

Delta Charter School of Math, Science and Technology, MST

“The Storm”

2024-2025 Student Handbook



Emily Dawkins, JH/HS Principal

Shannon Doughty, JH/HS Assistant Principal

Monica Miller, Director

Cari Ann Nicholson, Elementary Principal

Jamie Hargis, Special Education/504 Director

Welcome from the DCS Administrative Staff

Elementary Principal:

Hey my DC family. Welcome back to school for the 2024-2025 school year! I am Cari Ann Nicholson, your Elementary Principal. They call me, "Mrs. Nick."

We are focusing on success this year and learning about Coach Wooden's Pyramid of Success through his book, *Inch and Miles, The Journey to Success*. Coach Wooden says, "Success is the peace of mind which is a direct result of self-satisfaction in knowing you did your best to become the best that you are capable of becoming." I want all our students to be their very best each and every day. To help your student succeed and be their very best you can check their red folder and agenda daily. Ask your student what they learned about at school that day, what was their favorite part of the day, or what they are looking forward to tomorrow. This lets them know education is important to you. If it is important to you, it will be important to them! You will also find information about things happening at DC in your students folder.

Please feel free to contact me with any questions or concerns. I can be reached at the school by phone, 318-757-3202, email, cnicholson@deltacs.org or through school status. I like to be out and about in classrooms with students and teachers. Please remember that I may not be able to get back to you immediately, but I try to return all phone calls and messages before I leave school each day. This could be after school hours. Thank you for your continued support. You make DC a great place to be!

Junior High/High School Principal:

Welcome to the 2024-2025 school year. I am Emily Dawkins, your Principal for Junior High and High School. I want to express my gratitude to all our students, parents, teachers and staff members for your support and commitment to our school's mission. We encourage active parent involvement in our school community and value the important role you play in your child's educational journey. This school year, we are focusing on success and learning about Coach Wooden's Pyramid of Success through his book, *Building Blocks for a Better Life*. Coach Wooden says, "Success is the peace of mind which is a direct result of self-satisfaction in knowing you did your best to become the best that you are capable of becoming."

I look forward to working with our Delta Charter families to make this the best year. You may contact me at 318-757-3202 or email at edawkins@deltacs.org. #DCSStormPride

Junior High/High School Assistant Principal:

Welcome to Delta Charter for the 2024-2025 school year. As we gear up for a great school year, I am excited to extend a warm welcome to both our returning families and those new to our school family. As we begin our school year we are reminded that communication and collaboration between school and home are vital for student success. We encourage parents/guardians to stay involved and engaged in their child's/children's education. Let's approach this new school year with enthusiasm, curiosity, and a commitment to excellence.

I look forward to working with each of you and watching your child/children grow and achieve. Please feel free to contact me at any time if you have any questions or concerns about your child, email sdoughty@deltacs.org or call the school office at 318-757-3202. #DCSStormPride
Shannon Doughty

Special Education/504 Director:

Welcome to the 2024-25 school year! I am Jamie Hargis, and I am looking forward to working alongside our amazing faculty and parents to ensure the success of all of our students this year. This is my 8th year at DC, but my very first year as the Special Education Director. I am excited to serve our students, parents, and staff in this new role. If you have any questions or concerns, my door is always open. I can be reached by phone at 318-757-3202 or by email at jhargis@deltacs.org.

Director:

Welcome to the 2024-2025 school year. I am Monica Miller and I am looking forward to another great year here at DCS. I am the director of DCS and take care of all of the administrative tasks that a district's superintendent and central office staff 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**

DCS is an equal opportunity educator. The founding board of DCS 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, DCS 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. If any student and/or parent(s) and/or guardian(s) have a complaint of discrimination in violation of our philosophy, DCS encourages those individuals to use the grievance procedure within this handbook.

Delta Charter School General Policies

Mission Statement:

The mission of DCS 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:

DCS 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:

DCS 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.

Through focused teamwork, encourage participation and involvement of parents and other community members in the educational programs of the school.

Family Engagement:

At DCS, 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

DCS 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 family engagement coordinator.

Student Fees and Charges:

DCS may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. 17:112(C).

Students who attend Delta Charter School are not charged any type of homeroom or activity fee. If a student chooses to participate in an extra-curricular sport or club, then he/she may incur fees as a result of that. Fees collected by a coach for a student's participation in an extra-curricular sport are used for equipment, uniforms and/or field improvements (such as dugouts, bleachers, etc.). Fees collected by a sponsor for a student's participation in an extra-curricular club are used to pay required registration/enrollment fees, for materials/supplies that may be needed (such with the robotics club) or for competition fees.

All students who participate in an extra-curricular sport or club are given the opportunity to participate in fundraisers to help them with the fees associated with doing so. Each sport/club is allowed to do two fundraisers per year. Any amount that a

student sells will be applied toward his/her account and they will only be responsible for the remaining amount. If a student chooses not to participate in a fundraiser then he/she is asked to pay the fees associated with the sport/club they are participating in. Any student who needs financial assistance may follow the steps outlined previously in this policy. If you have any questions, you may contact the Director.

Sports:

Sport	Amount of Fees	Use of Fees
Football	None	
Cheer	\$1,000 to \$1,300	Uniforms, camp fees, equipment fees, camp clothes
Basketball	\$50 to \$200	Uniforms, shoes, equipment, tournament fees
Soccer	\$100 to \$250	Uniforms, shoes, equipment, tournament fees
Baseball	\$50 to \$200	Uniforms, shoes, equipment, tournament fees, field improvements (dugouts, etc.)
Softball	\$50 to \$200	Uniforms, shoes, equipment, tournament fees, field improvements (dugouts, etc.)
Track	None	
Tennis	\$50 to \$100	Uniforms, shoes, equipment, tournament fees

Clubs (Optional):

Club	Amount of Fees	Use of Fees
Elementary and JH Beta Club	\$35 to \$150	Local and State Fees required by the national club Convention hotel/travel fees
High School Beta Club	\$35 to \$150	Local and State Fees required by the national club Convention hotel/travel fees
Elementary, JH and HS 4H Club	\$5	Fee required by the national club
Robotics Club	Up to \$200	Registration fees, equipment, competition fees
Fishing Club	Up to \$65	Tournament fees, uniform fees (Can get a sponsorship to cover their cost)
First Priority Club	None	

Student Council	None	
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Other:

Activity	Amount of Fees	Use of Fees
Field Trips	\$5 to \$30	Registration/Entrance Fees, Travel fees
Parking Pass Replacement	\$10	Original pass is \$10. Additional passes are \$5. Each replacement pass will be \$15.
PSAT Exam	\$17	Test fee
Graduation Fees	\$40 to \$75	Gown rental, graduation cap, diploma cover, etc.
Dual Enrollment Fees	\$99 to \$150 (Depending on the university) If grants are available the school will pay this fee.	Tuition fee—this is set by the university
Dual Enrollment Textbooks	\$30 to \$150 (Depending on the class)	Textbook fee
Dual Enrollment Application Fee	\$20 to \$30 (Depending on the university)	Application fee—this is set by the university
Physical Education Uniforms (grades 6-12)	\$10 to \$20	Student PE Uniform
School supplies	Not to exceed a certain amount set by the board	Student materials and supplies
Lost or damaged books or technology	Cost of replacement	Replace damaged property

Other Optional Fees:

Activity	Amount of Fees	Use of Fees
School or Spirit Wear	\$10 to \$25	Purchase of school wear or spirit wear
Jean Day/Regular Clothes Day	\$1	Charity donations or rewards for students
Yearbook	Up to \$75	Pays for yearbook and shipping costs
Concession items such as drinks and snacks	\$0.50 to \$2.00 items	School fundraiser
Dual Enrollment Course Tuition	\$150 to \$250 (Depending on the university) If grants are available the school will pay this fee.	Tuition fee—this is set by the university
Dual Enrollment Textbooks	\$30 to \$150 (Depending on the class)	Textbook fee

Dual Enrollment Application Fee	\$20 to \$30 (Depending on the university)	Application fee—this is set by the university
Physical Education Uniforms (grades 6-12)	\$10 to \$20	Student PE Uniform

Collection of Fees:

All coaches and/or club sponsors will collect fees from students who are participating in their particular club and/or sport. They are to write a receipt to the student for the amount of money that is turned in to them. The coach and/or club sponsor will complete a deposit form and then bring the money collected to our business office. The business office staff will count the money to ensure that the amount listed on the deposit slip is correct and will deposit the money into the correct account at the appropriate bank.

