent/Guardian Guidelines:

1. Review all school bus rules with your child
2. Teach your child that the driver is the person of authority on the bus and is to be respected.

3. Make sure that your child is outside waiting for the bus at the place that the driver designates.
4. Provide supervision for your child going to and from the bus and while waiting for the bus, if necessary.
5. Make sure your child is dressed appropriately for the weather conditions.
6. Have a plan for your child in case he/she misses the bus.
7. Discuss with your child about avoiding suspicious people and vehicles. Have a plan of action in place that the child should take if they encounter a problem.
8. Provide transportation for your child if the privilege of riding the bus is withdrawn.
9. Please make a reasonable effort to understand and cooperate with those responsible for student transportation.
10. Accept responsibility for the proper conduct of your child.

Please take a few minutes to review the bus rules with your child. Doing so will help ensure that safety is maintained on the school bus. Cooperation in following all rules and procedures is appreciated by all of our drivers. For route information or problems concerning buses or drivers, please call Mr. Comeaux at 318-757-3202 and he will give you the contact information for bus services.

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 must be read and signed by the student and parent or guardian and returned to his/her homeroom teacher. 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 email from the server frequently.

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.**

Student Chromebook Usage Agreement

Beginning with the 2017-2018 school year, each classroom in grades K-12 will have access to their own set of Chromebooks. Each Chromebook will be assigned a number and each number associated with each particular Chromebook will be assigned to a student. The Chromebooks will be used in the assigned classroom only and may not be taken out of that particular room. A record will be kept in each classroom to identify which student is assigned to which Chromebook. These Chromebooks are brand-new and are in good working order. It is the student's responsibility to take care of the equipment and ensure that it is retained in the assigned classroom at all times. Students must have a signed Acceptable Use Policy on file **BEFORE** they will be assigned a Chromebook for use in the classroom.

This equipment is, and at all times remains, the property of Delta Charter School, and is herewith only being lent to the student for educational purposes only during the academic school year (first day of school to the last day of school). The student may not deface or destroy this property in any way. Inappropriate use of the Chromebook may result in the student losing his/her right to use the device. Since the device belongs to the school, the student has no expectation or right of privacy while using or possessing this device. Upon request by a school official (administrator or teacher), the student must present the Chromebook for inspection of all content and applications by the school official.

Students may be subject to loss of privilege, disciplinary action, or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in this document. A student's right and use of this device is limited to and conditioned upon full and complete compliance with the following board policies: Technology Acceptable Use Policy, Copyright Laws, Cheating/Plagiarism policy, and other guidelines as outlined in the student handbook.

The number identification labels and fixed asset label that have been placed on the Chromebook are not to be removed or modified. If they become damaged or missing, let your teacher know. Replacement labels will be given out by Mrs. Peterman. Additional stickers, tags, or markings of any kind are not to be added to the Chromebooks.

The student acknowledges and agrees that his/her use of the Chromebooks is a privilege and that by the student's agreement to the terms hereof, the student acknowledges his/her responsibility to protect and safeguard the Chromebooks and to return them in the same good working condition that they were received in.

Student Responsibilities:

The Chromebook you will be assigned for classroom use is an important learning tool and should be used only for educational purposes. By signing this agreement, you are agreeing to follow the policies of the Delta Charter Group Board, especially those outlined in the Chromebook Usage Agreement and Technology Acceptable Use Policy, while also abiding by all local, state, and federal laws. Your signature also indicates that you will do the following:

- Take good care of your assigned Chromebook

- Never leave the Chromebook unattended
- Never loan out your assigned Chromebook to other students in your class
- Keep food and beverages away from your Chromebook
- Not disassemble any part of your Chromebook or attempt any repairs
- Not remove the assigned number label or fixed asset tag from your Chromebook
- Notify your teacher immediately if a tag is removed or damaged or if your Chromebook is not working properly
- Use your Chromebook in ways that are appropriate, meet Delta Charter School's expectations, and are educational in nature
- Will not place decorations (such as stickers, markers, etc.) on the Chromebook and will not deface the assigned number or the fixed asset label
- Understand that your Chromebook is subject to inspection at any time without notice and remains the property of the Delta Charter Group Board
- Understand that you may lose your usage privileges and may receive disciplinary consequences for not abiding by the this signed agreement or the Technology Acceptable Use Agreement
- Will be responsible for all damage or loss caused by neglect or abuse
- Will not utilize photos, video, and/or audio recordings of yourself or another person in an inappropriate manner
- Will not give personal information when using the Chromebook and will not share your passwords/accounts with other students

Parent Responsibilities:

Your son/daughter is being issued a Chromebook to be used in his/her classroom to improve and personalize his/her education this year. As the parent/guardian, you agree to the stipulations set forth in the Chromebook Usage Agreement signed above by your son/daughter along with the regulations set forth in the Technology Acceptable Use Policy and the Delta Charter School student handbook. Additionally, you agree to follow the guidelines listed below to ensure the safe, efficient, and ethical usage of any school used accounts or devices.

- I will discuss our family's values and expectations regarding the use of the Internet and the Chromebook.
- I understand that my son/daughter may lose their usage privileges or receive disciplinary consequences if he/she does not abide by the Chromebook Usage Agreement or the Technology Acceptable Use Policy.
- I understand that I will be responsible for repair costs for intentional damage done to the Chromebook by my son/daughter or the cost of a replacement if the damage is not able to be repaired.

Failure to comply with the computer and internet policy as well as the student Chromebook usage agreement, will result in loss of technology privileges and/or disciplinary action.

Student Discipline

After-school Detention:

After-school detention will be held in the ISS room on Tuesdays and Thursdays from 3:30 p.m. to 4:30 p.m. Students will be monitored by the ISS monitor or other designated staff. After-school detention may be used as a disciplinary consequence when students violate school rules. Only an administrator may assign after-school detention to a student.

In-school Suspension:

Students may be assigned in-school suspension as a disciplinary consequence by the designated principal. In-school suspension may be utilized for a variety of reasons. It will be held in the ISS room. The ISS monitor will be in charge of ensuring that students placed in in-school suspension follow all rules and procedures while serving. The student will be required to work on his/her assigned work via Google Classroom, complete LEAP practice packets, etc. while he/she is in ISS. Only an administrator may assign a student in-school suspension.

Out-of-School Suspension

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

1. The administrator informs 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 that time to explain his/her version of the facts.
2. The administrator makes every reasonable effort to investigate all aspects of a discipline problem:
 - A. A state referral is written by the teacher.
 - B. A descriptive narrative is provided by the teacher and other adult witnesses if necessary.
 - C. Statements are gathered from students involved and other student witnesses.
3. A student is suspended if it is determined by the administrator that the nature of the offense warrants suspension.
4. The parent/guardian is notified in writing of all suspensions.
5. Procedures for disciplining students with disabilities are listed in Bulletin 1706.

The administrator is required to suspend a student who possesses a firearm, a knife with a blade exceeding two (2) inches, or any other dangerous weapon. The administrator is 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 administrator may immediately recommend the student's expulsion by the board, according to the guidelines 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 is not 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 students, school employees, and/or school property is subject to disciplinary action up to and including suspension and/or expulsion.

After a student has received ten (10) days worth of out-of-school suspensions over the course of a period of time, he/she will be referred to the SBLC committee. The SBLC committee will implement behavior interventions according to our discipline/PBIS policy. If a student continues to violate school rules which result in additional days of suspension after he/she has completed the three tiers required by the PBIS policy, then that student may be referred by the SBLC committee to do one of the following:

- Be homebound with instruction provided via an online curriculum
- Be placed at an alternative setting (home) with instruction provided via an online curriculum
- Be recommended for expulsion to the board of directors if the guidelines for that policy have been met

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 is a violation of state law. A student may receive credit for work during an expulsion if the work completed is satisfactory and meets course requirements.