Homeroom teachers and/or club sponsors will collect field trip fees. The guidance counselor will collect PSAT and graduation fees. The school receptionist will collect parking pass replacement fees. They will all follow the same procedures as listed above.

Dual enrollment application and tuition fees are paid directly to the partnering university. Dual enrollment textbook fees are paid to the university or company that the parent orders the textbook through. If no grant is available for a semester and the parent has to pay the tuition fees, this money is not collected by Delta Charter School, but instead it is paid directly to the university.

Economic Hardship Waivers:

A student or his/her parent or legal guardian may request and receive a waiver of payment of a fee due to economic hardship. Waivers of fees shall be granted based on objective criteria which shall include, but not be limited to the following, relative to the student or his/her family:

1. Is receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, supplemental security income or Medicaid.
2. Is in foster care or is caring for children in foster care
3. Is homeless
4. Is serving in, or within the previous year has served in, active military service

5. Is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program
6. Is an emancipated minor

A written request for a waiver of fees or financial assistance shall be submitted to the Director or his/her designee for consideration. Proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request. Should the initial request for a waiver be denied, a written appeal may be made to the Director or his/her designee, who shall respond to the appeal in writing within five (5) school days of the receipt of the appeal. (Eligibility form is attached to policy). If you need financial assistance for a reason other than those listed above, please contact the Director.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be confidential.

All records associated with a fee waiver request due to economic hardship shall not constitute a public record, but may be audited to ensure compliance with the Board of Directors' policy. A student's personally identifiable information associated with such a waiver request shall not be made public.

Damage to Textbooks/Instructional Materials:

The Board of Directors may require parents and/or legal guardians to compensate the school for lost, destroyed or unnecessarily damaged books and materials and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Compensation by parents or guardians may be in the form of monetary fees or community/school service activities, as determined by the Director. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the Director, be adjusted according to the physical condition of the lost or destroyed textbook. The school may waive or reduce the payment required if the student is from a family of low-income and may provide for an alternative method of payment other than lump-sum payment.

In lieu of monetary payments, both the school and parents/guardians may elect to have students perform school/community service activities, provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff and are suitable to the age of the child.

Closed Campus Policy:

It is a privilege and an 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.

DCS 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, all individuals are required to enter the building at the main office, sign in with the receptionist, and receive a visitor's pass. Upon completing their business on campus, 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 result in a loss of access to campus. Additionally, various areas of the school are closed to students throughout instructional periods, including student and staff parking lots. Students should remain in designated areas during the school day.

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, an appointment MUST be made in advance. Please contact the teacher via School Status or email the administrator/teacher to set up an appointment.

Protection of Employees:

Any individual, including any parent/guardian of a student attending Delta Charter School, who physically assaults or threatens harm to any teacher, staff member, or employee of Delta Charter School will not be allowed to enter the campus of Delta Charter School without prior approval from the School Principal or Director.

Field Trip Policy:

Field trips are an integral part of the school experience and may be used as either a learning experience or as an end of the year reward. As a student from DCS, 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 or 3 in-school suspensions 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 or in-school suspension.

Mandatory Abuse Reporting:

Teachers and other school staff are required by law to report suspected child abuse or neglect when they have reasonable cause to believe such abuse, neglect or crime has occurred or is occurring. Reporting such abuse or neglect is defined by both disclosing the information received to a member of DCS's counseling team AND making a direct call to the Department of Child and Family Services (DCFS) or local law enforcement

If the abuser is believed to be a parent, caretaker, significant other of a parent, or person living in the same residence with the parent or caretaker as a spouse whether married or not, the teacher or school staff must report to any one of the following:

1. Department of Children and Family Services Hotline, which is available 24 hours a day, 365 days a year: 855-4LA-KIDS (855-452-5437).
2. Via the Department of Children and Family Services Mandated Reporter Portal online, available on the DCFS website; or
3. In person at any child welfare office;
4. However, if the teacher or school staff suspect a minor is being sexually abused by a parent, caretaker, significant other of a parent, or person living in the same residence with the parent or caretaker as a spouse, whether married or not, the teacher or school staff should always report to both DCFS and local law enforcement.

If the abuser is believed to be someone other than a parent or caretaker, or by someone other than any of the persons listed above and the caretaker is not believed to have any responsibility for the abuse or neglect, you must report to local or state law enforcement.

According to Louisiana State Law, a student's disclosure of abuse and/or neglect is enough to suspect that it occurred. A mandated reporter is not an investigator. It is the duty of our faculty and staff to report the information given to them to the appropriate agency and then let them investigate the specifics of that report. Abuse is defined, by law, as the non-accidental physical, sexual or emotional injury to a child or sexual activity of a minor with any other person;' neglect is defined, by law, as the failure to fulfill a child's physical or emotional needs.

Parent and Student Grievance Policy:

DCS strives to work with students and families to ensure DCS students' success both inside and outside the classroom. If an incident occurs or a student and/or parent/guardian is unhappy with some aspect of DCS's provision of services or operation of the school, including any complaints of discrimination on any basis, students and/or parents/guardians should use the below grievance procedure to resolve their complaints. DCS will address any concerns promptly and fairly.

DCS encourages students and parents/guardians to discuss their concerns and complaints through an informal conference with the appropriate teacher, staff member, assistant principal, or other school personnel. Concerns should be expressed as soon as possible to allow early resolution with the parties involved. If the student or parent/guardian is not satisfied with the outcome of the informal conference, the student or parent/guardian may initiate the formal grievance procedure:

1. At this time, the student or parent/guardian may submit a formal grievance in writing to the students' designated principal (Grades K-5: Mrs. Nicholson, Grades 6-12: Mrs. Dawkins, Special Education/504: Mrs. Hargis). This written, formal grievance must be received within ten (10) days of the incident or matter. The designated principal will then look into the grievance and claims, determine the appropriate action, and notify the person submitting the grievance in writing within three (3) business days.
2. If the grievance is not satisfactorily resolved by the designated principal, the student or parent/guardian may submit a formal appeal in writing to the Director of DCS. The formal written appeal must include an explanation as to how the grievance was not satisfactorily resolved by the designated principal and must be submitted to the Director within three (3) days of receiving notification of the resolution from the designated principal. The Director will have seven (7) business days from receipt of the written complaint/grievance to investigate the matter, determine the appropriate action, and notify the person submitting the grievance in writing of the proposed resolution.
3. If the student or parent/guardian still does not believe the matter has been properly addressed, they may file a second appeal in writing to the President of the DCS Board of Directors. The President of the DCS Board will appoint a hearing committee to investigate the grievance and resolve it. Following the

committee's meeting, a recommendation will be formally presented to the board in an executive session and a final determination will be made. Students and/or parents/guardians will be notified in writing of the outcome of the grievance within five (5) days of the board determination. **Note: students and/or parents/guardians are not entitled to a live hearing in front of the DCS Board of Directors, unless notified otherwise under the circumstances.**

Parent's Bill of Rights:

Under Louisiana law, La. R.S. § 17:406.9, parents are afforded certain rights to ensure they are full partners in their child's educational experience. Parents have the right to:

- To examine textbooks, curriculum, and other materials used in your child's classroom.
- To inspect a child's school records and receive a child's education records within 10 business days of the request.
- To be notified when medical services are offered.
- To be notified of criminal action taken against your child or by your child.
- That the school shall not discriminate against your child based on sincerely held religious beliefs of the child's family.
- To receive written notice and the option to opt-out of surveys asking certain questions regarding the student's sexual experiences or beliefs, family beliefs, morality, religion or political affiliation, or the student's or family members health or psychological problems
- To access the final school calendar at least 30 days prior to the beginning of the school year.
- To view a complete listing of all school fees and the purpose of each.
- To view any school uniform requirements on the school's website.
- To be promptly informed if your child is at risk of not being promoted to the next grade level.

Teacher's Bill of Rights (LA R.S. 17:416.18):

A. Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers pursuant to this Section, which are:

- A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and

416.11, for actions taken in the performance of duties of the teacher's employment.

- A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and 416 through 416.16 and any city, parish, or other local public school board regulation.
- A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).
- A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S.17:416(A)(1)(c).
- A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.16.
- A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
- A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
- A teacher has the right to complete only paperwork that is not excessively burdensome and that, if required by law or regulation, adheres to the law or regulation and does not result in overly cumbersome interpretations of that law or regulation.
- A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.
- A teacher has the right to be afforded time during the school day or week to collaborate with other teachers.

B. No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 through 416.16.

C. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.

D. Each city, parish, or other local public school board shall provide a copy of this Section to all teachers at the beginning of each school year. Each such school board also shall post a copy of the rights provided in this Section in a prominent place in every school and administrative building it operates and provide such a copy to parents or legal guardians of all children attending such schools in a form and manner approved by the school board. Each city, parish, or other local public school board and every school under its jurisdiction that maintains an Internet website shall post on such website a copy of the Teacher Bill of Rights required by this Section.

Acts 2003, No. 1252, §1, eff. July 7, 2003; Acts 2008, No. 155, §1, eff. June 12, 2008; Acts 2013, No. 329, §1.

Student Privacy:

FERPA:

The Family Education Rights and Privacy Act ("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 FERPA includes Personally Identifiable Information and Education Records, including:

- 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 an 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.
 - Courts, upon the issuance of proper orders or subpoenas.
 - Agencies requiring information in connection with a student's application for or receipt of financial aid.

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. 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
3. 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.

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.**

Transfer of Student Records:

DCS 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 DCS 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.

ACADEMIC POLICIES

Grading System:

DCS' grading practices will support the learning process of its students. Student grades are meant to reflect students' levels of proficiency with Louisiana State standards and objectives. In accordance with Louisiana law, no board member, director, guidance counselor, coach, teacher, or other administrative staff member shall attempt, either directly or indirectly, to influence, alter, or otherwise affect the grade received by a student from his/her teacher.

Students in kindergarten will receive grades of "M" for mastered, "P" for progressing or "NI" for needs improvement. For all other students, DCS uses the following uniform grading system for students enrolled in all grades 1st-12th:

Letter Grade	Percentage Grade
A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

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 (first, second and third grading periods), 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 in grades K-2 will be recognized at the end of the year award’s day for accelerated reading achievements, Storm Pride acknowledgements and attendance. Students in grades 3-5 will also be recognized at the end of the year award’s day for accelerated reading achievements, Storm Pride acknowledgements and attendance.

At the beginning of each school year, students who have maintained a grade of A in all of their courses from the previous school year for all four grading periods will be recognized at the 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 from the previous school year for all four grading periods will be recognized at the 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. Students in grades 3 - 11 will be recognized for Mastery and Advanced scores on the state LEAP 2025 assessment, Delta Awards, as well as for honor roll for the last nine-week grading period of the previous school year.

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:

DCS will participate in all appropriate state required tests, for all grade levels whereby a standardized test is required, including LEAP Connect, LEAP 2025, English Language Performance Test (ELPT), and ACT. 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. DCS has no say as to what students qualify for the state rally.

Accelerated Reading Policy:

Grades K-5: Accelerated Reader Point Clubs are recognized at the end of each 9 Weeks. Point Clubs begin at 10 points and move up in increments of 10. Students must move up a point club each 9 Weeks in order to be recognized. For example, a student recognized for the 10 point club the 1st 9 Weeks cannot be recognized for the 10 point club for the 2nd 9 Weeks. The student must progress to the 20 point club to be recognized. The 2 students from each grade who earn the most points each 9 Weeks will be recognized. The Top Readers for grades K-2 and 3-5 will be recognized at the End of Year Awards.

Students in grades K-2 earning 25 points in the 9 Weeks will be part of Mrs. Nick's Book Club. Students in grades 3-5 earning 50 points will be part of Mrs. Nick's Book Club. Students must earn the required points each 9 Weeks to remain in Mrs. Nick's Book Club.

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

- Students must obtain 10 AR points by reading grade-level appropriate texts as determined by the librarian.
- Students must obtain 85% accuracy on AR tests.
- 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 in which it is earned.
- 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 in each nine-week grading period.

Students are not required to participate and will not be penalized if they do not, however, they are strongly encouraged to do so.

Pupil Progression Plan:

A copy of DCS'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.

Plagiarism and Cheating:

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:

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

Special Education:

Under the Individuals with Disabilities Education Act (IDEA), every child with a disability is entitled to a Free Appropriate Public Education (FAPE). The IDEA emphasizes special education and related services, which should be designed to meet a child's "unique needs and prepare them for further education, employment, and independent living." Major principles of IDEA focus on students' rights and the responsibilities of schools to children with disabilities. The principles of FAPE includes Appropriate Evaluations, IEPs, Least Restrictive Environments, PR Parent Participation and Procedure Safeguards.

All students identified by an Individual Education Plan (IEP) receive special education services that are appropriate to their evaluation and IEP.

For more information regarding Parent/Student Rights in Identification, Evaluation, and Placement according to Section 504 of the Rehabilitation Act of 1973 & Title II of the American Disabilities Act of 1990, please refer to the LDOE Website.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

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 DCS. 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. DCS will adhere to the eligibility requirements of the Louisiana High School Athletic Association (LHSAA).

Academics:

1.11.1 First Semester Eligibility: To be eligible for the first semester of the school year, a student shall have earned at least six (6) Carnegie credits from the previous academic year (fall, spring and summer), 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 within their Pupil Progression Plan when considering all "graded" subjects.

1.11.2 Second Semester Eligibility: To be eligible for the second semester of the school year, a student must enroll in and successfully pass the number of courses which will allow him/her to earn a minimum of 3 Carnegie credits for the first semester. Note: This can be accomplished by earning any combination of Carnegie units. Six (6) one-half (.5) Carnegie credits will meet this requirement.

Behavior:

- All participants must meet the behavior guidelines set forth in this handbook.
- To remain eligible for participation, any student not meeting behavioral expectations may be placed on an individualized student support plan.
- Any student who is suspended from school shall be removed from participation in any/all extra-curricular activities for the duration of the suspension.
- Numerous suspensions or other violations of this handbook may result in permanent removal from extra-curricular activities/teams/clubs.
- Students who receive a suspension or other disciplinary consequence out of season for the sport/team/club they are participating in may affect the student's eligibility to participate in that extra-curricular activities/team/clubs when the season starts.