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 old 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 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.

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 for a minimum of twelve (12) 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.

Expulsion of any student with a disability shall be in accordance with the laws concerning the discipline of students with disabilities.

Corrective Strategies; Alternatives to Suspension and Alternatives:

The administrators and Board of Directors at Delta Charter School recognize the importance of instructional time for students. When administrators administer consequences to students for violating school rules, their intention is to administer a consequence that allows the student to miss the least amount of instructional time possible. By doing so, the administrator is helping to ensure that the student receives the instructional time that is so valuable to his/her learning.

Below is a list of some approved PBIS strategies that can be used in place of an out-of-school suspension and/or expulsion:

- After-school detention
- Behavioral contracts and/or behavior support plans
- Assigned seat on the school bus
- Check-in/check-out
- Counseling with the behavior interventionist
- Conflict resolution
- Parental contact and/or conference
- In-school detention
- Loss of privileges
- Mentoring
- TOR (time out room)
- Referral to SBLC
- Lunch detention
- Recess detention
- Seat change
- Effective de-escalation strategies
- Think sheet
- Reflection sheet

Seclusion and Restraint Guidelines and Procedures Policy

Under Louisiana Act 522 and Louisiana Bulletin 1706,
Revised 2012

Introduction:

This document provides procedures and guidance for the use, reporting, documentation, and oversight of seclusion and restraint at Delta Charter School in accordance with regulations and guidance by the Board of Elementary and Secondary Education, Louisiana Department of Education (LDOE).

These procedures specifically address the statutory requirements of Louisiana Act 522 of 2016 and Louisiana Bulletin 1706, as revised April 20, 2012, regarding the use of seclusion and restraint as emergency safety measures to control the actions of students with exceptionalities in Louisiana's public schools. It is understood that this procedural/guidance document is a work in progress and in no way constitutes the totality of interventions and strategies used by Delta Charter School and its personnel in addressing the educational needs of students.

For the purposes of this document, Delta Charter School may encompass policies adopted by the Delta Charter School Board; administrative procedures implemented by school administrators and school employees (as defined herein) and guided forms developed to assist school employees in carrying out their responsibilities under Louisiana Act 522 of 2016 and Louisiana Bulletin 1706, as revised.

Additionally, the Delta Charter School Board has adopted a proactive approach and will apply seclusion/restraint policies and procedures to all students, not only children with exceptionalities. Deaths have occurred throughout the nation on children who were improperly restrained. These policies and procedures shall be executed for all students to prevent injury and death. Therefore, it is critical that the policies and procedures be implemented specifically as described.

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Board of Directors' Directives:

Pursuant to Board Policy

The Delta Charter School Board of Directors has approved the following guidelines and procedures relative to the use of seclusion and restraint by its employees:

A. Notification requirements for school officials and parents/legal guardians:

Parents must be notified within 24 hours of physical restraint or seclusion is used on their child. Documentation, including the date, time, method and name of individual contacting the parent must also be kept on file. Copies of documentation should be signed by the person completing the form and the appropriate school administrator. Copies of documentation must be sent to the parent, appropriate school administrator and Mrs. Miller within 24 hours of the incident.

B. Training requirements relative to the use of restraint:

Delta Charter School must have a seclusion and restraint team (SAR Team). The team must consist of, at a minimum: the school administrators, one teacher per grade level or hallway/school building, school nurse, one paraprofessional and one coach. Guidance counselors, teachers, related service providers, additional paraprofessionals, school bus drivers, cafeteria workers, custodians and other school system personnel will be trained on an as needed basis.

The training program implemented by the Delta Charter School Board of Directors is the Non-Violent Crisis Intervention (NCI) Program by Crisis Prevention Institute (CPI).