Other Requirements:

- All students participating in any extra-curricular activity are subject to the DCS Drug Testing & Substance Abuse Policy.
- Parents are required to sign permission slips for students to participate in any extra-curricular activity at DCS.
- Parents are required to sign a liability waiver prior to their student's participation in any extra-curricular activity.
- Parents are required to provide two (2) emergency contact numbers and two (2) modes of transportation for their students for after-hours dismissal as a result of the extra-curricular activity.

**** PLEASE NOTE THAT ANY DCS STUDENT MAY BE REMOVED FROM A CLUB, TEAM, OR OTHER EXTRACURRICULAR ACTIVITY AT ANY TIME AT THE DISCRETION OF THE ADMINISTRATION****

BREAKFAST AND LUNCH POLICIES

Child Nutrition Program:

DCS offers nutritious meals to students every school day. Our meal management system establishes an account for each student and keeps a record of each meal eaten. A student must state their name upon arrival at the point of sale location (cafeteria manager's desk) in order to be marked in the meal management system. DCS qualified for the Community Eligibility Program (CEP) this school year, so all students will eat free.

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
- Lunches must be delivered by a parent
- Door Dash is not allowed for students
- Delivered lunches should be placed on the counter in the receptionist's office at the front of the school.
- 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 below to determine your student's lunch period.

Lunch Times:

This table includes lunch times and location for all DCS students, K-12.

Grade	Time
Breakfast---All grades In the cafeteria	7:20 a.m. to 7:40 a.m.
K-5th	11:00 a.m. to 11:30 a.m.
6th-8th lunch	11:40 a.m. to 12:05 p.m.
9th-12th lunch	12:40 p.m. to 1:05 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.

Food Allergies:

DCS student safety is our priority. Due to student and faculty allergies, **DCS is a nut-free campus.** To prevent other food allergy-related issues, DCS students are discouraged from sharing snacks and other food/drinks on campus.

HEALTH AND WELLNESS POLICIES

Immunizations:

All students entering school in Louisiana must show proof of all required age-appropriate vaccinations. A vaccination record can be obtained from the student's personal physician or the parish health unit. Noncompliance may be permitted if the parent completes either a written dissent or provides a written statement from a physician stating that the required immunizations are contraindicated for medical reasons.

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. No medication may be administered to any student without a medication order Form signed by their Louisiana licensed physician and an authorization form signed by the student's parent or guardian.

2. 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.
3. Medication orders must be renewed as needed and at the beginning of each academic year.
4. 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.
5. The parent or his/her designated adult (not the student) is held responsible for delivering medication to the school nurse. The parent or designated adult is also responsible for retrieving unused medication from the school.
6. The maximum amount of medication that can be kept at school is a 35-day supply. All medication not retrieved by the parent or designated adult will be destroyed one week after the expiration date or at the end of the school year, following notification to the parent.
7. Students may be allowed to self-administer medication such as an asthma inhaler, if his/her physician indicates it on the medication order. Self-administration of medication will be allowed only in the presence of the school nurse so that the nurse can verify that the student uses proper procedure and technique.
8. Over-the-counter medications (non-prescription) are handled in the same manner as prescription medications. An order form from the physician and authorization from the parent/guardian are required. The medication must be brought to school in a container that meets acceptable pharmacy standards.
9. The initial dose of any medication subject to a medication order must be administered at home and sufficient time must be allowed for observation of adverse reactions before asking school personnel to administer medication.
10. Parents should schedule the administration of student medication so the medication is given at home whenever possible.
11. Teachers are not allowed to administer medication to any student. The school nurse is the only person who can administer medication to DCS students.

DCS is not responsible for a student's reaction to medication when it is given in accordance with the medical order and the prescriber's directions. Students are not permitted to bring, take, or distribute medication on campus. Students with proper documentation may carry inhalers and diabetic testing supplies, after the school nurse had reviewed proper procedures with the student and parent/guardian.

Medical Orders for 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.

Administration of Epinephrine:

Pursuant to Act 315 of 2022, each classroom assigned to a student who is deemed at high risk for anaphylactic reaction and incapable of self-administration of auto-injectable epinephrine shall maintain a supply of auto-injectable epinephrine in a secure location. In order to carry out this policy, each year the parent of an eligible student must provide the following:

1. The supply of auto-injectable epinephrine to be kept in each classroom.
2. Written authorization for the student to be administered the medication.
3. Written certification from the student's licensed medical physician or other authorized prescriber that the student is at high risk of having anaphylaxis and is not capable of self-administration of the auto-injectable epinephrine.
4. A written treatment plan from the student's licensed medical physician or other authorized prescriber for managing anaphylactic episodes.

This documentation shall be kept by the nurse or other designated school official. The school and its employees shall incur no liability as a result of any injury sustained by the student from the good faith administration of auto-injectable epinephrine.

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:

DCS 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 neither DCS 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.**

Beginning with the 2024-2025 school year, parents will have the option to purchase student accident insurance through an outside insurance agency. Purchasing this insurance is strictly voluntary. Additional information can be found at <https://www.studentinsurance-kk.com>

Food Allergies:

Delta Charter School recognizes that some students on campus may have allergies to specific foods. If your child has a food allergy, please notify the nurse so that she can complete the correct paperwork and notify your child's teachers and other employees who may come into contact with your child. Delta Charter School will take every precaution necessary to ensure that any student with a food allergy is protected. The following precautions will be taken in the identified areas:

Classroom:

The student's classroom that has an identified allergen will:

- have a designated allergy-friendly seating arrangement
- avoid the use of the identified allergen in class projects, parties, holiday celebrations, arts and crafts projects, science experiments, cooking, snacks or rewards. Class materials will be modified as needed
- have rapid access to epinephrine auto-injectors in cases of food allergy emergencies and appropriate staff will be trained to use them

Cafeteria:

The cafeteria will have:

- a designated allergy-friendly seating arrangement during meals (open to any child eating foods free of identified allergens)

- rapid access to epinephrine auto-injectors in cases of food allergy emergencies and appropriate staff will be trained to use them

Conjunctivitis Policy:

Conjunctivitis, both bacterial and viral, is extremely contagious. Therefore, the following guidelines will be in place for students who are diagnosed with either form of conjunctivitis.

- The student must stay home until there is no longer any discharge from the eyes
- For bacterial conjunctivitis, the student must have received twenty-four (24) hours of antibiotic eye drops or ointment before returning to school.

Fever Policy:

Any temperature of 100.4 degrees or higher is considered to be fever. Not only is a fever a sign of some sort of infection, it also usually means that the individual who has it is also shedding germs. While giving your child medicine might bring his/her fever down, it does not stop them from being contagious. Therefore, the student must be fever free for twenty-four (24) hours without medication before they can return to school.

Vomiting and Diarrhea Policy:

The student must be free from vomiting or diarrhea for twenty-four (24) hours without medication before they can return to school.

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 counselor, Mrs. Daggett, in writing or through email at pdaggett@deltacs.org.

COVID-19 Procedures:

DCS will take every precaution to ensure student safety on campus. Decisions will be made by the administration about which mitigation strategies to employ over the school year, in light of possible COVID-related illnesses. These decisions will be made according to data from the CDC, State of Louisiana, and local guidelines. Masks are not currently required for the 2024-2025 school year; however, students and employees who choose to wear one may do so. This policy is subject to change.

ELECTRONIC COMMUNICATIONS POLICY

Pursuant to La. R.S. 17:81(Q), this policy outlines the expectations of all DCS community members for the proper use of electronic communication devices between employees and students. The school system's approved electronic communications systems, Google email and School Status, shall be utilized to promote appropriate student-staff relationships and educational excellence. G-Mail and School Status are the only authorized methods of electronic communication between students and teachers. All electronic communication between students and teachers via G-Mail or School Status should be relative to the educational services provided to the student. This policy is not intended to limit the use of technology as an effective teaching tool.

Other forms of electronic communication, such as text messaging and through Internet-based social media (Facebook, Instagram, Twitter, etc.) are prohibited. It is DCS policy that employees are prohibited from "following" or being "friends" with students on social media. If an employee is contacted electronically by a student through a prohibited electronic method, the employee will immediately notify their supervisor and Human Resources and will not respond to the student.

DCS employees may be permitted to communicate with a student or parent/guardian outside of G-mail or School Status in instances related to student pick-up or where student safety is a concern. This relates to situations such as extracurricular activities, student athletic activities, and community-based youth activities. In all instances, DCS employees must obtain the approval of school administration prior to engaging in any electronic communication for these purposes outside of G-Mail or School Status. Parents of students who participate in extracurricular activities or athletics teams may be asked, but are not required, to sign a consent form to this effect. In all circumstances, any employee who contacts a student pursuant to an alternate form of communication referenced in this paragraph shall do so with at least one additional DCS employee on the communication. No employee should ever communicate electronically with a single student without another adult (DCS employee or parent) included.

Violations of this policy including the failure to report electronic communications received from a student may result in disciplinary actions for students and employees.

Policy Guidelines:

1. DCS prohibits any type of close personal relationship between a school employee and a student that may be reasonably perceived as unprofessional, including but not limited to excessive personal attention outside of school. School employees shall not communicate with students, entertain students, socialize with students or spend an excessive amount of time with students in such a manner as to reasonably create the impression

- to other students, their parents, staff, 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 DCS administration.
 3. DCS 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 DCS.
 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.

Opt-out Procedure:

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.

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 the 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.

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.

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 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 the 504 Director or 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.

STUDENT EXPECTATIONS AND DISCIPLINE

DCS is committed to helping all students grow academically, socially, and emotionally. To reach these goals, it is essential that DCS has a safe environment which is conducive to learning. By setting forth the following clear expectations and directly teaching students about those expectations, it is our goal to create this atmosphere for learning.

Parents also play an important role in ensuring appropriate conduct occurs at school. Appropriate school behavior is taught at home, so it can be practiced at school. The following is an outline of how the faculty and staff will establish routines and support the development of good conduct at school.

Appropriate and Inappropriate Student Behavior:

Students are expected to conduct themselves in a responsible manner and to respect the rights and property of others. All expectations involving appropriate and inappropriate behavior apply equally to the classroom, hallways, school campus, school buses, bus stops, and at all school functions in and beyond the school walls. This applies to events occurring at school or school-sanctioned events off-campus.

Corporal Punishment:

DCS does not utilize corporal punishment as a strategy for addressing student disciplinary infractions.

Classroom Management Systems:

The individual teacher manages his/her classroom. Classroom management systems will be explained to parents and students at the beginning of the school year and to new students when they enroll.

Positive Behavior Intervention System:

In order to assure classroom management using positive behavioral supports and effective disciplinary tools, DCS will identify data-driven academic, career and technical, discipline/behavioral performance results in the School Improvement Plan (SIP). DCS 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 DCS 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 DCS 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.

DCS adopts the following five clearly defined, basic behavioral expectations.

We are industriou**S** & aler**T**. We have self-contr**OL**, team spi**R**it & deter**M**ination!

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. **In accordance with these policies, the following discipline model will be used at DCS, including all examples of major/minor infractions.**

Principal Responsibilities:

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.

Teacher Responsibilities:

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.

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:

DCS exists for the purpose of providing students with a world class education. DCS 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 DCS 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.
8. Bullying and/or hazing will not be tolerated and will be disciplined appropriately. Please see DCS's Bullying Policy for more information.
9. Keep head up and pay attention in class. No sleeping is allowed in class.
10. Do not harm another student or any school employee.
11. Do not use, possess, or distribute alcohol or other illegal drugs. Do not possess dangerous weapons.
12. Do not talk in class to friends about issues not concerning the lesson. Do not pass notes.
13. 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.
14. 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.

15. Students are prohibited to use vulgar and obscene language or racial/ethnic slurs.
16. Students need to immediately notify the closest adult of any incident that occurs.

Bullying Policy:

DCS 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.

The following actions will be taken when bullying is reported:

1. Investigation: Upon receipt of any report of bullying, an administrator will direct an immediate investigation of the incident. The investigation will begin no later than the next school day after the report is received by the school official. The investigation will be completed no later than ten school days after the date the written report of the incident is submitted to the school official. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.

2. Notification: Parents or legal guardians of the victim and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention will be provided and the parent/guardian will be notified immediately.
3. Discipline: Upon confirming that bullying has occurred, the accused student will receive age-appropriate consequences for bullying which includes, at minimum, disciplinary action and/or counseling.
4. Follow Up: Complainants will be promptly notified of the findings of the investigation and the remedial action taken. Separate parent conferences with administrators and parties involved at the school's discretion.
5. Documentation: Written documentation containing the findings of the investigation, including input from the students' parents or legal guardian, and the decision by the school official, will be documented and placed in each student's (victim and perpetrator) discipline file as appropriate.

Hazing:

Hazing is defined as any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental or psychological harm for the purpose of initiation into affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public secondary school, whether such behavior is planned or occurs on or off school property, including any school bus or school bus stop.

Delta Charter School is committed to maintaining a safe, orderly, civil, and positive learning environment to insure that no student feels threatened while in school, on the school bus, and/or when participating in school-related activities. While some forms of initiation for membership in student clubs and organizations constitute acceptable behavior, the hazing of students may degenerate into a dangerous form of intimidation and degradation; therefore, hazing in any form will not be tolerated.

Examples of bullying may include but are not limited to a pattern of behavior involving one or more of the following:

- Sarcastic "remarks/compliments" about another student's personal appearance
- Pointed questions intended to embarrass or humiliate
- Mocking, taunting, or belittling
- Non-verbal threats and/or intimidation towards another
- Demeaning humor relating to a student's race, gender, ethnicity, sexual orientation, or personal characteristics/mannerisms

- Blackmail, extortion, demands for protection money or other involuntary donations or loans
- Deliberate physical contact or injury to person or property
- Stealing or hiding school belongings
- Threats of harm to student(s), possessions or others
- Cyber-bullying,
- Sexual harassment
- Hazing

Examples of Disciplinary Consequences:

- Loss of Privilege
- Reassignment of Seat or Classes
- Quiet Lunch
- Recess Detention
- Morning or After-School Detention
- In-School Intervention
- Out-of-School Suspension
- Recommendation for an Expulsion Hearing
- Assignment to an Alternative Setting
- Legal Action

**For additionally information on Bullying, please see*

<https://www.louisianabelieves.com/schools/public-schools/bullying>

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:

Instructional Day:

DCS 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. Act 313 (Louisiana law) prohibits students from possessing an electronic telecommunication device on their person throughout the instructional day. If a student brings such a device to school, the device must be turned off and properly stowed in the student's locker or backpack for the duration of the instructional day. Devices are prohibited from being turned on, visible or used during the instructional day. In order to be in compliance with Act 313 Delta Charter School will adhere to the following guidelines concerning cell phones.

Cell phones will be allowed to be brought on campus by students, however, students must adhere to the following guidelines concerning them:

- Cell phones are to be in the off mode at all times from the time that students enter the school building until the end of the school day.
- Cell phones must be stowed in a student's backpack or locked in their locker. They should not be visible at any time during the academic day or during school activities (recess, lunch, etc.).
- Cell phones cannot be carried on the student in pockets, sweatshirts, etc.
- The school strongly encourages students to leave their phone in their vehicle.