Training will include:

1. Preventive Techniques:

- a. Understanding of Crisis Developmental Model
- b. Non-verbal and Para-verbal communication
- c. Understanding of defensive behavior
- d. Precipitating factors
- e. Physical intervention-disengagement skills

2. Physical Restraints:

- a. Knowledge of restraints/holding skills and the risk of improper restraint.

- b. Execution of approved restraints/holding skills by participants with 100% accuracy.
 - c. Re-establishing communication with student to reenter the classroom
3. Written exam that must be completed with 80% accuracy.
4. Staff members certified to use restraints/holding skills must re-certify every four years and complete a refresher course every two years.
5. Documentation of certified personnel will be maintained by the operations administrator.

C. Explanation of methods of board approved physical restraint/holding skills:

1. Children's control position---allows a staff member to maintain a balanced stance while managing the child.
2. Team control position---is more than two staff members used to manage individuals who have become dangerous to themselves or others.
3. Transport position---assists staff members to safely move an individual who is beginning to regain control.
4. Interim control position---is a temporary control position that allows the staff member to maintain control of both of the individual's arms, if necessary, for a short time.

D. Dissemination of Guidelines:

1. Seclusion and restraint guidelines and procedures will be posted in the Delta Charter School employee handbook which is given out to all employees at the beginning of the school year.
2. A hard copy of the seclusion and restraint guidelines and procedures will be kept in the Delta Charter School policies and procedures manual as well as in the special education policies and procedures manual.
3. Dissemination to parents---parents will have access to the seclusion and restraint guidelines and procedures from the Delta Charter School website in the policies and procedures manual located there. Parents without internet access or any who would like a paper copy may request a copy from the operations administrator.

E. Notification to the Louisiana Department of Education:

A copy of the seclusion and restraint guidelines and procedures will be emailed to the LDOE by the operations administrator of Delta Charter School. Maintaining Documentation of seclusion and physical restraint/holding shall be the responsibility of the operations administrator. This administrator or his/her designee shall be responsible for informing the LDOE of all instances per LDOE requirements.

Seclusion and Restraint Guidelines and Procedures:

Seclusion is an involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. This procedure isolates and confines a student until he/she is no longer an immediate danger to his/herself or others. It may be used on an individual basis for limited time to allow the student the opportunity to regain control in a private setting.

This method must not be used to address behaviors such as general noncompliance, self-stimulation and academic refusal. Such behaviors must be responded to with less stringent and restrictive techniques.

Seclusion room is a room or other confined area, used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a private setting and from which the student is involuntarily prevented from leaving.

This term does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting and is implemented for the purpose of calming.

A seclusion room or other confined area must:

- Be free of any object that poses a danger to the student who is place there
- Have an observation window
- Have a ceiling height and heating, cooling, ventilation, and lighting system comparable to an operating classroom in the school
- Be of a size that is appropriate to the student's size, behavior, and chronological and developmental age

A student placed in seclusion must be monitored/supervised at all times by an adult. Monitoring requires close, visual proximity to the student and release as soon as the behaviors that led to the seclusion cease.

A **mechanical restraint** is the use of any device or object used to limit a student's freedom of movement. This term does not include devices implemented by trained school personnel or utilized by a student that has been prescribed by an appropriate medical or related service professional and are used for the specific and approved purposes for which such devices were designed, such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility that would be possible without the use of such devices or mechanical supports
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle
- Restraints for medical immobilization
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm

It does not include any device used by a duly licensed law enforcement office in the execution of his/her official duties.

A **physical restraint** is using bodily force to limit the movement of a student's torso, arms, legs or head.

This term does not include:

- Consensual, solicited, or unintentional contact
- Momentary blocking of a student's action if the student's action is likely to result in harm to the student or any other person
- Holding of a student, by one school employee, for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his/her body is not restricted
- Minimal physical contact for the purpose of safely escorting a student from one area to another
- Minimal physical contact for the purpose of assisting the student in completing a task or response.