Extracurricular Activities/Field Trips/Bus Riders:

Students who participate in school-sponsored extracurricular activities, field trips or ride the school bus must adhere to following cell phone policy:

- Cell phones should be turned off during the extracurricular activities, field trip or during the bus ride to and from school
- Cell phones should not be on the student's person and should be stowed away in their backpack
- Cell phones should not be visible during the extracurricular activity, field trip or bus ride to or from school

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.

Students who choose not to follow the cell phone procedure and have their phone out during the academic day or during school sponsored activities (recess, lunch, field trips, bus rides, etc.) will have their cell phone confiscated and be assigned a disciplinary consequence as described below:

Cell Phone Discipline Procedures:

- 1st Offense—Student will be assigned one day of afternoon detention and the phone will be kept for five (5) calendar days. After five (5) calendar 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) calendar days. After ten (10) calendar 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 DCS 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 DCS student.

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 or black in color only, can be capri or full length
- Socks** White or black in color with only a single logo allowed
Crew length or lower
- 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 or black in color only
- Socks** White or black in color with only a single logo allowed
Crew length or lower
- 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

DCS Uniform Specifications:

Shirts

- Plain white undershirts for polo are allowed with no writing or logos.

- Polo style, long or short sleeve, grade appropriate color
- All shirts must display school logo on upper left chest area
- 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 or black 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 longer than fingertip length.

Shoes/socks

- Closed toe with backs
- No sandals, flip-flops, "croc" style, beach, pool, or slippers.
- Athletic shoes recommended.
- White or black socks (crew length or lower).
- 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 or black 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. DCS 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.

Outerwear

All jackets and/or sweatshirts **must be navy, black, white, carolina blue or gray in color. No hoods are allowed on any outerwear.** The school logo or Storm spirit wear may be on the front of the outerwear. A small trademark/logo may be on the front pocket area of the outerwear. No large logos, sayings or graphic designs/words are allowed to be on the outerwear. **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 the correct PE uniform may result in a zero (0) for the class and other discipline actions.

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.

Other Dress Code Requirements:

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

- Shirts are to be tucked in at all times.

- Undersized or oversized clothes are not allowed. All clothes and shoes must be worn in the manner meant by the manufacturer. No sagging.
- Proper undergarments must be worn at all times.
- Hats or caps are not allowed on campus at any time during the instructional day.
- No facial jewelry is allowed at any time. Any student who has a nose ring, must remove their nose ring completely or wear a clear plastic nose stud in its place.
- Earrings are not allowed for boys. Girls' earrings in their ears are not to exceed 1" in length. No bar style earrings are allowed.
- Tattoos that could be considered derogatory, vulgar or inappropriate in any way must be covered, including at all athletic or school sponsored events.
- No sunglasses in the building, unless prescribed by a physician.
- Blankets should not be brought into the buildings and/or classrooms.
- Boys must be clean shaven at all times.
- All students must keep hair neat and clean with **eyes visible at all times**. Only natural hair colors are allowed and must not be styled in a fashion that would be considered a distraction. Boys' hair must be above their collar in length. Boys' hair must be worn in a bun in all school related activities.
- Fingernails are to be kept neat & clean. Not to be styled in a length or fashion that would be considered a distraction.
- Athletes may wear their jersey over their uniform shirt or other approved attire to school on jersey Friday only. Cheerleaders are allowed to wear their uniforms to school on jersey Friday. **Athletes are allowed to wear coach approved warm-up pants to school on jersey Friday only.**
- Only the appropriate coloring leggings may be worn. Pants under jumpers are not allowed.
- *****All uniform shirts are required to have a school logo on them. Girls' uniform shirts are not required to have the logo because they are worn under their jumpers.*****

Dress Code Violations:

Ultimately it is the responsibility of the parents and/or guardians to adhere to the DCS 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. Repeatedly violating the uniform policy is considered to be a habitual offense of violating school rules. Parents will be contacted to bring proper uniform attire for any student violating uniform policy.

Number of uniform violations	Consequence/Lightning Strike
1	Lightning Strike written/Parent Contact

2	Lightning Strike written/Parent Contact
3	Office referral written Lunch detention assigned
4 or more	Office referral written One day of ISS assigned

Lightning strike procedures will start over each 9 week grading period.

Student Discipline Procedures

After-school Detention:

After-school detention will be held in the ISS room on Mondays, or other days as assigned by designated administrator, 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 in-school suspension. 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:

A student may be suspended in accordance with the discipline policy of DCS and La. R.S. § 17:416. Students can be suspended for repeated minor infractions as well as for any major infraction. The severity of the infraction will determine if a suspension is warranted. For incidents which may warrant suspension, the following procedures will be followed:

1. Prior to referral for disciplinary action, the staff member making any such referral shall conduct an investigation into the facts of the incident and shall collect evidence, including witness statements, as necessary under the circumstances.
2. The principal and/or his/her designee shall conduct an informal conference with the student. The student shall be informed of the reason for the disciplinary

action and the evidence against them. The student shall be given the opportunity to explain their version of the facts.

3. If the principal determines that the incident warrants suspension, the student's parent and/or guardian shall be contacted immediately by phone or in-person. The principal shall also notify the parent(s) and/or guardian(s) in writing of the reason(s) for the suspension, the length of the suspension, and the date and time when the student may return to school, including the date and time of a mandatory re-entry conference.

Parents have the right to file an appeal to a suspension. Such appeal must be submitted in writing, within five (5) days of the suspension, to the Director. The Director or his/her designee, will determine whether to uphold, reverse, or modify the decision to suspend the student. The decision of the Director or his/her designee is final.

Parents and students are required to attend a re-entry conference with the student's designated principal or his/her designee, prior to the student being permitted to re-enter DCS educational environment. The student may not return to school prior to the mandatory readmission conference. If the parent(s) and/or guardian(s) fail(s) to attend the required conference within five (5) days of the scheduled date, the truancy laws shall become effective.

After a student has received two (2) suspensions, 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 in grades K-5 continues to violate school rules which result in additional suspensions after he/she has completed the three tiers required by the PBIS policy, then after the third suspension, the SBLC committee will reconvene to determine the next course of action. If a student in grades 6-12 continues to violate school rules which result in additional suspensions after he/she has completed the three tiers required by the PBIS policy, then after the third suspension, the student shall be recommended for expulsion according to ACT 337.

Any student who is suspended from school cannot participate in any school activities or be present on Delta Charter School grounds during their time of suspension. A suspended student may not participate in any team event (picture taking, pre-game meals, etc.) on Delta Charter School campus or at away locations. If a student violates this policy, they may receive additional consequences, including additional suspension days and/or a possible recommendation for expulsion. 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.