Every effort should be made to prevent the need for using seclusion or restraint techniques. Environments should be structured and focused on positive interventions and supports to greatly reduce and in many cases eliminate the need to use restraint or seclusion.

Seclusion and restraint **MUST NOT** be used as a form of discipline or punishment, as a threat to control, bully, or obtain behavioral compliance or for the convenience of school personnel. No student should be:

- Subjected to unreasonable, unsafe, or unwarranted use of seclusion or physical restraint

- Placed in seclusion or physically restrained if he or she is known to have any medical or psychological condition that precludes such action, as certified by a licensed health care provider in a written statement provided to the school in which the student is enrolled
- Subjected to mechanical restraints to restrict a student's freedom of movement

These guidelines apply to ALL students, not just those with disabilities. The use of seclusion and/or restraint should:

- Be reserved for situations or conditions where there is imminent danger of serious physical harm to the student, other students, or school or program staff and other interventions are ineffective
- Not be used except to protect the student and others from serious harm and to defuse imminently dangerous situations in the classroom or other non-classroom school settings (e.g. hallways, cafeteria, playground, sports field)
- Only be used by trained personnel
- Never involve mechanical restraints to restrict a student's freedom of movement
- Never involve a drug or medication to control behavior or restrict freedom of movement (except as prescribed by a licensed physician or other qualified health professional acting under the scope of the professional's authority under State Law, and administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional's authority under State Law).

Monitoring and Documentation:

Seclusion and physical restraint of students with disabilities require monitoring, documentation, and analysis of data collected:

1. Continuous monitoring of the student under restraint or seclusion is required.
2. Student must be released/removed as soon as the reasons for the action have subsided and the student is no longer an immediate risk of harm to self or others.
3. The person/employee who used seclusion or restraint shall complete the seclusion/restraint report form for each incident of seclusion and/or restraint. The forms can be found in the Delta Charter School employee handbook.
4. The seclusion/restraint report form must be provided to the student's parent/guardian, the appropriate school administrator and Mrs. Miller within 24 hours of EACH incident of seclusion/restraint.
5. Each incident of seclusion and restraint must be reported to the LDOE through the Special Education Reporting (SER) system.
6. When a student is involved in **5 incidents in a single school year***, the IEP team will be convened to review and revise the student's behavior intervention plan to include

any appropriate and necessary behavioral supports.

*Five (5) incidents in a school year includes the cumulative number of incidents of restraint AND seclusion AND holding. (e.g. 2 restraints + 3 seclusions = 5 incidents).

Definitions:

Crisis Prevention Institute (CPI)---The institute whose purpose is to formally validate the global standard of providing high-quality, meaningful training in the safe management of disruptive and assaultive behavior and to formally recognize professionals and other stakeholders committed to that standard.

Emergency---A sudden, generally unexpected, set of circumstances that require immediate action.

Imminent Risk of Harm---An immediate and impending threat of a person causing substantial physical injury to self or others. The risk is “imminent” is it is likely to occur within a matter of moments.

Mechanical Restraint---The use of any device or object used to limit a student’s freedom of movement. This term does not include devices implemented by trained school personnel or utilized by a student that have been prescribed by an appropriate medical or related service professional and are used for the specific and approved purposes for which such devices were designed.

Non-Violent Crisis Intervention (NCI)---The research-based training program developed and published by Crisis Prevention Institute (CPI) adopted by the Delta Charter School Board.

Non-Violent Physical Crisis Intervention---Includes physical restraint/hold control positions that restrict a youth’s movement for the management of violent or self-destructive behavior that jeopardizes the immediate physical safety of the student or others. The approved holds:

1. Child Control Position
2. Team Control Position
3. Transport Position
4. Interim Control Position

Physical Escort---Minimal physical contact for the purpose of safely escorting a student from one area to another.