Expulsions:

Some behavior infractions are serious and require expulsion, a safe campus review, and school-level investigative actions. Expulsions are guided by Louisiana State law, La. R.S. § 17:416. Please note that in some circumstances, La. R.S. § 17:416 requires DCS to make a recommendation for expulsion. A student may receive credit for work during an expulsion if the work completed is satisfactory and meets course requirements. For incidents which may warrant expulsion, the following procedures will be followed:

- Prior to referral for disciplinary action, the staff member making any such referral shall conduct an investigation into the facts of the incident and shall collect evidence, including witness statements, as necessary under the circumstances.
- The principal and/or his/her designee shall advise the student of the particular misconduct of which they are accused, as well as the basis of the accusation, and at that time the student shall be given an opportunity to explain their version of the facts.
- If the principal and/or his/her designee determines the student's conduct warrants a recommendation for expulsion, the principal and/or his/her designee shall contact the student's parent(s) and/or guardian(s) by telephone and via certified letter. The certified letter shall notify the parent(s) and/or guardian(s) of the recommendation, the reasons therefore, and establish a date and time for a conference with the principal or his/her designee as a requirement for readmitting the student.
- Within five (5) days of such recommendation, a disciplinary hearing will be held by the DCS Director or his/her designee. A decision will be made and shared within two (2) business days regarding whether the student will be expelled from DCS or if other disciplinary action shall be taken.
- DCS will provide written notice of the hearing to the student and the parent or legal guardian, along with notice of all rights.
- Until such hearing takes place, the student shall remain suspended from the school with access to classwork and the opportunity to earn academic credit.
- A student who is expelled or suspended for longer than ten (10) days shall be provided with academic instruction at an alternative setting.
- At the hearing, the student may be represented by any person of his/her choice. If legal counsel will be present, please provide notice at least 24-hours in advance of the hearing. The hearing will be rescheduled if prior notice of legal counsel is not provided before the scheduled hearing date and time.
- The decision of the Director or his/her designee is final, unless appealed.
- Parent(s) and/or guardian(s) of the student recommended for expulsion may, within five (5) days after the decision is rendered, submit an appeal to the DCS Board of Directors. The DCS Board of Directors will review the findings of the Director, or his/her designee, and may affirm, modify, or reverse the action taken. This right of appeal to the DCS Board of

Directors is available even if the recommendation for expulsion is reduced to a suspension.

- If the expulsion is upheld by the DCS Board of Directors, Parent(s) and/or guardian(s) of the student recommended for expulsion may, within ten (10) school days, appeal the expulsion to the district court for Concordia Parish.

Please note that 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 in grades K- 5:**

If, after an appropriate hearing, a student is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school-sponsored event shall be expelled from school for a minimum period of two complete school semesters and shall be referred to the district attorney for appropriate action.

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 narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event shall be referred to the Director for appropriate disciplinary action, which may include a recommendation for expulsion.

If, after an appropriate hearing, a student is found guilty of being in possession of a knife with a blade equal to or in excess of two and one-half inches in length on school property, on a school bus, or at a school-sponsored event may be expelled from school.

2. **Students in grades 6 – 12: (ACT 337):**

If, after an appropriate hearing, a student is found guilty of being in possession of a firearm, a knife with a blade equal to or in excess of two and one-half inches in length, or any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event, the student shall be expelled for a minimum period of four complete school semesters and shall be referred to the district attorney for appropriate action.

A student in grades six through twelve who is suspended a third time within the same school year for any offense, excluding those related to dress codes or tardiness, shall be recommended for expulsion. For

purposes of this policy, Delta Charter School will consider out-of-school suspensions.

A student who is found guilty of being in possession of tobacco, alcohol, or vaping products on school property, on a school bus, or at a school-sponsored event, may be recommended for expulsion.

Any student who is expelled from school cannot participate in any school activities or be present on Delta Charter School grounds during their time of expulsion. If a student violates this policy, they will receive additional consequences.

The following additional major infractions may result in an extended out-of-school suspension or recommendation for expulsion. These include:

- Cause serious bodily injury to anyone
- Pull fire alarm or make false 911 call
- Engage in a sexual act on campus or at a school-related function (zero tolerance)
- Serious threats (those reported to law enforcement)

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

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

Discipline of Special Education Students:

All consequences for students with exceptionalities will be taken into consideration on a case-by-case basis according to their Individualized Education Plan (IEP) as well as all laws and regulations concerning these students.

Search and Seizure:

DCS is the exclusive owner of all public school buildings, all desks and lockers within the building assigned to any student, and any other area of any public school building or grounds set aside specifically for the personal use of the students. In accordance with La. R.S. § 17:416.3., any administrator or his/her designee may search any building, desks, lockers, areas, or grounds suspected to contain any illegal drugs, weapons or any other item that is against the law, a school rule or goes against school policies. Any administrator and/or his designee may search the person of a student or their personal effects, including backpacks, when, based on the attendant circumstances at the time of the search, reasonable grounds exist to suspect that the search will reveal evidence that the student has violated the law, a school rule or school policy.

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. Searches shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student(s) and the nature of the suspected offense.
6. At all times, searches will be conducted by no less than two (2) school staff members, including at least one administrator.
7. Whenever possible, searches will take place out of sight of other students and the results of all searches will remain confidential, except to report illegal activity to the proper authorities.

8. Documentation will be made of all searches of a student's person. The student will be given a receipt for the items confiscated. The parent and/or guardian of the student will be notified in writing of all searches of the student's person.
9. Random searches of students or their personal effects may be conducted at any time in accordance with the law.
10. When circumstances warrant, DCS may authorize the search of school property, students, or their personal effects using canines whose reliability and accuracy for sniffing out contraband (drugs, firearms, and/or explosives) has been established.

Substance or Alcohol Abuse by Students:

It is DCS policy 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.

Louisiana law prohibits all students from possessing, using, transferring, selling, or delivering any tobacco, alcohol, controlled dangerous substance, mood altering chemical, or any substance designed to look like or represented as such by students, on a school bus, on school premises, or at a school function away from the school. (Vaping) A look-alike substance is defined as any substance that appears or resembles any prohibited substance and which the student in possession thereof specifically represents to others as a prohibited substance.

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.

Any student found in violation of this policy shall be immediately suspended and recommended for expulsion by the designated principal. 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.

“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.

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 may be subject to random drug testing. Any student of DCS, 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:** Parent/guardian of student will be notified immediately and student will be suspended for a minimum of five (5) 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 ten (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.

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 before, during or after school hours (including all sporting events), or when riding school buses to/from school or 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 this handbook.

Consequences for students who violate the tobacco/vaping policy will be as follows:

- 1st Offense: Parent/guardian of student will be notified immediately and student will be suspended for a minimum of three (3) days.
- 2nd Offense: Parent/guardian of student will be notified immediately and student will be suspended for a minimum of five (5) days.
- 3rd Offense: Parent/guardian of student will be notified immediately and student will be suspended for a minimum of seven (7) days.
- Additional offenses: According to ACT 337 of Louisiana law, any student in grades six through twelve found guilty of being in possession of tobacco, alcohol, or a vaping product on school property, on a school bus, or at a school-sponsored event may be recommended for expulsion.

Any student found in possession of a vape that includes an illegal substance will be subject to the expulsion laws found in this handbook and will be referred to the appropriate law enforcement agency.

Weapons Policy:

Louisiana law authorizes DCS 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 includes but is not limited to guns, explosives, or any gas, liquid or other substance or instrument that, in the manner used, is likely to produce death or great bodily harm. Specific definitions for dangerous weapons can be found in La. R.S. 17:416. 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 if there is a reasonable suspicion that a student may have objects in their possession, in said vehicle, in violation of school policy and/or state law. The basis for this search shall be reasonable suspicion. When a student is found to possess a weapon, law enforcement will be immediately notified and the designated principal will take appropriate disciplinary action.

Threats Policy:

An objective of the DCS 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/her 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 DCS and may be searched at any time by the designated principal or his/her designee.

Law Enforcement Notification:

Delta Charter School administration and staff are required by law to report any instances of illegal activity (including but not limited to possession of illegal substances, possession of firearms, knives equal to or in excess of two and one-half inches in length, under the influence of illegal substances while on school grounds or at school-sponsored events, etc.) to the appropriate law enforcement agencies.

ATTENDANCE POLICIES

DCS 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's Compulsory School Attendance Law (La. R.S. 17:221) requires that all students aged 5 to 18 attend a public or private day school until they graduate from high school.

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.

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) non-exempt or unexcused absences per semester or more than ten (10) non-exempt or 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/first period for students in grades K-8 and at the beginning of each class period for students in grades 9-12. 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 non-exempt or unexcused absences a student has.