Physical Restraint---Using bodily force to limit the movement of a student’s torso, arms, legs, or head.

Positive Behavior Interventions and Support (PBIS)---A systematic approach to embed evidence-based practices and data-driven decision making when addressing student behavior in order to improve school climate and culture.

Seclusion---An involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. This procedure isolates and confines a student until he/she is no longer an immediate danger to his/herself or others. It may be used on an individual basis for limited time to allow the student the opportunity to regain control in a private setting.

Seclusion Room---A room or other confined area, used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a private setting and from which the student is involuntarily prevented from leaving.

School Employee---A teacher, paraprofessional, administrator, support, staff member, contracted employee, school nurse, guidance counselor, school bus driver, cafeteria workers, custodians or a provider of related services.

Substantial Risk of Injury---Behavior expressed through verbal and/or physical means to cause serious physical harm to self or others, whether or not directly or substantially considered to be a manifestation of the student's disability.

Time-Out---A behavior reduction procedure that involves the absence of positive reinforcement for a limited period of time. Time-out may include:

1. Inclusionary time-out where the student remains in sight and sound of others in the classroom.
2. Exclusionary time-out where the student leaves the learning environment and goes to another location but is not isolated and prevented from leaving.

These forms of time-out do NOT constitute seclusion, but must be monitored and documented at the school level to ensure that repetitive incidents of time-out do not occur and, if occurring, do not result in substantial isolation of the student from instructional activities.

Revised: September 2017
Approved: November 2017

Reinforcement System for Junior High/High School

Junior high and high school students who display good behavior throughout the month will be recognized as “DC Allstars”. Students will be nominated by the last Monday of each month by teachers. The JH/HS principal will announce the names during morning announcements and students will receive a coupon for dress down day and an extra reward (Examples: pizza, donuts, ice cream, etc) Each teacher will have a PBIS box in their classroom to use for immediate good behavior rewards.

Louisiana Department of Education Behavior Report Incident Descriptions

Incident Code Number	Incident Code Infraction	Incident Code Description
01	Willful disobedience	Deliberate choice to break a rule or disobey a directive given by a person in authority.
02	Treats and authority with disrespect	Any act which demonstrates a disregard or interference with authority or supervising personnel.
03	Makes an unfounded charge against authority	Accusing a member of school staff of an act that is unlawful and/or a violation of school rules or policy not supported by evidence. False statements or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or the group by demeaning them or deterring others from associating or dealing with them.
04	Uses profane and/or obscene language	Vulgar verbal messages, words or gestures that include swearing or name calling.
05	Commits immoral or vicious practices	Isolated incident that is an unwelcome act or comment that is hurtful, degrading, humiliating or offensive to another person with a sexual, physical or racial component. Act that is dangerous, aggressive or would be perceived as disturbing and not conforming to an approved standard of social behavior and/or local community norms.
06	Conduct or habits injurious to his/her associates	Any intentional, but not malicious act that causes injury, damage or pain to another person.
07	Uses or possesses any controlled	The possession, use, cultivation,

	dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form	manufacturing, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school transportation vehicles.
08	Uses or possesses tobacco, lighter or matches	The possession, use, purchase, intent to distribute, concealment, distribution or sale of tobacco products on school grounds, at school-sponsored events or on school transportation vehicles.
09	Uses or possesses alcoholic beverages	The possession, use, purchase, intent to distribute, concealment, distribution or sale of alcoholic products on school grounds, at school-sponsored events or on school transportation vehicles.
10	Disturbs the school or habitually violates any rule	Behavior causing major description of instruction or any school activity and/or repeatedly violating any school rules in any area.
11	Cuts, defaces or injures any part of public school building/vandalism	Damage, destruction or defacement of property belonging to the school or others
12	Writes profane and/or obscene language or draws obscene pictures	Writes or draws pictures, words or images considered indecent or offensive.
13	Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code. *Use of Code 13 requires additional submission of the weapon type code	Possessing weapon designed to expel a projectile by action of an explosive
14	Possesses firearms (not prohibited by federal law), knives or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length < 2 1/2"--refer to code 31	Possesses firearms, knives or blades > 2" which may be used to inflict bodily injury or damage to property