Number of Non-Exempt or Unexcused Absences	Color Level	Consequence
3	Yellow	Warning letter
5	Orange	Mandatory parent contact from 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. If a student is absent for 14 consecutive days, the school may automatically withdraw the student and a report will be made to the appropriate authority.

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
9	9
More than 10	Truancy referral to parish truancy officer

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.

Truancy:

Truancy means absence from class or school for any portion of a period or day without permission from home or school. As DCS 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.

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 three (3) days after an excused absence to complete make-up exams/assignments.

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.

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-12 will be dropped off at the front entrance of the school

2. Drivers:

- Drivers will be required to exit their vehicles upon their arrival to school and enter through the front door.

3. Drop-offs:

- Grades K-5 will need to be dropped off at the end of the elementary building.
- Grades 6-12 will need to be dropped off at the front entrance 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 in grades K - 5 will be dismissed at 3:25 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. Bus riders in grades 6-12 will be dismissed at 3:30 p.m. Grades 6 - 12 will exit the front door of the school to load the bus.

Drivers, passengers with drivers, and 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 or student parking areas.
- 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.

Late Pickups – Dismissal and Extracurricular Activities:

In an effort to ensure the safety and security of all students and staff, we will follow this plan for picking up students from school, extracurricular activities, and sporting events.

- All students must be picked up at dismissal in a timely manner, including end of day daily as well as from extracurricular activities/events
- Late (15 or more minutes late) pick-ups will be documented
- The school representative will begin contacting parents who are late once the carpool line has ended and no one is present for the student(s) remaining
- After 30 minutes of waiting and no contact with a parent/guardian, the school representative will contact the student’s administrator

Three (3) or more documented late pickups can result in the student being removed from the roster of the extracurricular activity/event and the student may be referred to the Department of Children & Family Services/Families in Need of Services (DCFS/FINS).

Number of Late Pickups	Disciplinary Consequence
1 st Offense	Warn and Document in Student File
2 nd Offense	Refer to Principal and/or Social Worker and Document
3 rd Offense	Conference with Principal, Document, and Warning of DCFS Referral

4 th Offense	Refer to DCFS/FINS and Removal from Roster
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Under no circumstances are staff members permitted to drive students in personal vehicles in the event a parent is late for pick-up, even upon the parent's request.

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 DCS 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. 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 Drivers:

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 DCS. 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 front door of the school. Students will then report to their first period class or cafeteria if they are eating breakfast. Students who ride with drivers will need to follow the guidelines listed under drop-offs.

Dismissal from school:

Drivers will be dismissed at 3:30 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 3:30 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 DCS 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. Any search will be documented and the parent will be notified, in accordance with our Search and Seizure Policy.

School Bus Policies:

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.

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 DCS buses. All board policies (including those pertaining to sexual harassment, possession of weapons, and possession of drugs) are strictly enforced on school buses. Discipline problems occurring on the bus will be reported to the appropriate principal and disciplinary action will be taken. DCS 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 (pickup and drop-off times and locations) or any other transportation concern should contact the bus driver or Mr. Bobby Madison at 318-719-1796. Any parent needing information concerning a discipline issue that occurred on the bus should contact Mrs. Nicholson (grades K-5) at cnicholson@deltacs.org or Mrs. Doughty (grades 6-12) at sdoughty@deltacs.org. Both can also be reached by phone at 318-757-3202.

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:

- Be respectful to and obey the bus driver
- No standing or changing of seats while the bus is in motion
- Keep all body parts inside the bus at all times
- Do not throw anything out of the windows

- No loud talking or laughing
- No tobacco use
- No fighting
- No weapons
- No use of obscene and/or unacceptable language
- No littering on the bus
- No food or drink allowed on the bus
- No tampering with the bus and/or equipment
- No tolerance for possession or being under the influence of marijuana, a controlled substance, alcohol, or any other prohibited substance

Parent/Guardian Guidelines:

- Review all school bus rules with your child
- Teach your child that the driver is the person of authority on the bus and is to be respected.
- Make sure that your child is outside waiting for the bus at the place that the driver designates.
- Provide supervision for your child going to and from the bus and while waiting for the bus, if necessary.
- Make sure your child is dressed appropriately for the weather conditions.
- Have a plan for your child in case he/she misses the bus.
- 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.
- Provide transportation for your child if the privilege of riding the bus is withdrawn.
- Please make a reasonable effort to understand and cooperate with those responsible for student transportation.
- 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 Mrs. Doughty at 318-757-3202 and she will give you the contact information for bus services.

Cell Phone Policy:

Instructional Day:

DCS 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. Act 313 (Louisiana law) prohibits students from possessing an electronic telecommunication

device on their person throughout the instructional day. If a student brings such a device to school, the device must be turned off and properly stowed in the student's locker or backpack for the duration of the instructional day. Devices are prohibited from being turned on, visible or used during the instructional day. In order to be in compliance with Act 313 Delta Charter School will adhere to the following guidelines concerning cell phones.

Cell phones will be allowed to be brought on campus by students, however, students must adhere to the following guidelines concerning them:

- Cell phones are to be in the off mode at all times from the time that students enter the school building until the end of the school day.
- Cell phones must be stowed in a student's backpack or locked in their locker. They should not be visible at any time during the academic day or during school activities (recess, lunch, etc.).
- Cell phones cannot be carried on the student in pockets, sweatshirts, etc.
- The school strongly encourages students to leave their phone in their vehicle.

Extracurricular Activities/Field Trips/Bus Riders:

Students who participate in school-sponsored extracurricular activities, field trips or ride the school bus must adhere to following cell phone policy:

- Cell phones should be turned off during the extracurricular activities, field trip or during the bus ride to and from school
- Cell phones should not be on the student's person and should be stowed away in their backpack
- Cell phones should not be visible during the extracurricular activity, field trip or bus ride to or from school

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.

Students who choose not to follow the cell phone procedure and have their phone out during the academic day or during school sponsored activities (recess, lunch, field trips, bus rides, etc.) will have their cell phone confiscated and be assigned a disciplinary consequence as described below:

Cell Phone Discipline Procedures:

1st Offense—Student will be assigned one day of afternoon detention and the phone will be kept for five (5) calendar days. After five (5) calendar 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) calendar days. After ten (10) calendar 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.

TECHNOLOGY POLICIES

Technology Systems and Networks Use for Students:

The Delta Charter Group is pleased to offer students access to the DCS technology system and network, including but not limited to the Internet (DCS Network). To use the DCS Network, the Acceptable User Policy must be read and signed by the student and parent or guardian and returned to the student's homeroom teacher. Use of the DCS Network will allow students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the DCS Network might contain items that are illegal, defamatory, inaccurate, inappropriate or potentially offensive to some people. While our intent is to make the DCS Network 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, DCS supports and respects each family's right to decide whether or not to give permission to use the DCS Network. 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 DCS Network 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.

DCS Network Disclaimer:

The DCS Network is provided on an "as is, as available" basis. DCS 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. DCS uses a variety of vendor-supplied hardware and software. Therefore, DCS 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 DCS 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 DCS. **DCS will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of DCS'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 DCS, 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 student is being issued a Chromebook to be used in his/her classroom to improve and personalize their education this year. As the parent/guardian, you agree to the stipulations set forth in the Chromebook Usage Agreement signed above by your student along with the regulations set forth in the Technology Acceptable Use Policy and the DCS 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 student may lose their usage privileges or receive disciplinary consequences if they do 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 student or the cost of a replacement if the damage is not able to be repaired. The following costs will be assessed:
 - Replacement of broken screen: \$25 (Screen will not be replaced until fee is paid)
 - Broken hinges: \$50 (Will probably end of with replacement model after paid)
 - Lost or damaged Chromebooks: \$240
 - Lost or damaged touch screen Chromebook: \$280

****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****