15	Throws missiles liable to injure others	Throws any object toward a person that is either heavy, sharp and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance.
16	Instigates or participates in fights while under school supervision	A hostile confrontation with physical contact involving two individuals.
17	Violates traffic and safety regulations	To break any law that pertains to the obstruction and flow of traffic and/or safety regulations.
18	Leaves school premises or classroom without permission	Leaving the school campus and/or assigned classroom or location without permission and/or failure to return to school/class.
19	Is habitually tardy and/or absent	Habitually tardy to school and/or class, habitually absent from school, habitually breaks school attendance policies.
20	Takes another's property or possessions without permission	Taking or obtaining the property of another without the permission or knowledge of the owner.
21	Commits any other serious offense	Any other serious offense not covered by any other of these codes.
30	Discharge of use of weapon(s) prohibited by federal law	Discharge or use of weapon
31	Possesses pocket knife or blade cutter with a blade length < 2 ½"	Possesses pocket knife or blade cutter with a blade length less than 2 ½"
33	Use of OTC medication in a manner other than prescribed or authorized	The possession and/or distribution of any over-the-counter medicine whether prescribed or not without permission from school officials.
34	Possession of body armor	Possession, including the

		wearing of any type of gear that protects the person from attack by another.
35	Bullying/harassment (*complete bullying form)	A pattern of any one or more: 1. Gestures, including but not limited to obscene gestures and making faces 2. Written or verbal communication including calling names, threatening harm, taunting, malicious teasing or spreading untrue rumors 3. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging or unauthorized use of personal property 4. Repeatedly and purposefully shunning or excluding from activities
36	Cyber bullying (*complete bullying form)	A pattern of the following behavior: 1. Written or electronic communication including calling names, threatening harm, taunting, malicious teasing or spreading untrue rumors
37	False alarm/bomb threat	Initiating a warning of fire or other catastrophe without valid cause, misuse of 911, bomb threats or discharging a fire extinguisher/fire alarm.
38	Forgery	To use, make or reproduce another's signature
39	Gambling	Wagering money or property
40	Public indecency	Exposure of body parts such as genital/buttocks areas and female breasts in view of others.
41	Obscene behavior or possession of obscene/pornographic material	Engaging in behavior of a sexual nature including consensual sexual activity; possession of sexual images in any form

42	Unauthorized use of technology	Use of pager/cellular telephone (texting, talking), camera, video device, non-school issued computer or other communication devices during the school day.
43	Improper dress	Out of dress code
44	Academic dishonesty	Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication or deception
45	Trespassing violation	Unauthorized entering onto school property by an individual who has been given prior legal notice that entry onto or use of the property has been denied or who remains on the property once notified of the request to leave. This includes unauthorized presence of a student on school property while on a restrictive access, suspension or expulsion.
46	Failure to serve assigned consequence	Failure to serve detention, time out room (TOR), suspension or other assigned consequence.
47	Misusing Internet, violates electronic/technology policy	Misusing school issued computers or personal technological devices (computers, cell phones, etc.) or violating school technology use/Chromebook usage agreements while on school grounds, at school-sponsored events or while on school owned transportation devices.
48	Sexual harassment	Intimidation, bullying or coercion of a sexual nature
49	False report	Intentionally making an untrue report against another person for purposes of getting them in trouble or causing them problems

50	Crime of violence (per R.S. 14:2B)	Committing a crime of violence as defined by Louisiana R.S. 14:2B (sexual battery, kidnapping, assault, battery, arson, burglary, etc.) against another individual
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Louisiana Teacher Bill of Rights